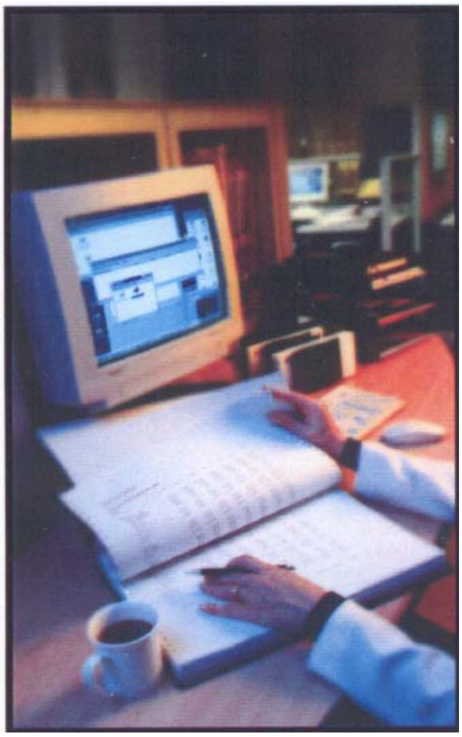
Automation Premium

Flow Chart Manual

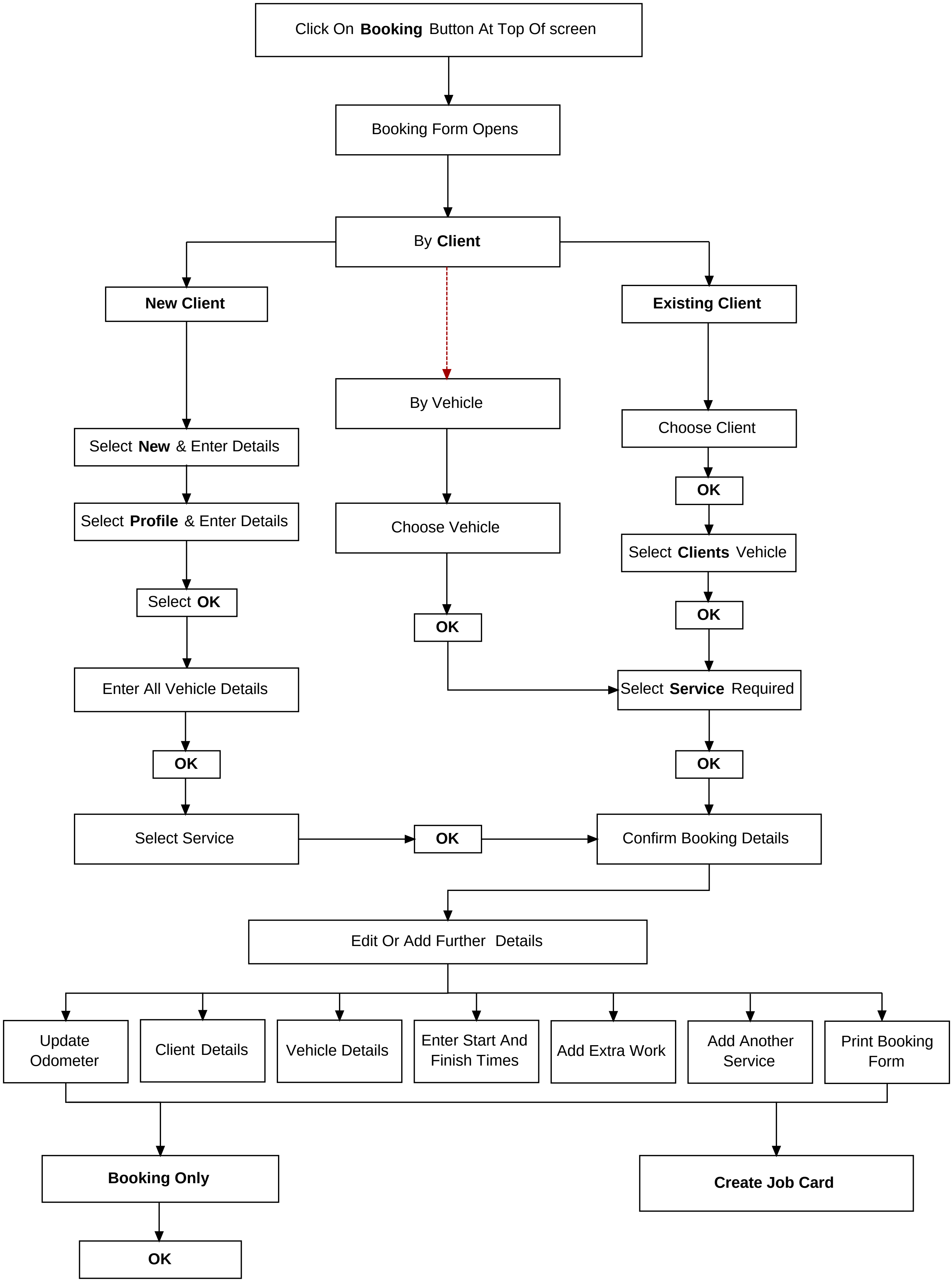
Auto Service Centre Management Solution

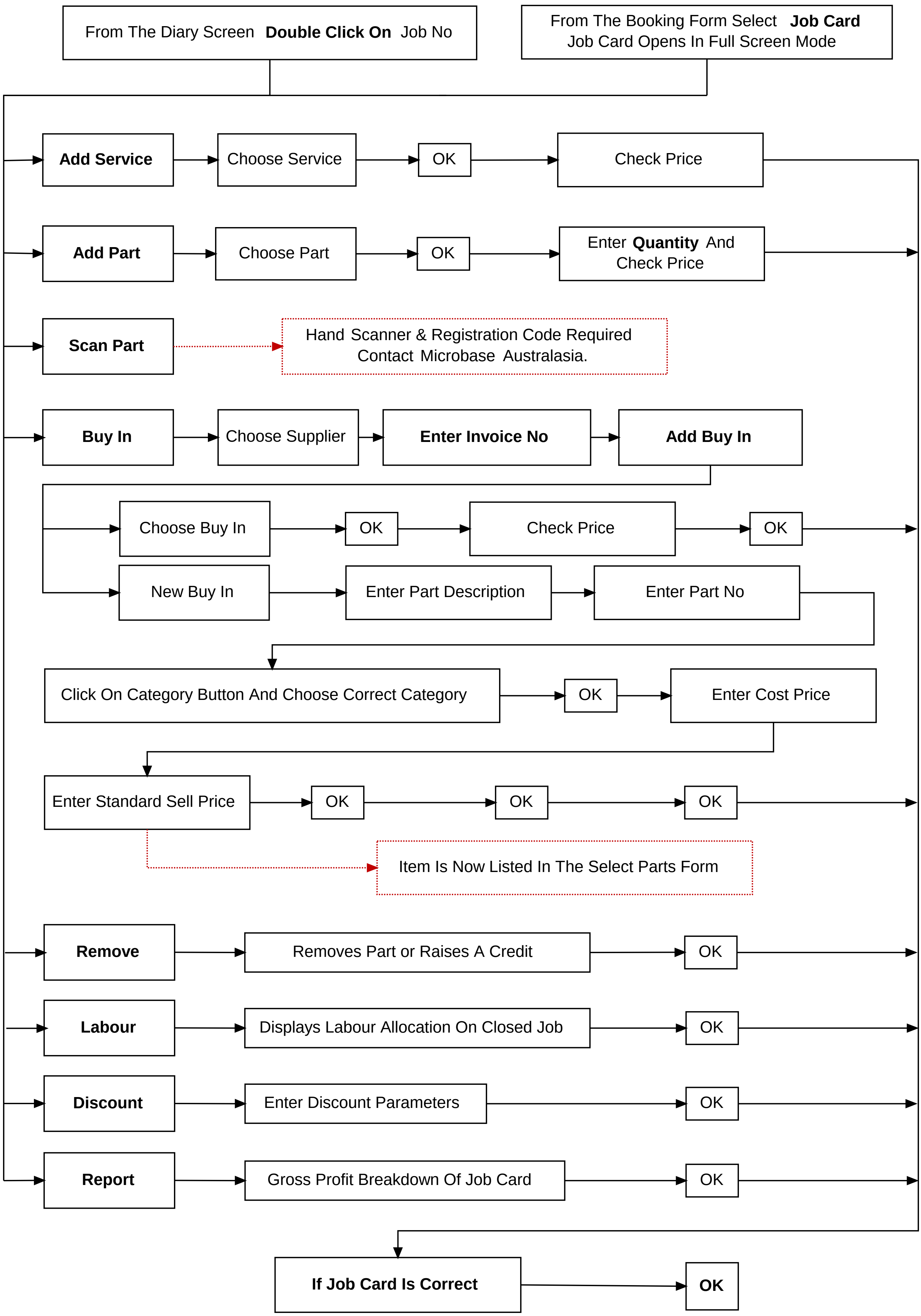


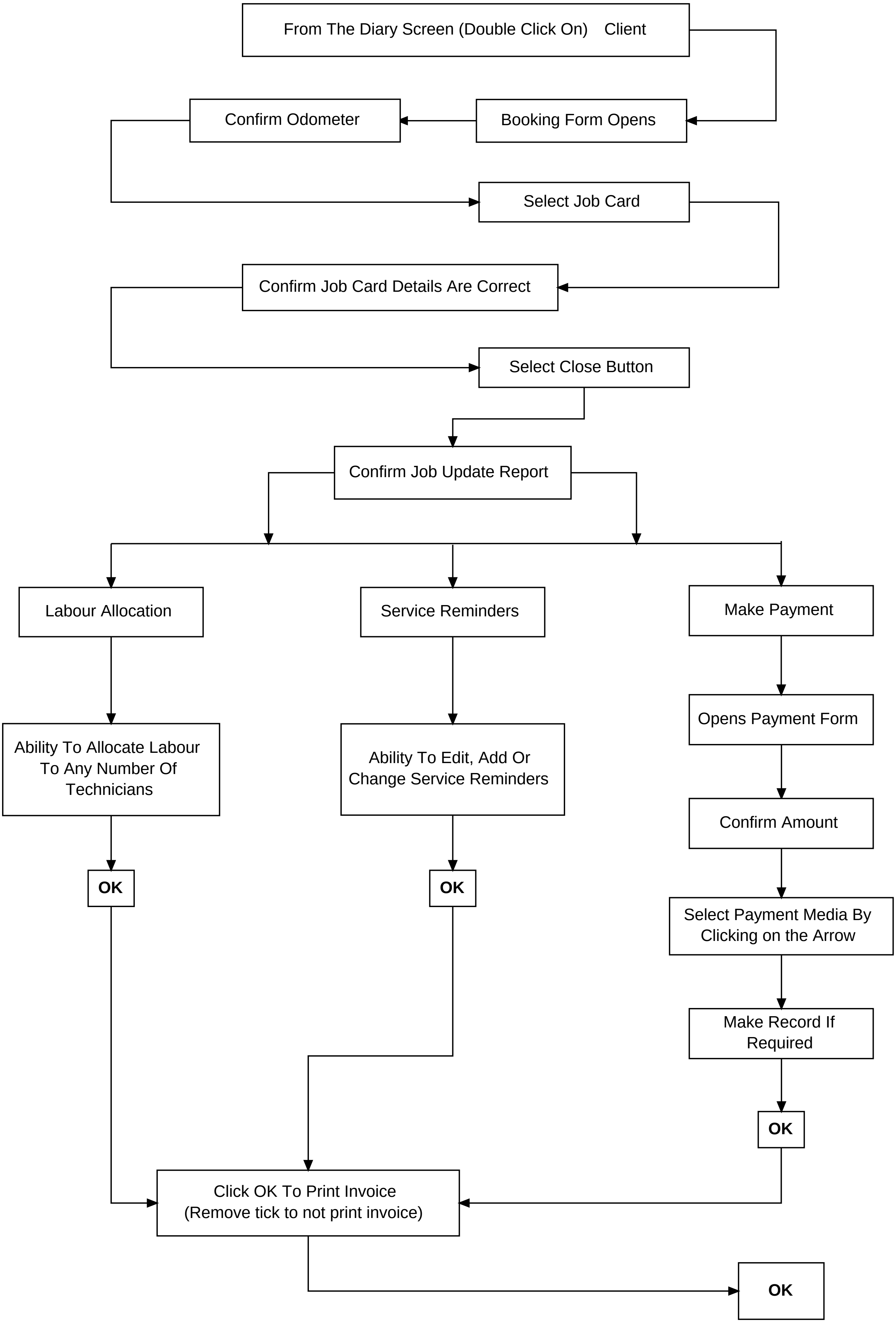
Microbase

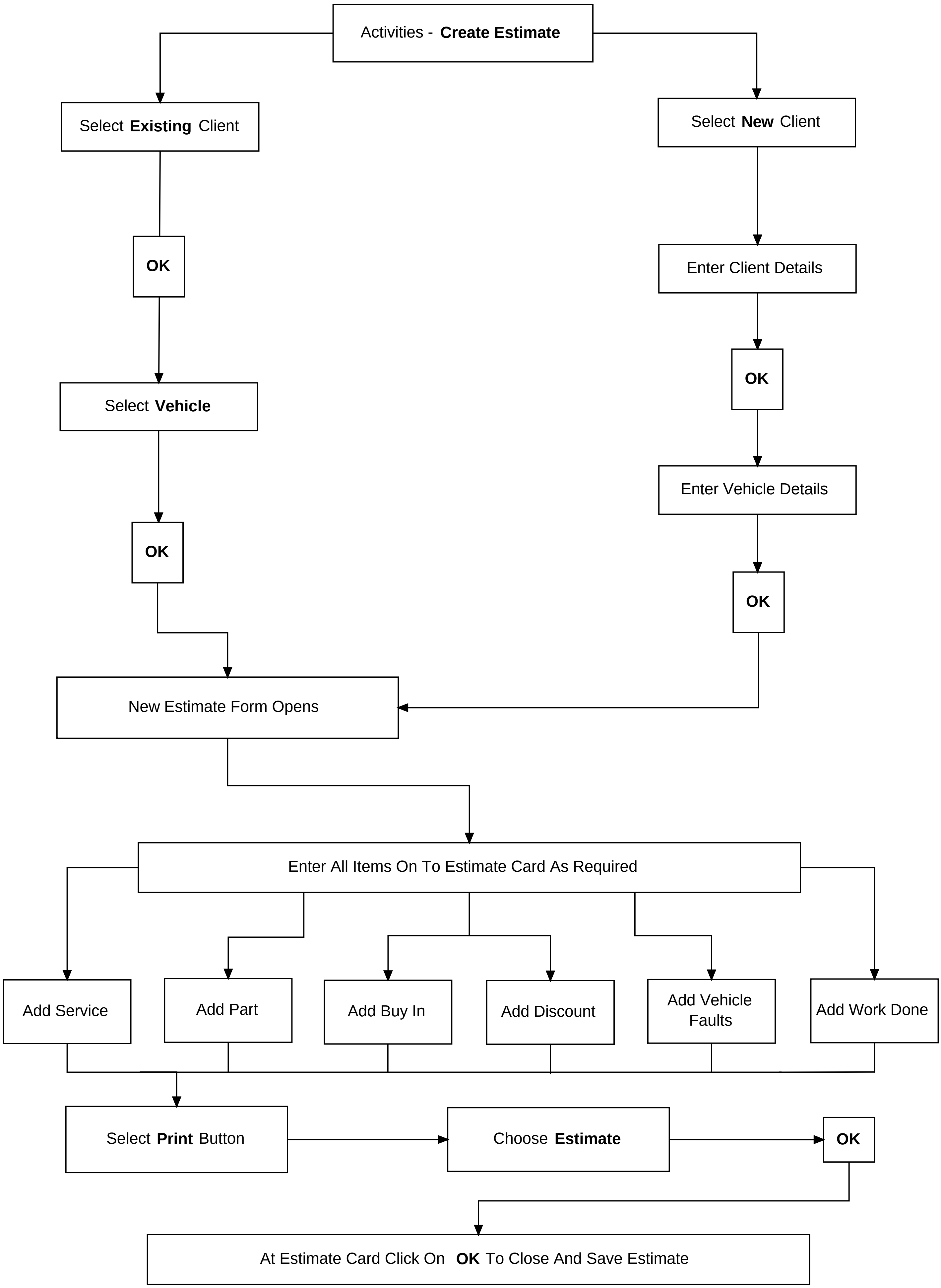
POWERED BY INNOVATION

Flow Chart Contents


Click On Booking Button At Top Of screen
Booking Form Opens
By Client
New Client
Existing Client
By Vehicle
Select New & Enter Details
Select Profile & Enter Details
Select OK
Enter All Vehicle Details
OK
Select Service
Choose Vehicle
OK
Choose Client
OK
Select Clients Vehicle
OK
Select Service Required
OK
OK
Confirm Booking Details
Edit Or Add Further Details
Update Odometer
Client Details
Vehicle Details
Enter Start And Finish Times
Add Extra Work
Add Another Service
Print Booking Form
Booking Only
OK
Create Job Card


From The Diary Screen **Double Click On** Job No
From The Booking Form Select **Job Card**
Job Card Opens In Full Screen Mode
Add Service
Choose Service
OK
Check Price
Add Part
Choose Part
OK
Enter **Quantity** And Check Price
Scan Part
Hand Scanner & Registration Code Required
Contact Microbase Australasia.
Buy In
Choose Supplier
Enter Invoice No
Add Buy In
Choose Buy In
OK
Check Price
OK
New Buy In
Enter Part Description
Enter Part No
Click On Category Button And Choose Correct Category
OK
Enter Cost Price
Enter Standard Sell Price
OK
OK
OK
Item Is Now Listed In The Select Parts Form
Remove
Removes Part or Raises A Credit
OK
Labour
Displays Labour Allocation On Closed Job
OK
Discount
Enter Discount Parameters
OK
Report
Gross Profit Breakdown Of Job Card
OK
If Job Card Is Correct
OK


From The Diary Screen (Double Click On) Client
Booking Form Opens
Confirm Odometer
Select Job Card
Confirm Job Card Details Are Correct
Select Close Button
Confirm Job Update Report
Labour Allocation
Service Reminders
Make Payment
Ability To Allocate Labour To Any Number Of Technicians
Ability To Edit, Add Or Change Service Reminders
Opens Payment Form
Confirm Amount
Select Payment Media By Clicking on the Arrow
Make Record If Required
OK
OK
OK
Click OK To Print Invoice (Remove tick to not print invoice)
OK


Activities - **Create Estimate**
Select **Existing** Client
Select **New** Client
OK
Enter Client Details
OK
Select **Vehicle**
Enter Vehicle Details
OK
OK
New Estimate Form Opens
Enter All Items On To Estimate Card As Required
Add Service
Add Part
Add Buy In
Add Discount
Add Vehicle Faults
Add Work Done
Select **Print** Button
Choose **Estimate**
OK
At Estimate Card Click On **OK** To Close And Save Estimate

Select **Sales** Button

Filter By Date Range And Choose **Estimates** From The **Current** Menu

Locate Estimate And Double Click On It

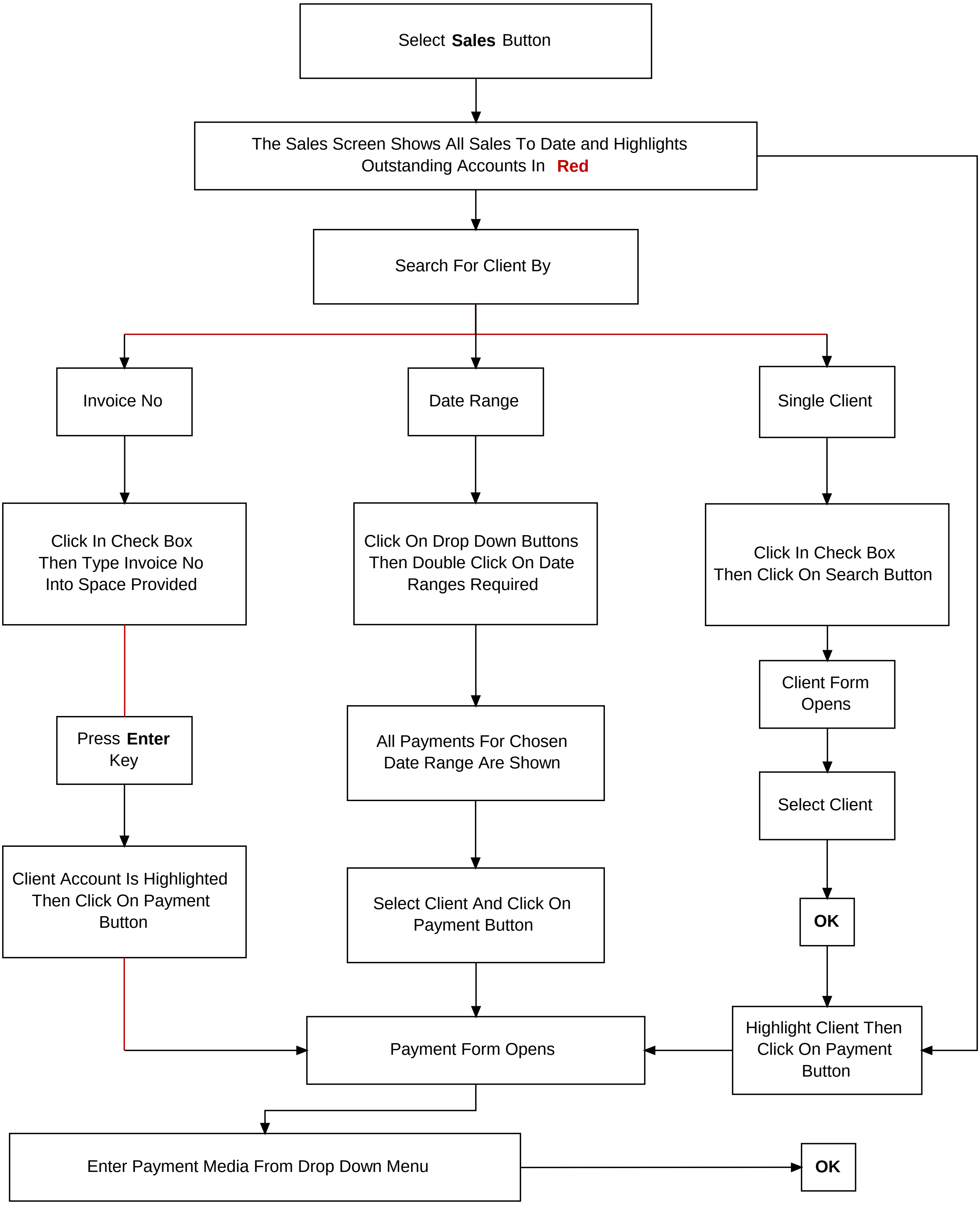
Click On The **Convert** Button At Bottom Of Estimate

Booking Form Opens - Update Information As Required

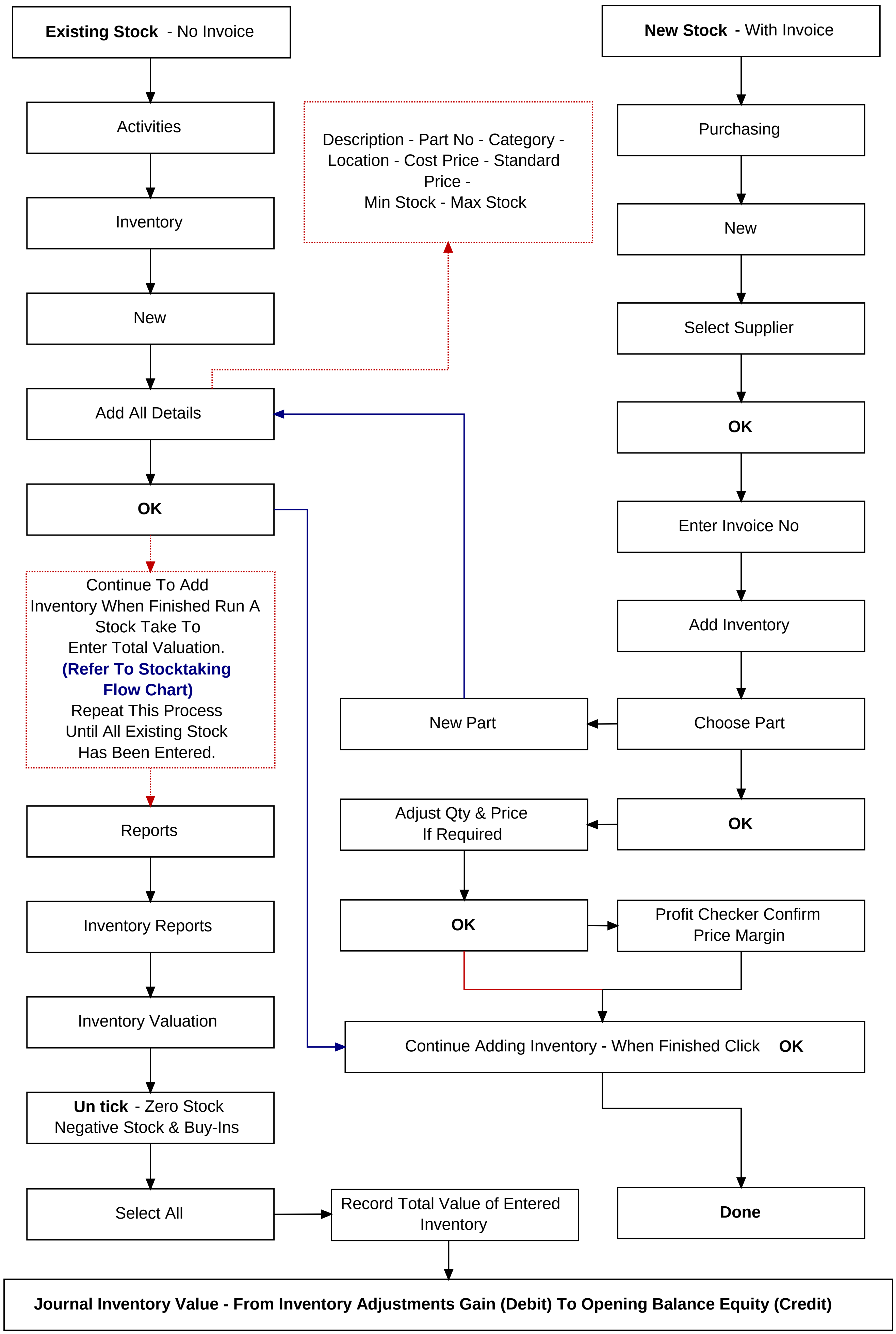
Click On **Job Card** Button

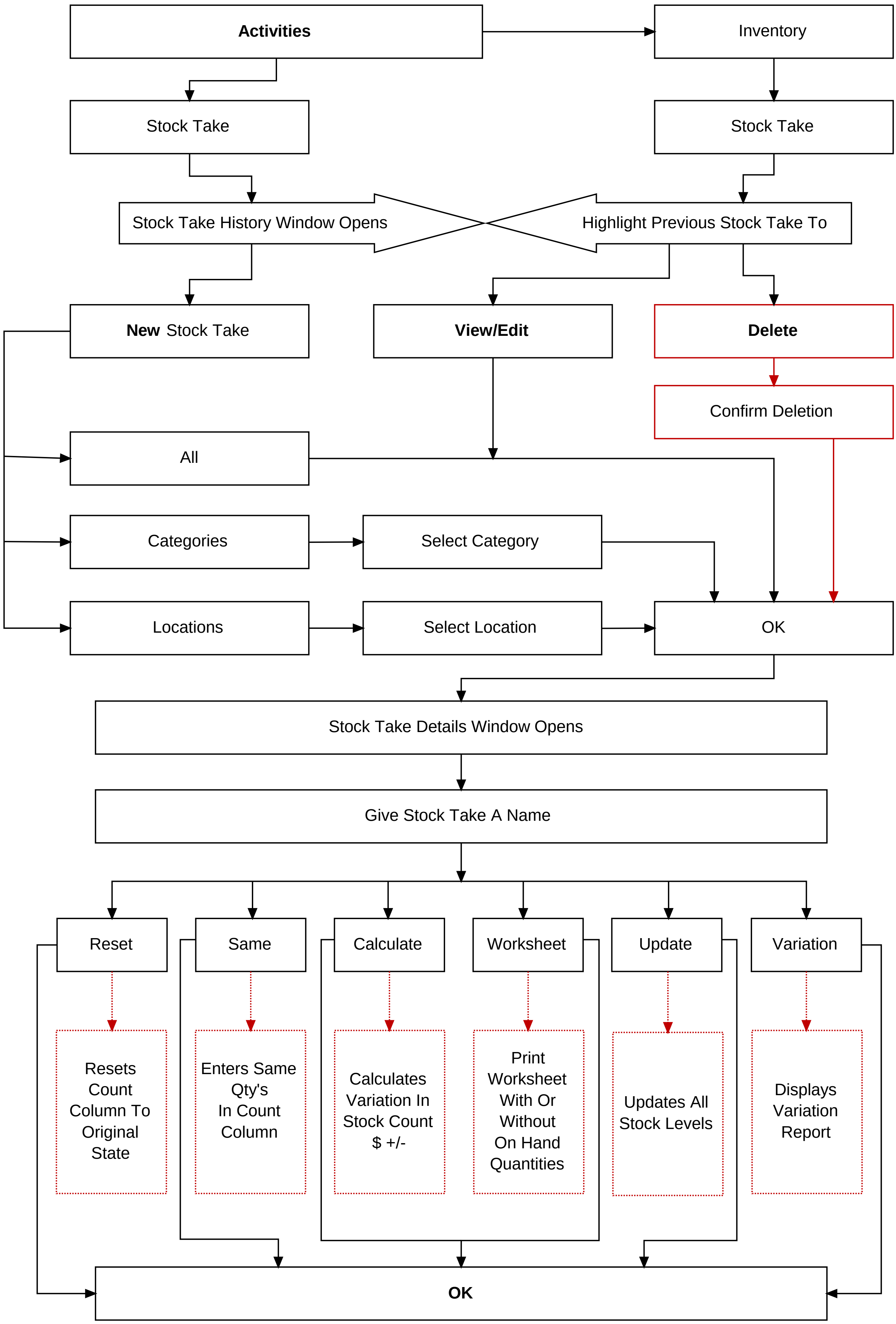
Estimate Is Now Converted To A Job Card

Complete And Close Job Card As Normal



For Multiple or Part Payments Un-Tick Line Item, Enter Payment amount and Re Tick Line Item/s


Existing Stock - No Invoice
Activities
Inventory
New
Add All Details
OK
Continue To Add Inventory When Finished Run A Stock Take To Enter Total Valuation. (Refer To Stocktaking Flow Chart) Repeat This Process Until All Existing Stock Has Been Entered.
Reports
Inventory Reports
Inventory Valuation
Un tick - Zero Stock Negative Stock & Buy-Ins
Select All
Record Total Value of Entered Inventory
Description - Part No - Category - Location - Cost Price - Standard Price - Min Stock - Max Stock
New Stock - With Invoice
Purchasing
New
Select Supplier
OK
Enter Invoice No
Add Inventory
Choose Part
New Part
OK
Adjust Qty & Price If Required
OK
Profit Checker Confirm Price Margin
Continue Adding Inventory - When Finished Click OK
Done
Journal Inventory Value - From Inventory Adjustments Gain (Debit) To Opening Balance Equity (Credit)


Activities
Inventory
Stock Take
Stock Take
Stock Take History Window Opens
Highlight Previous Stock Take To
New Stock Take
View/Edit
Delete
Confirm Deletion
All
Categories
Select Category
Locations
Select Location
OK
Stock Take Details Window Opens
Give Stock Take A Name
Reset
Same
Calculate
Worksheet
Update
Variation
Resets Count Column To Original State
Enters Same Qty's In Count Column
Calculates Variation In Stock Count $ +/-
Print Worksheet With Or Without On Hand Quantities
Updates All Stock Levels
Displays Variation Report
OK

Create Invoice As Normal Using Your Business Name On Completion Close Invoice As Normal

Select **Admin**

Choose **Journal Entry**

Fill Out Journal As Displayed Below

Account	Name	Debit	Credit	Tax Code	Tax Amount
Accounts Receivable	Your Business Name		Total Value Owed		
Vehicle Service & Repair Account		Total Value Less GST		Tax Code = GST	Total GST Amount

Unallocated amount: 0.00

Click OK To Save

Click On Activities

Choose Receive Payment

Choose Your Client/Business Name

Outstanding Invoice & Journal Entry Will Appear In Payment Window

Place Tick In Journal First, Then Outstanding Invoice

Click In Media And Choose Unapplied Credits

Change Date If Required

Click OK To Save

Clients Invoice Has Been Created And Closed And Is Listed In Sales As Outstanding
Write Down Three Values - Total Value - Total Value Less GST - Total GST Value

Select **Admin**

Choose **Journal Entry**

Fill Out Journal As Displayed Below

Account	Name	Debit	Credit	Tax Code	Tax Amount
Accounts Receivable	Client Name		Total Value Owed		
Bad Debt Account		Total Value Less GST		Tax Code = GST	Total GST Amount

Unallocated amount: 0.00

Click OK To Save

Click On Activities

Choose Receive Payment

Choose Client Name

Outstanding Invoice & Journal Entry Will Appear In Payment Window

Place Tick In Journal First, Then Outstanding Invoice

Click In Media And Choose Unapplied Credits

Change Date If Required

Click OK To Save

1 → Setup Clearing Account

Chart Of Accounts → New → Account = (**Name**) Clearing Account → Type = Bank → **OK** → New → Account = (**Name**) Merchant Fees → Sub Account = Operating Expenses → Type = Expense → **OK**

2 → Receiving Payment

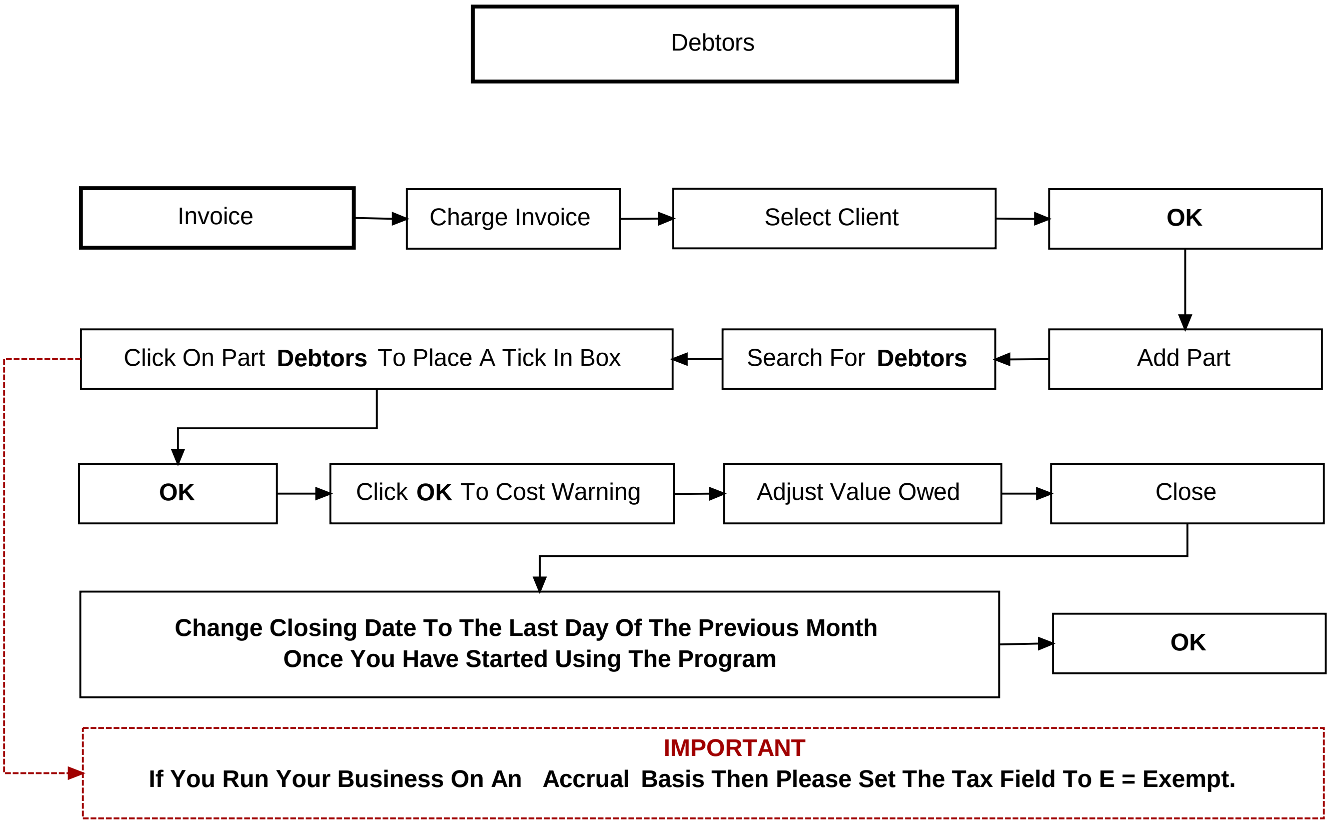
Receive Payment As Normal But Place Amount Into (**Name)** Clearing Account Instead Of Undeposited Funds

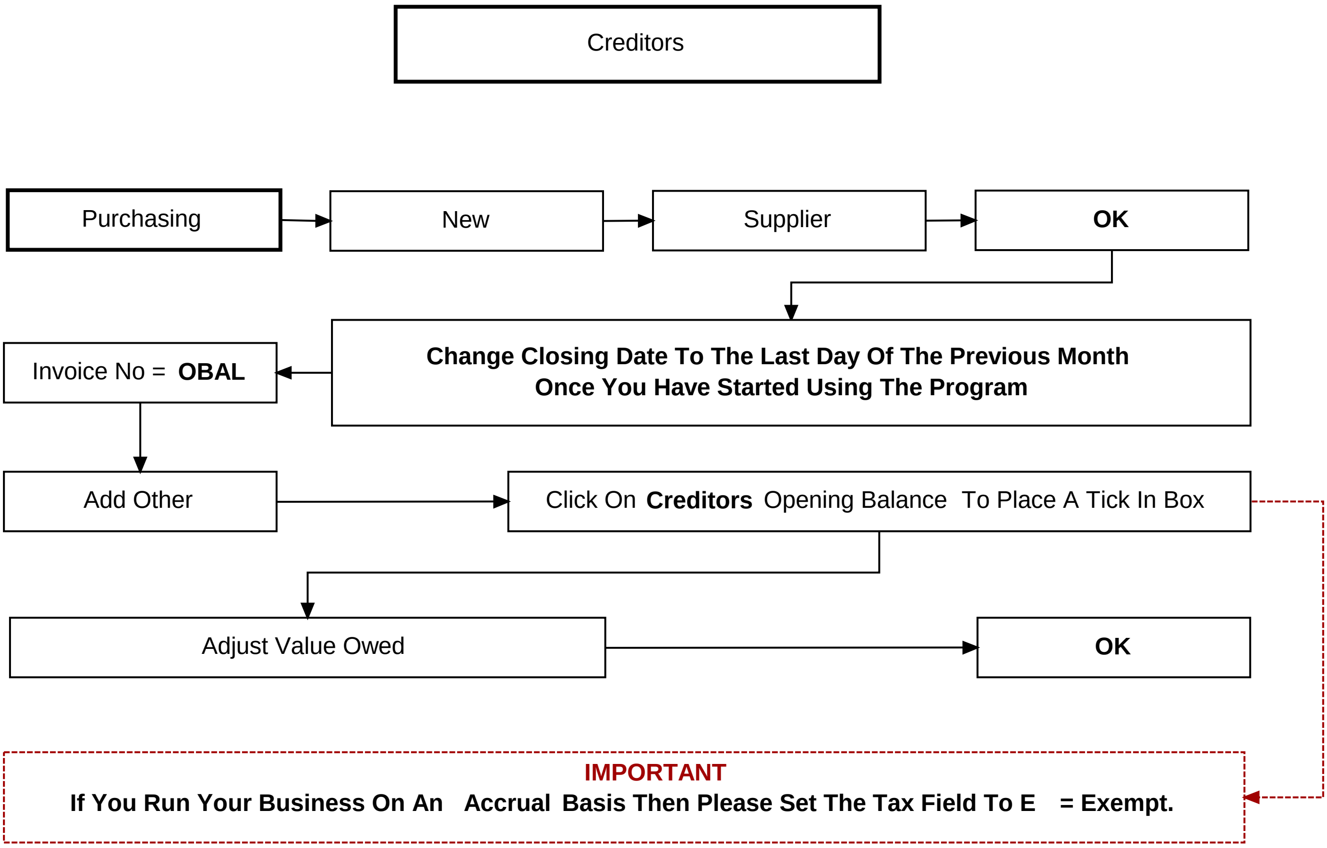
3 → Accounting For (**Name**) Merchant Fee

Purchasing → New → **(Name)** Supplier → **OK** → Reference No → Add Other → Choose (**Name)** Merchant Fees → **OK** → Adjust Value → Adjust Date → **OK** → **Payment** → Media = Direct → Account = (**Name**) Clearing Account → **OK**

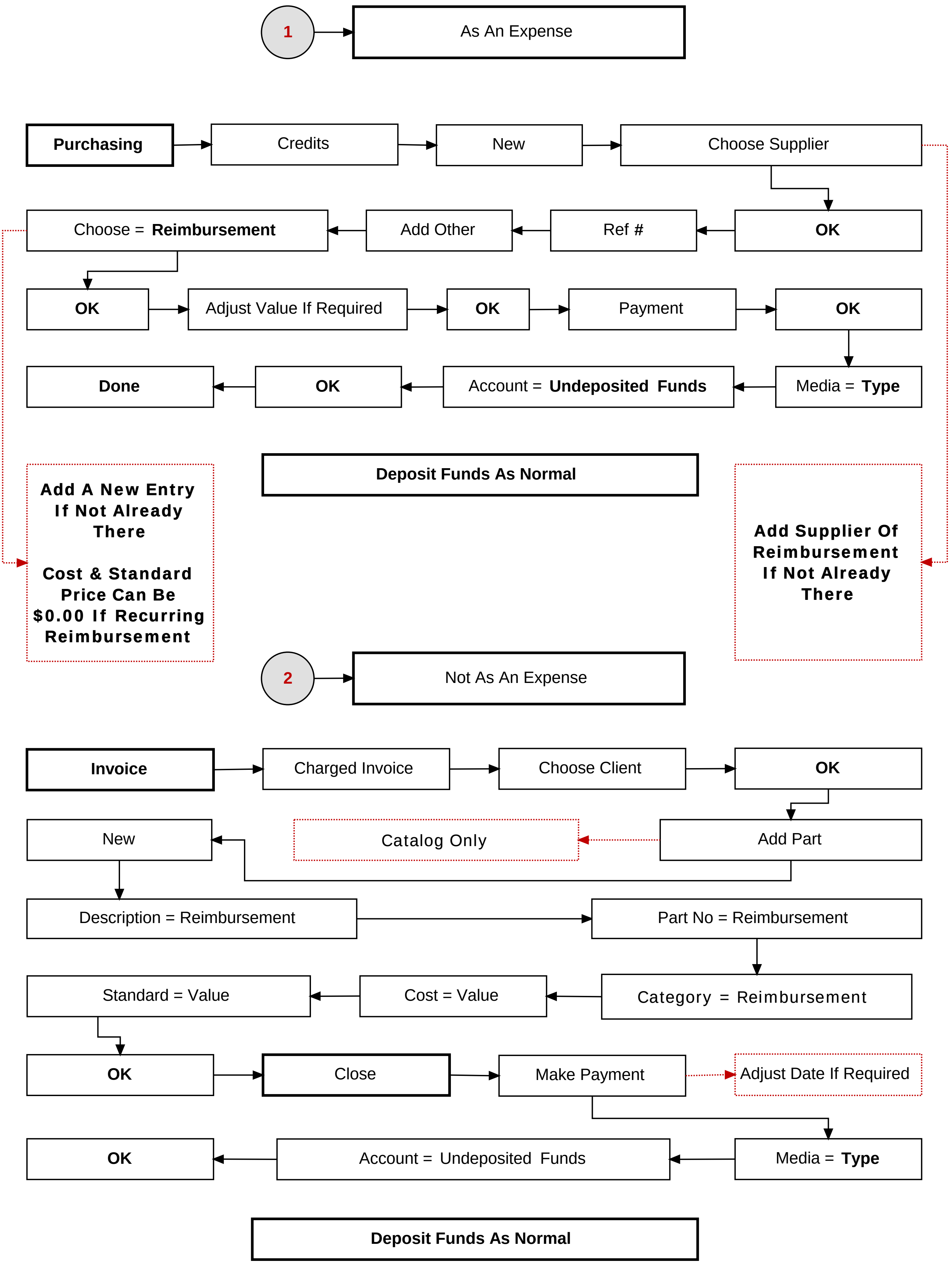
4 → Depositing (**Name**) Payments

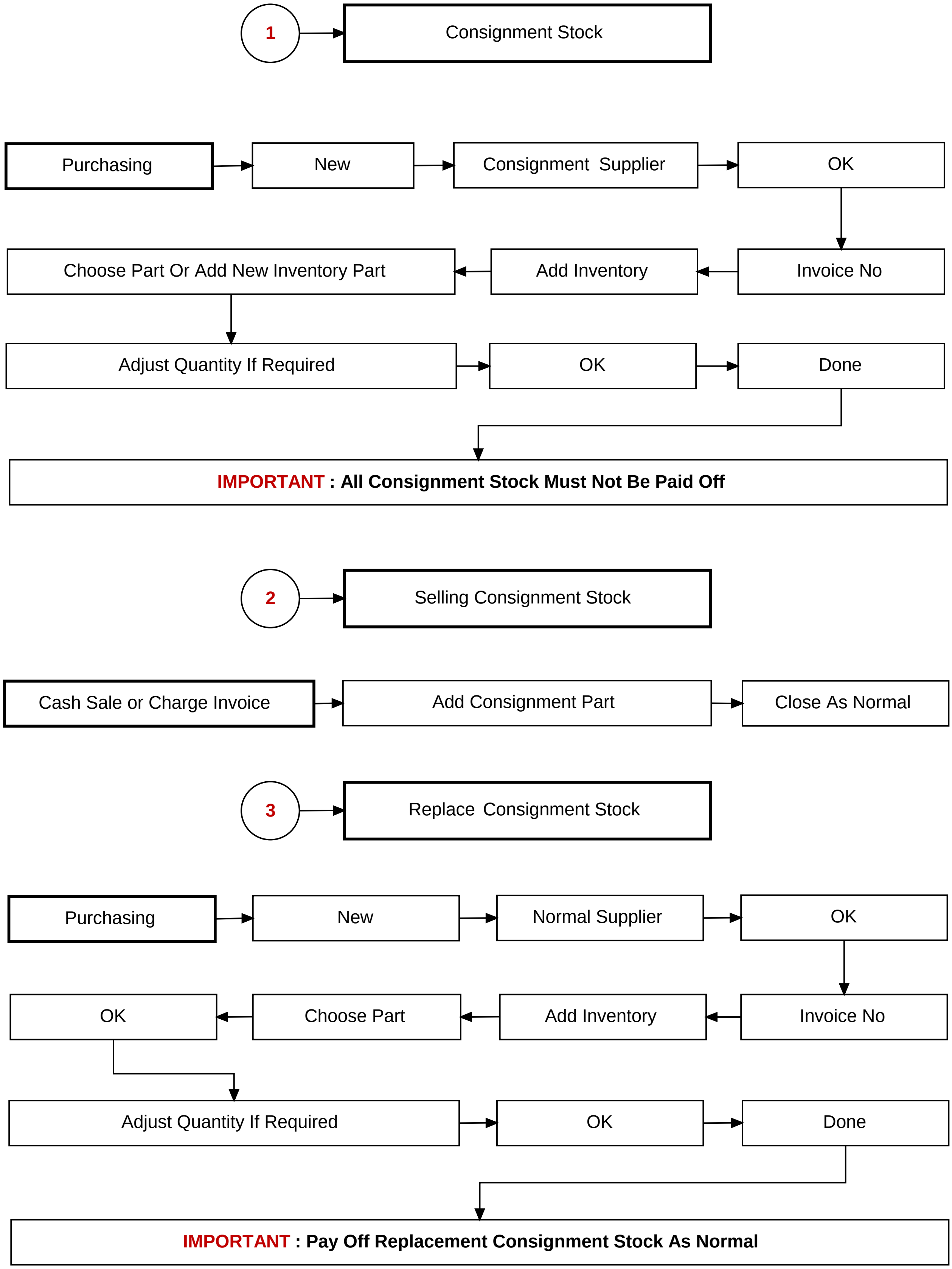
Banking → Transactions → Highlight Correct Entry → Transfer → Adjust Date → Amount = **Value** → Media = **Direct** → To = **Trading Account** → **OK** → **Done**

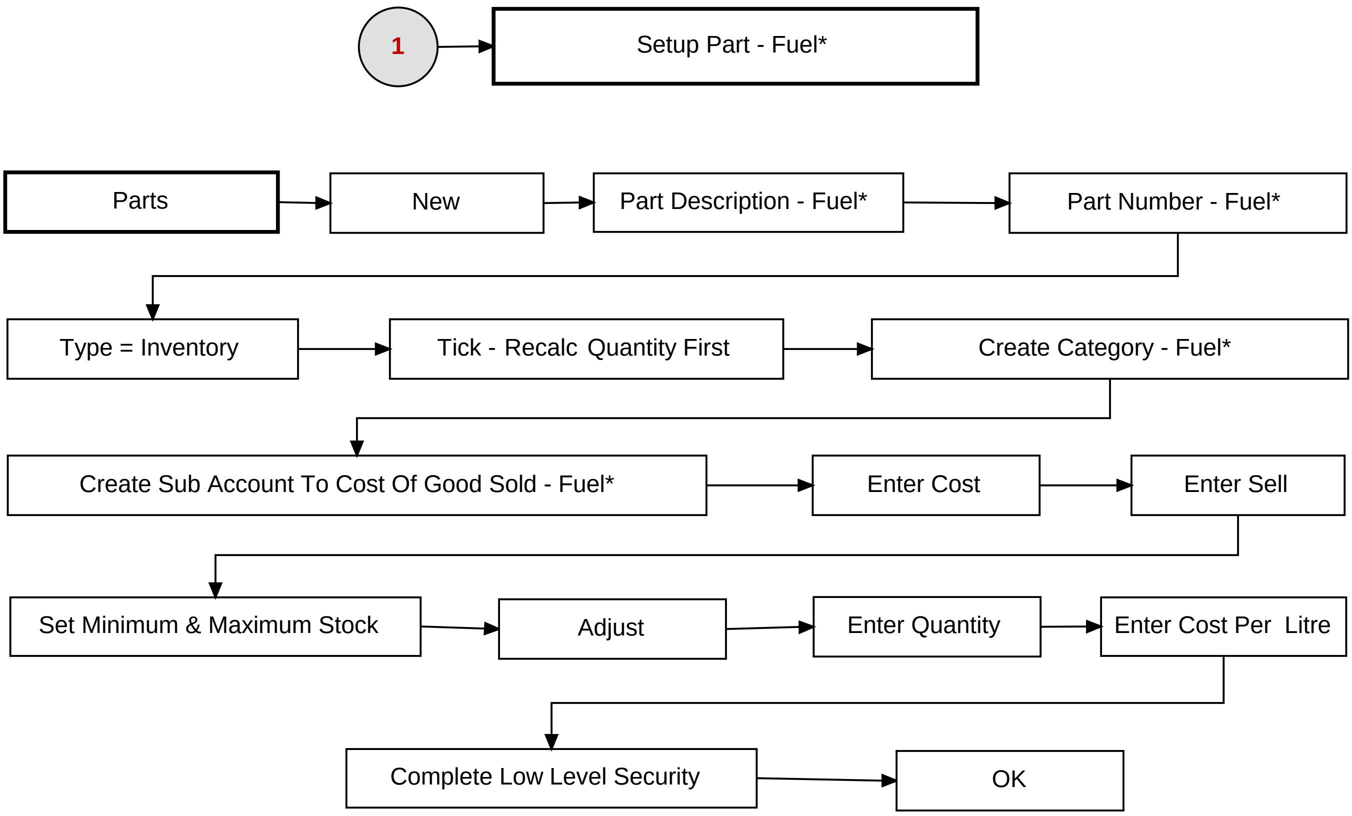


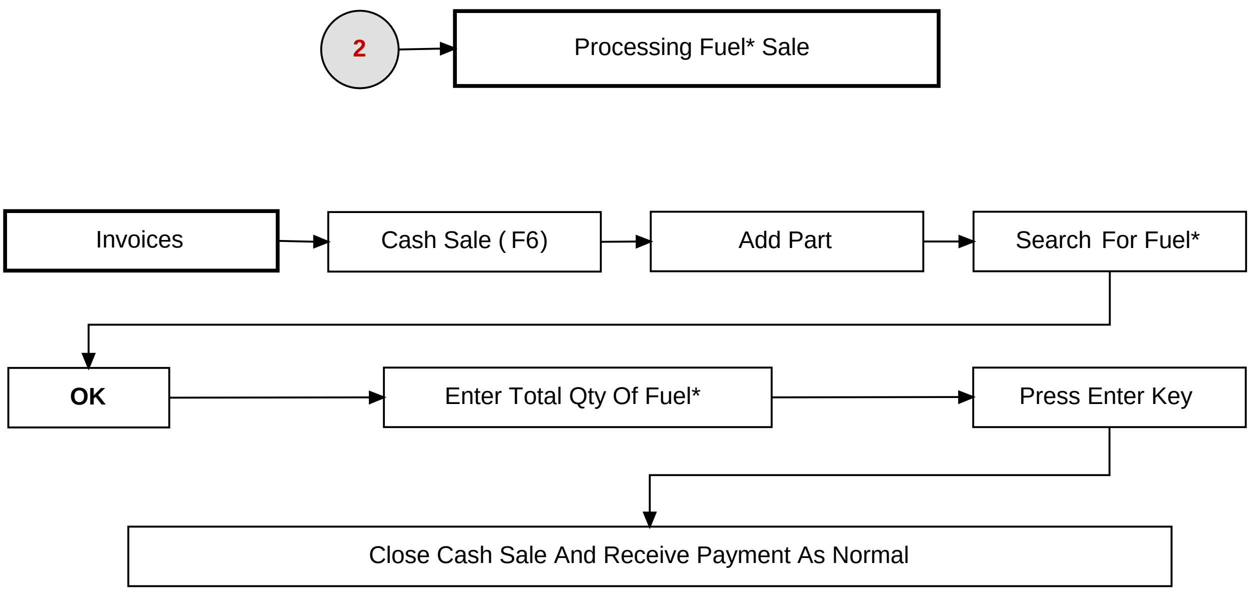


IMPORTANT : Pay Off Both Debtors & Creditors As Normal


1
As An Expense
Purchasing
Credits
New
Choose Supplier
OK
Ref #
Add Other
Choose = Reimbursement
OK
Adjust Value If Required
OK
Payment
OK
Media = Type
Account = Undeposited Funds
OK
Done
Deposit Funds As Normal
Add A New Entry If Not Already There
Cost & Standard Price Can Be $0.00 If Recurring Reimbursement
Add Supplier Of Reimbursement If Not Already There
2
Not As An Expense
Invoice
Charged Invoice
Choose Client
OK
Add Part
Catalog Only
New
Description = Reimbursement
Part No = Reimbursement
Category = Reimbursement
Cost = Value
Standard = Value
OK
Close
Make Payment
Adjust Date If Required
Media = Type
Account = Undeposited Funds
OK
Deposit Funds As Normal


1
Consignment Stock
Purchasing
New
Consignment Supplier
OK
Invoice No
Add Inventory
Choose Part Or Add New Inventory Part
Adjust Quantity If Required
OK
Done
IMPORTANT : All Consignment Stock Must Not Be Paid Off
2
Selling Consignment Stock
Cash Sale or Charge Invoice
Add Consignment Part
Close As Normal
3
Replace Consignment Stock
Purchasing
New
Normal Supplier
OK
Invoice No
Add Inventory
Choose Part
OK
Adjust Quantity If Required
OK
Done
IMPORTANT : Pay Off Replacement Consignment Stock As Normal





*Replace The Word Fuel With Other Fuel Products Such As
Unleaded - Premium - Diesel - Kerosene - LPG Etc.

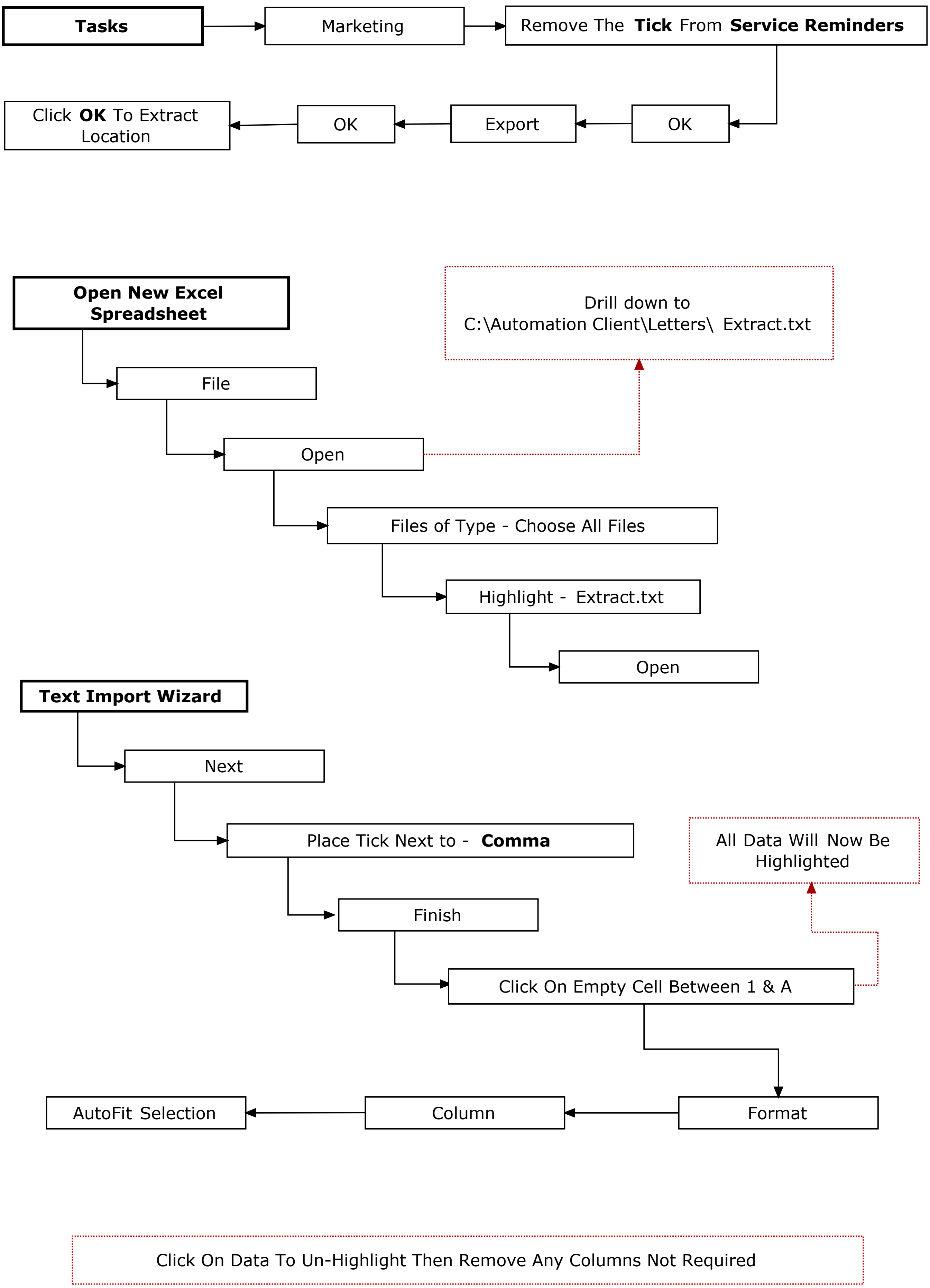
Note:
Please Make Sure You Are Connected To The Internet Before Starting This Procedure.

To Upload Data

Automation Server
Highlight Database
Click on Transfer Button
Click on Upload Button
Upload Starts
Upload Successful Notification

To Download Data

Automation Server
Highlight Database
Click on Transfer Button
Download Starts
Click YES to Overwrite Existing Database
Download Successful Notification


Tasks
Marketing
Remove The **Tick** From **Service Reminders**
OK
Export
OK
Click **OK** To Extract Location
Open New Excel Spreadsheet
File
Open
Drill down to C:\Automation Client\Letters\ Extract.txt
Files of Type - Choose All Files
Highlight - Extract.txt
Open
Text Import Wizard
Next
Place Tick Next to - **Comma**
Finish
Click On Empty Cell Between 1 & A
All Data Will Now Be Highlighted
Format
Column
AutoFit Selection
Click On Data To Un-Highlight Then Remove Any Columns Not Required

Pre Operational Automation Premium Checklist

1. **Clients & Vehicles**
Click on Clients at top of screen click on New at bottom of window and enter all client details do not forget to assign whether it is Private or Business, once all details are entered click on OK then click on the Vehicles button at the bottom of the client screen and then click on New and enter all vehicle details. Complete for all Clients.

2. **Suppliers**
Click on Suppliers at top of screen click on New at bottom of window and enter all supplier details no not forget to enter trading terms, if the supplier is a Capricorn supplier then click on Parent field and choose Capricorn Society this will open another field for the Suppliers Capricorn number. Complete for all Suppliers.

3. **Services**
Click on Services at top of screen edit all services with your sell prices Standard – Wholesale – Trade do not forget that the Services is the Labour content plus parts, Add or Hide any Services that you do or do not need. **Note**: Services = Labour Content Only.

4. **Stories / Work Done**
Click on Lists - Work Done then click on New at bottom of window enter a code and then enter the story. Complete for all stories.

5. **Inventory**
Complete you stock take of your existing stock, item information required:

   - Part Description
   - Part Number
   - Part Category
   - Part Location
   - Part Quantity
   - Part Cost Price
   - Part Sell Price

   Click on Activities at top of screen choose Inventory, click on New at the bottom of window, enter details of part do not forget to Categorise part, enter your Min & Max requirements.

6. **Employees**
Click on Lists at top of screen and choose Employees Edit each employee and enter all personal, payroll, and banking details. Complete for all Employees.

7. **Debtors / Creditors**
Change closing date to the last day of the previous month.

8. **Chart of Accounts**
Setup all clearing accounts: Amex – Diners – Fleetcard – Motorcharge.