

Automation Premier V4.1.0e Release Notes

October 2025

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Version 4.1.0e Release Notes

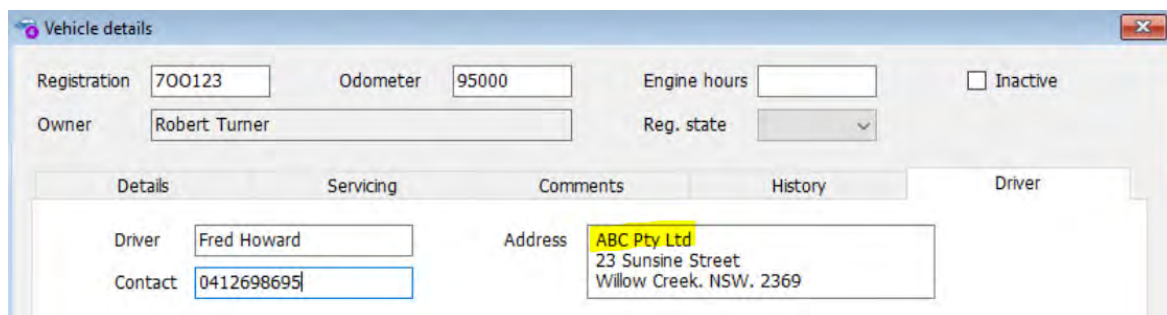
Overview

Version 4.1.0e introduces our user base to a broad selection of enhancements that we are sure will prove to be invaluable to your management processes. Some of the major features include a newly enhanced AI function available to from the job card text area, there are now two levels available one that just checks spelling and grammar the other that automatically enhances even basic text.

There are many other minor changes to functionality and various forms that are explained in full in this document so please take time to familiarise yourself with the changes, anything you don't understand feel free you call or email support for further instruction.

Vehicle Details

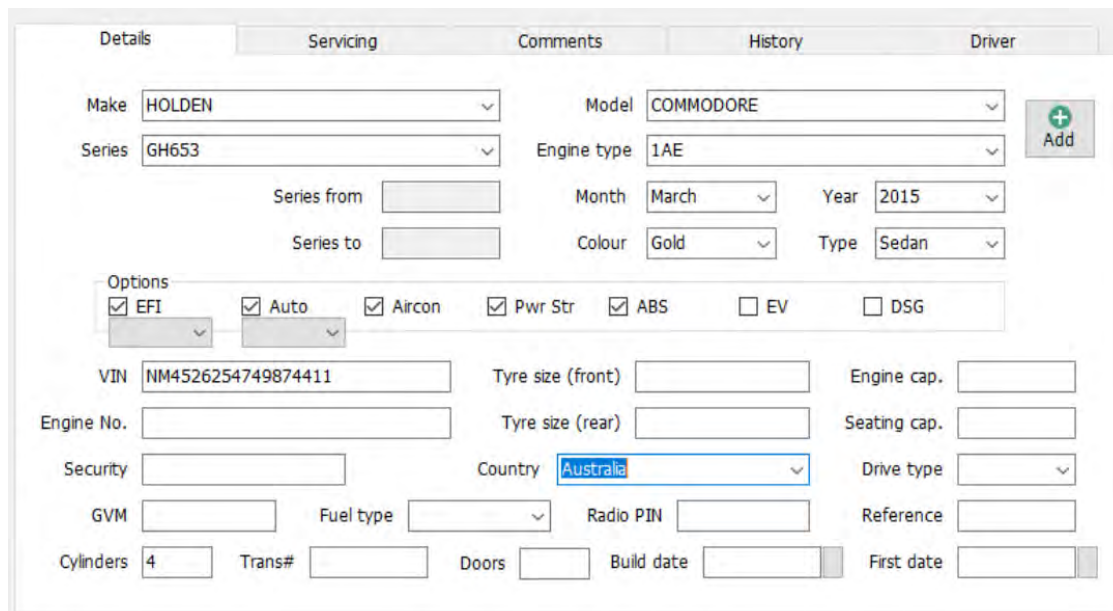
Drivers Address: You can now save the drivers address in the driver's section of the vehicle form



The screenshot shows the 'Vehicle details' window with the 'Driver' tab selected. The form contains the following fields:

- Registration: 700123
- Odometer: 95000
- Engine hours: [empty]
- Inactive: ☐
- Owner: Robert Turner
- Reg. state: [dropdown]
- Details tab: [selected]
- Servicing tab: [empty]
- Comments tab: [empty]
- History tab: [empty]
- Driver: Fred Howard
- Contact: 0412698695
- Address: ABC Pty Ltd, 23 Sunshine Street, Willow Creek, NSW, 2369

Country Of Manufacture: An additional field is available to record the country of manufacture, to assist click on the down arrow to the right of the field and select the country from a list.



The screenshot shows the 'Vehicle details' window with the 'Details' tab selected. The form contains the following fields:

- Make: HOLDEN
- Model: COMMODORE
- Series: GH653
- Engine type: 1AE
- Series from: [empty]
- Month: March
- Year: 2015
- Series to: [empty]
- Colour: Gold
- Type: Sedan
- Options: ☒ EFI, ☒ Auto, ☒ Aircon, ☒ Pwr Str, ☒ ABS, ☐ EV, ☐ DSG
- VIN: NM4526254749874411
- Engine No.: [empty]
- Security: [empty]
- GVM: [empty]
- Fuel type: [dropdown]
- Radio PIN: [empty]
- Cylinders: 4
- Trans#: [empty]
- Doors: [empty]
- Build date: [empty]
- First date: [empty]
- Country: Australia
- Engine cap.: [empty]
- Seating cap.: [empty]
- Drive type: [dropdown]
- Reference: [empty]

Drive Type: There is a new drive type field in the details section of the vehicle form, you can choose the entry from a drop-down list.

The screenshot shows the 'Options' section of a vehicle form with checkboxes for EFI, Auto, Aircon, Pwr Str, ABS, EV, and DSG. Below this are input fields for VIN (NM4526254749874411), Tyre size (front), Engine cap., Engine No., Tyre size (rear), Seating cap., Security, Country (Australia), Drive type (dropdown menu showing FWD, RWD, AWD, 4WD), GVM, Fuel type, Radio PIN, Reference, Cylinders (4), Trans#, Doors, Build date, and First date.

Client Listing

Search By Email: You will notice a new email column in the client listing; it is now possible to highlight the email header record and type the email into the search field at the bottom of the screen.

Client/Company	First Name	Account No	Home Phone	Work Phone	Mobile	Mobile 2	Email	Addr	Discount	Balance	A/C	cmt	M...
Goddard	Mark	48			0414371422	0404150383	god.markus@gmail.com	24 Lyrebird Way Thornlie WA 6108		\$0.00			
Booth	Sean	C12	08 9451 4034				gt@microbase.com.au	9 Fern Place Wilson WA 6107		\$694.45			
Reid	Earl	13	08 9458 8209		0412951377		gt@microbase.com.au	1 Petrel Close Wilson WA 6107		-\$232.40			
Hardeep Singh		55			0447069360		hsingh1917@gmail.com	8 Percheron Way Clyde North VIC 3789		\$0.00			
Kado's Automotive		377777		0397295550			info@360gearboxesdfls	7 Gabrielle Ct Bayswater North VIC 3153		\$1,562.50			
Belmont Salvage Yard		19		08 9450 4448	0414371422		peter@microbase.com.au	32 Austin Avenue Kenwick WA 6107		\$508.52			
Dennis Nash Backhoe Hire		22		08 9451 3508			peter@microbase.com.au	East Cannington WA 6107		\$1,796.15			
Marshall	Mandy	C9	08 9458 5625		0414371422	0412951377	peter@microbase.com.au	56 Reginald Street Maniana WA 6107	10.0%/10.0%	\$357.10			
Moore	Eddie	16	08 9458 1712		0414371422		peter@microbase.com.au	7 B Packer Street Beckenham WA 6107		-\$366.50			
Samson	David	42			0414371422		peter@microbase.com.au	32 Carrington St Fremantle WA 6160		\$692.95			
Smith	Jason	30			0412951377	0422269726	peter@microbase.com.au			\$1,647.20			
Smith	John	C32			0111 223 2323	0444 223 1233	peter@microbase.com.au	123 Harry Street Hamilton Hill WA 6163		\$490.75			
Standish	Nick	36			0414371422		peter@microbase.com.au	28 Carrington St Hamilton Hill WA 6163		\$125.25			
Vanderwacht	Lindsey	5	08 9459 1063				peter@microbase.com.au	1802 Albany Highway Kenwick WA 6107		\$469.15			
White	Harry & Jo.	14	08 9458 1210		0414371422	0412951377	peter@microbase.com.au	18 Renou Street Queens Park WA 6107	10.0%/10.0%	\$2,407.90			
Beecroft	Dave	C7			0422269726		pmvince51@bigpond.com	150 Crystal Brook Road East Fremantle WA 6158		\$853.40			
Vincent	Peter	27			0414371422	0414 526 365	pmvince51@bigpond.com	26 Owen Rd Hamilton Hill WA 6163		\$580.45			
Burgess & Burger	Doug	4			0412951377		ross@microbase.com.au	15 Royal Street Kenwick WA 6107		\$900.23			
Howard	Fred	C26	9874 9977	9656 9889	0413 587 456		ross@microbase.com.au	123 Sunshine Street Cannington WA 6107		-\$326.85			
Kenwick Child Care Centre		20	08 9459 1316	08 9459 1316	0412951377		peter@microbase.com.au	7 - 9 Stafford Road Kenwick WA 6107		\$318.00			
Proctor	Diane & J.	2	08 9458 4096				ross@microbase.com.au	128 Wharf Street Cannington WA 6107		\$91.80			
Risley	Charlie	10	08 9458 8764		0414371422		ross@microbase.com.au	24 Sydenham Street Beckenham WA 6107		\$1,656.05			
Summers	Harry	33		0895629685	0415259698		peter@microbase.com.au	28 King St Gosnells WA 6110		\$0.00			
Thompson	Peter	40			0414 774 323		peter@microbase.com.au	22 Stone Street Wattle Grove WA 3107		\$377.40			
Smith	Steven	47			0412356898		steven@microbase.com.au	55 Mooramel Cres Gosnells WA 6110		\$0.00			
Richardson		31			0424578110		trichardson@adam.co	5 Thalassa Mews Aberfoyle Park SA 5159		\$93.00			

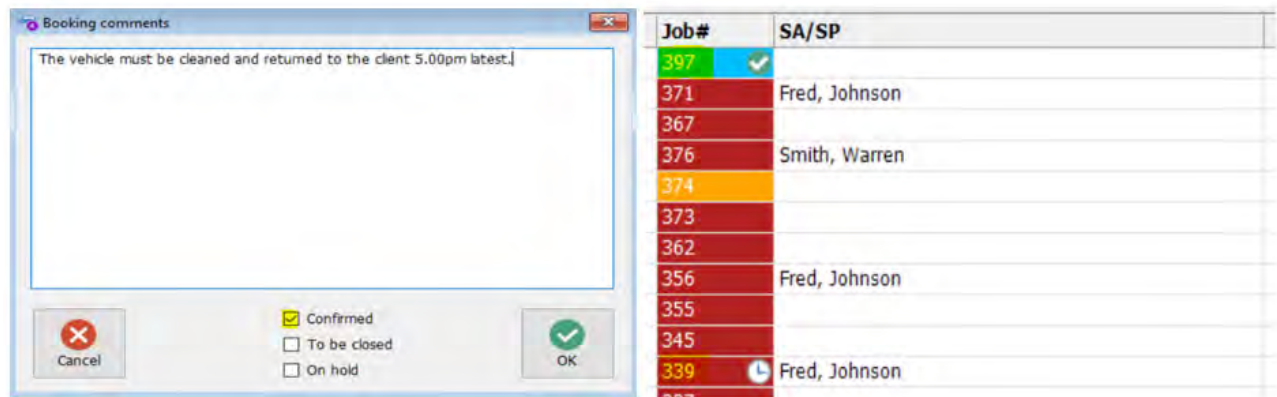
Recording The Sender - Client Form: Version 4.1.0e allows for the recording of a user when sending invoices or statements from the task tab. For this feature to work you must have security set and a user logged on.

The screenshot shows the 'Client Form' window with the 'Tasks' tab selected. The client is 'Summers'. The tasks list shows two entries:

Date/Time	Type	Done by	Item
16/09/2025 4:39:04 PM	Email	Peter	Statement emailed to client
16/09/2025 4:36:29 PM	Email	Peter	Invoice 240 emailed to client

Diary

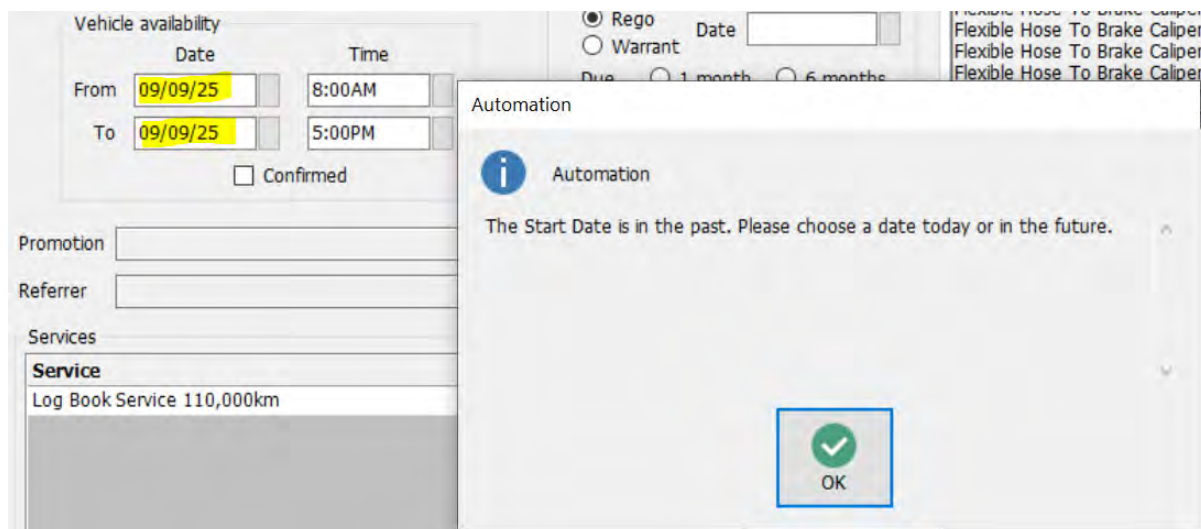
This update introduces a couple of new indicators to the diary screen, one that shows a technician is clocked on and a second indicates that the booking has been confirmed. To use this option, you need to click in the notes column next the booking at the bottom of the text area you will see 3 options, to flag the booking confirmed select the appropriate choice.



Above you can see a tick against job #397 indicating the booking has been confirmed, further down the job # column job #339 has a clock icon indicating that a technician is clocked onto that job.

Bookings

Warning – Booking previous dates: It is no longer possible to make a booking on previous dates, booking dates must be either today or for a date / time in the future.



Loan Car Linked To A booking: When a booking has a loan car attached, moving to an alternate day / time will prompt you to move the loan car to the new setting.

Job #397 - Opened - Booked 22/09/25 8:00AM to 22/09/25 5:00PM

Client: Kenwick Child Care Centre ...

Vehicle: 9YU741 ...

Details: Current odometer: 90360, Order number: ...

Work done: ...

Vehicle availability: From 23/09/25 8:00AM To 23/09/25 5:00PM, Confirmed

Promotion: ...

Referrer: ...

Services: Service Log Book Service 120,000km

Automation: Update loan car? There is a loan car for this booking. Do you want to update the loan car allocation?

No Yes

To accept the option simply select the YES option from the message screen, on completion you will see the vehicle and loan car booking have been moved from the original to the new time cells selected.

Service Adviser Selection: For a service adviser to appear in the list he / she must be flagged as an SA in the employee form. To do this select Lists / Employees, open the relevant form and flag the service adviser option

Employee

Last name: Fred First name: Johnson Middle initial: Inactive

Details Payroll Banking & Super Comments (!)

Emp. No.: 3 TFN: 258 357 159

Joined: 01/06/21 Left: Reason: Class: Technician

☒ Service advisor Type: Full-time D.O.B.: 22/11/90 Gender: Male

☐ Technician Daily hours: 8.5 ☒ Custom colour

Address: 16 Ferry Road Suburb: Spearwood State: W.A.

Tech Time Display & Diary Screen

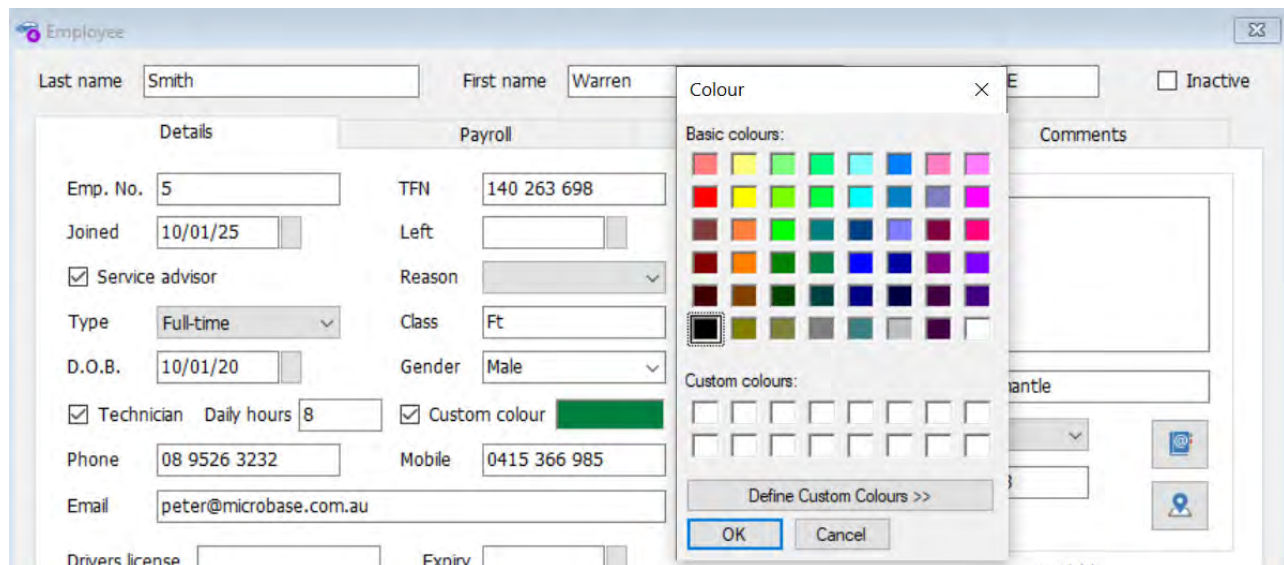
Service Adviser Additional Column: Version 4.1.0e introduces a SA / SP column to the tech time display screen & diary screen must be switched on in Settings - Local Settings and Employee form.

Diary - 5:22PM Monday 22 September 2025

Client: Kenwick Child Care Centre Rego: 9YU741 Make/Model: HOLDEN COMM VN.V8.EFI. ... Job #: 397 SA/SP: Fred, Johnson Status: Booking

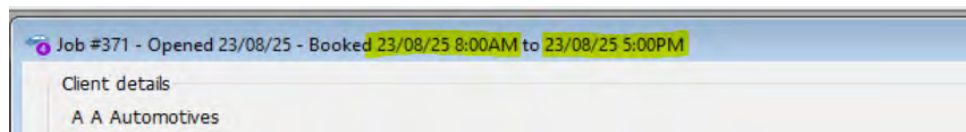
Client	Rego	Make/Model	Job #	SA/SP	Status	5am	6am
Kenwick Child Care Centre	9YU741	HOLDEN COMM VN.V8.EFI. ...	397	Fred, Johnson	Booking		

Technicians – Custom Colour Time Indicators: It is now possible to customise the colour allocated to a technician on the tech time display. To change a colour, select Lists / Employees, open the relevant form and click on the custom colour option, this opens a standard selection, to simply click on the required colour, save with OK (F12).



Job Card

Vehicle Availability: Booked dates and times now display on the header of the job card.

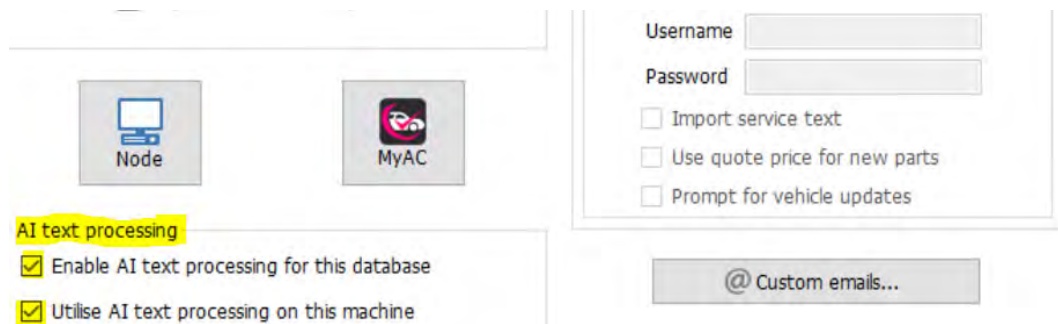


Open AI Job Card Interface

Overview: Version 4.1.0e introduces a newly enhanced direct interface to Open AI from the job card text fields, you can use the optimize feature for spell checking, grammar correction and layout improvements. Selecting the enhancement option allows grammatically correct text to build from a basic input. Automation will with one mouse click import your text into Open AI it will then display the corrected layout and text ready for import, one more mouse click and you have a grammatically perfect block of text entered on your job card.

Open AI Setup

To start using open AI you have to make the selection from **File / Settings / Online > AI Text Processing**



You need to select **both** options on one machine so the database is flagged to Utilise the feature, check the Utilise AI Text Processing On This Machine on ALL machines you wish to access the feature. Be aware that once you

select this option the built-in spell checker is no longer available. To reactivate the standard spell checker, you will need to unflag the AI options.

Microbase Open AI Billing - How It Works:

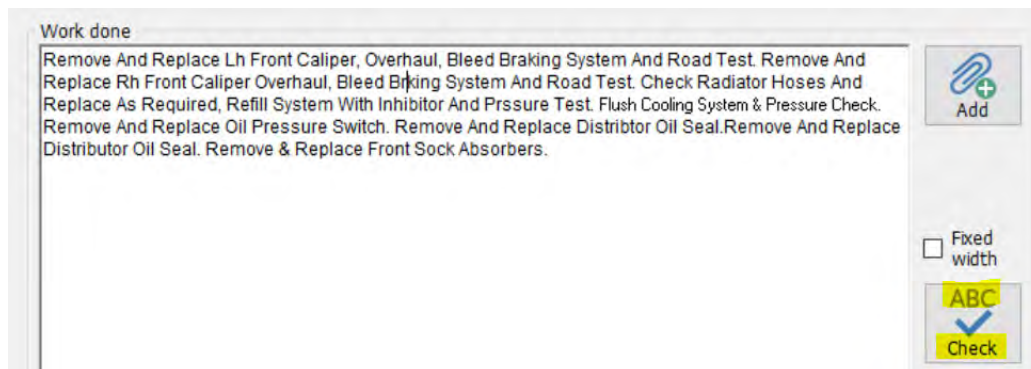
- Billing/usage cycle is monthly.
- Every **200,000 words submitted** by a user count as one usage **tier**.
- Each tier costs the user **\$5.00** (inc.)
- There's no cap. If you exceed 200,000 words, then you automatically move into the next \$5 tier.
- The system tracks submitted words precisely per request, so usage is recorded exactly.

Real-World Usage Example:

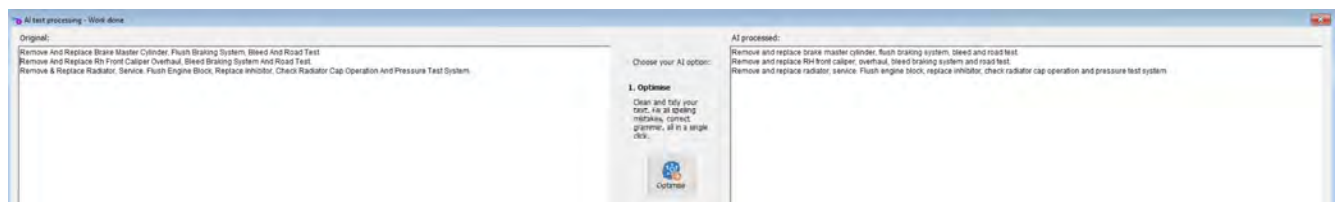
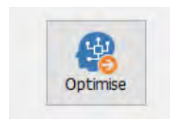
- If a user submits **500 words per request**, they can make up to **400 submissions per tier** each month.
- Spread across a 30-day month, that's about **13 submissions per day** each Tier.
- Most users may find that Tier 1 (13 submissions per day) would be all they need.

It is envisaged that most of our users will incur charges of between \$5.00 / \$10.00 per month to use this service.

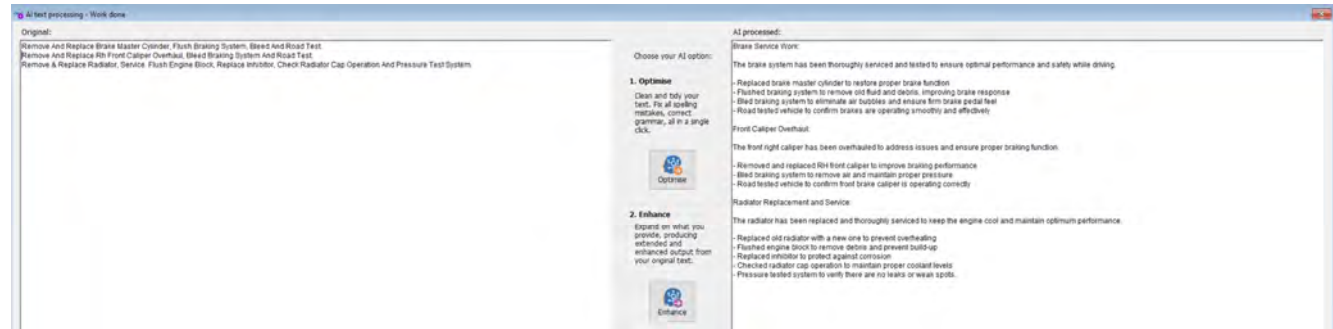
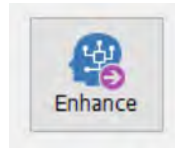
Processing Text Via Open AI: All processing is done via the job card, simply enter your text into either the work done or vehicle faults area, next click on the ABC Check option.



Your text is now imported into Open AI; a double pane window is displayed with your original text on the left and the Open AI version on the right. If you wish to edit your text from this window before committing a version to your job card, simply edit the text on the left and create the revised version by selecting the optimise option in the middle of the two panes. Note this screen displays the volume of words you are processing, this number will be transferred to our billing module and can be reported on from the reports menu.



For a more comprehensive result select the second enhance option, this will take basic English and correct it into a grammatically enhanced block of text.



You can now commit your draft to the job card by selecting the OK (F12) option at the bottom of the Open AI screen.

Formatting Text: When using the AI option, it is suggested you **format your text after the correction process** as Open AI does not recognise rich text formatting such as text colour, bolding and italics. If you format prior to the correction process any previous formatting will be lost.

Limitations: When using AI to correct a block of text there are a few potential issues that you need to be aware of some of these are listed below:

When you use OpenAI you understand and agree:

- Output may not always be accurate. You should not rely on Output from our Services as a sole source of truth or factual information, or as a substitute for professional advice.
- You must evaluate Output for accuracy and appropriateness for your use case, including using human review as appropriate, before using or sharing Output from the Services.
- You must not use any Output relating to a person for any purpose that could have a legal or material impact on that person, such as making credit, educational, employment, housing, insurance, legal, medical, or other important decisions about them.
- Our Services may provide incomplete, incorrect, or offensive Output that does not represent OpenAI's views. If Output references any third-party products or services, it doesn't mean the third party endorses or is affiliated with OpenAI.

AI Usage Reporting: Automation Maintains a usage log that can be printed for any period from the **online drop-down menu**, the report will not only totalise your use to date, it will also give you an estimate of your month's usage based on the reported value.

AA Automotives			
AI usage report			
For the period 01/07/25 to 08/07/25.			
Date/Time	Computer	User	Word count
2025-07-03 08:39:24	ICEBOX	User	0
2025-07-03 08:39:34	ICEBOX	User	0
2025-07-03 08:39:56	ICEBOX	User	0
2025-07-03 08:57:07	ICEBOX	User	228
2025-07-03 08:59:14	ICEBOX	User	275
2025-07-03 15:26:21	ICEBOX	User	15
2025-07-03 23:06:12	DESKTOP-6FR1M31	User	83
2025-07-03 23:07:00	DESKTOP-6FR1M31	User	52
2025-07-03 23:15:28	DESKTOP-6FR1M31	User	62
2025-07-03 23:18:10	DESKTOP-6FR1M31	User	52
2025-07-03 23:18:56	DESKTOP-6FR1M31	User	62
2025-07-04 02:17:33	DESKTOP-6FR1M31	User	41
2025-07-04 02:17:40	MICROBASE	User	11
2025-07-04 02:17:52	DESKTOP-6FR1M31	User	41
2025-07-04 02:18:00	DESKTOP-6FR1M31	User	41
2025-07-04 02:18:11	MICROBASE	User	11
2025-07-04 02:18:48	DESKTOP-6FR1M31	User	41
2025-07-04 02:22:42	MICROBASE	User	11
2025-07-04 02:23:10	DESKTOP-6FR1M31	User	41
2025-07-04 02:23:18	DESKTOP-6FR1M31	User	41
2025-07-04 02:23:38	MICROBASE	User	11
2025-07-04 06:18:40	ICEBOX	User	304
2025-07-04 06:19:28	ICEBOX	User	535
2025-07-04 06:24:20	ICEBOX	User	951
2025-07-04 06:32:44	DESKTOP-6FR1M31	User	652
2025-07-04 06:32:57	ICEBOX	User	2,115
2025-07-04 07:03:38	ICEBOX	User	2,115
2025-07-04 07:28:43	DESKTOP-6FR1M31	User	111
2025-07-04 08:52:22	DESKTOP-6FR1M31	User	68
Total word count for the period:			7,950
Estimated total for the month:			30,806

Key Tag Linked To The Booking Form: The key tag field available from both the job card and booking form now interact with each other, make a change on the job card and the record is displayed on the booking form and vice versa.

Job Card

Summary

SA/SPFred, Johnson

Key tag23

Order #236987

Source

Diary

Due every:

☐ 1 month

☒ 3 months

☐ 6 months

☐ 12 months

Key tag23

SA/SPFred, Johnson

Estimates

Estimates Printing: Version 4.1.0e prints an estimate # rather than an invoice # on the estimate form:

Estimate

Est. No.372

Date23/09/25

Order No.-

Sales ID-

Client Details

Belmont Salvage Yard
32 Austin Avenue
Kenwick WA 6107

Vehicle Details

Rego: 7PO654 Odo: 68900
Make/Model: HOLDEN BARINA
Type: Sedan Year: 2000

Next service: Log Book Service 160,000km
Due: 24/04/25 Kms: 76212

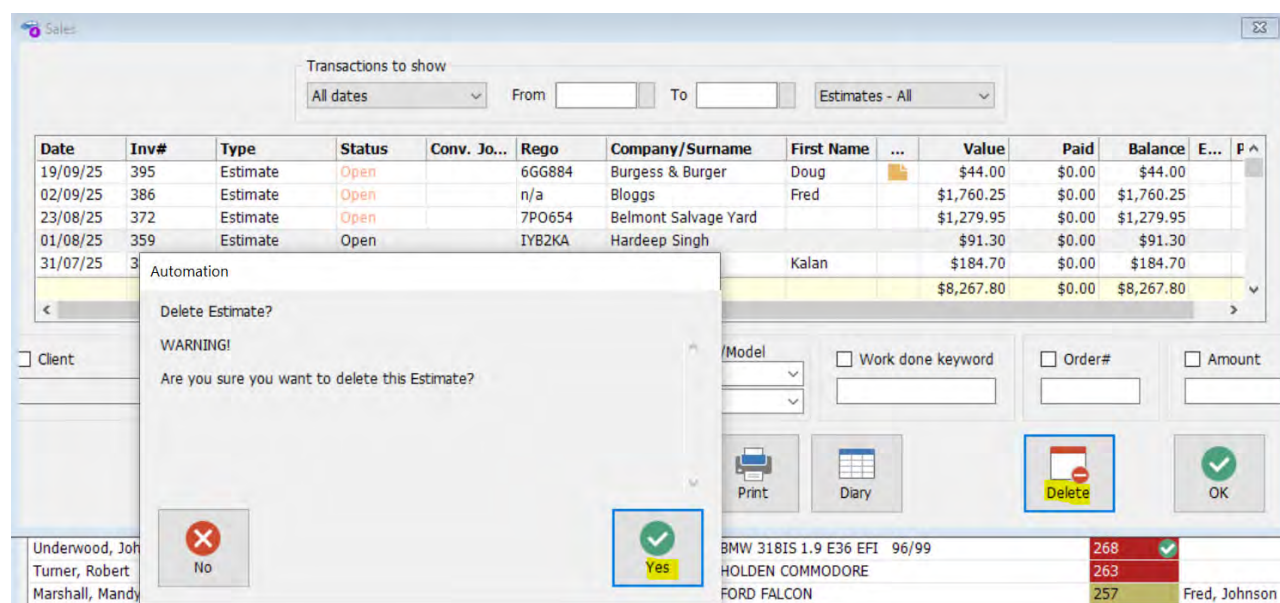
Account19

Home-

Work08 9459 4448

Mobile0414371422

Estimates – Deleting From The Sales Screen: It is now possible to open the sales screen, filter for estimates, highlight a record and delete with an option to enter the reason for the deletion and the user who initiated the deletion. The record can be read from the sales / adjustment Report for the specified date range.



To delete an estimate from the sales screen, highlight the entry, select delete, from the message displayed select yes. Enter your name and the reason for the deletion into the form displayed, save with OK (F12).

Estimate Deletions – Reporting: Go to Reports / Sales / Adjustments > Date Range, the report will display:

AA Automotives
Adjustments
For the period 22/09/25 to 23/09/25

Date	Accessed By	Adjusted Item	Original	Current	Change	Comment
Job deletions						
23/09/25	Fred Johnson	Job #359	\$91.30	\$0.00	-\$91.30	Estimate: Client Declined The Estimate And Decided To Sell The Vehicle
			\$91.30	\$0.00	-\$91.30	
			\$91.30	\$0.00	-\$91.30	

Note: You can also delete estimates from the client form / history tab, filter for estimates, date range, highlight the entry and follow the same procedure described above.

Purchase Orders

Purchase Order, Copying & Pasting: Version 4.1.0e allows you to search for a previous purchase order and copy the contents to a new order.

Go to a previous purchase order via Purchasing / Purchase orders, open the order, from the bottom right-hand side of the display select the copy option.

Purchase Order

Details: ☐ Bill ☐ Credit ☒ Purchase Order Date: 13/02/25 Order#: 0460 ☐ Inactive

Supplier: Capricorn Society - C B C Bearings Comments:

Items:

Item	Description	Type	Job	Service	Location	Purchase units	Quantity	Received	Outstan...	Rate	Total (Ex.)	Tax amt	Tax code	Total (In...
TRT450-4	REFILL 10MM X 450MM	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$4.10	\$4.10	\$0.41	GST	\$4.51
11A1055	Fan Belt 11A1055	Inventory	<input type="checkbox"/>	0	Wall 1	0	1	0.00	1	\$5.45	\$5.45	\$0.55	GST	\$6.00
11A0925	Fan belt 11A0925	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$3.64	\$3.64	\$0.36	GST	\$4.00
11A0875	Fan Belt 11A0875	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$5.45	\$5.45	\$0.55	GST	\$6.00

Summary: \$18.64 \$1.87 \$20.51

Buttons: Cancel, Sort, Inventory, Buy-In, Other, Scan, View/edit, Remove, Copy, Paste, Print, Email, OK, Back, Forward

A message displays confirming the PO has been copied, confirm by clicking on the OK option.

Purchase Order

Details: ☐ Bill ☐ Credit ☒ Purchase Order Date: 13/02/25 Order#: 0460 ☐ Inactive

Supplier: Capricorn Society - C B C Bearings Comments:

Items:

Item	Description	Type	Job	Service	Location	Purchase units	Quantity	Received	Outstan...	Rate	Total (Ex.)	Tax amt	Tax code	Total (In...
TRT450-4	REFILL 10MM X 450MM	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$4.10	\$4.10	\$0.41	GST	\$4.51
11A1055	Fan Belt 11A1055	Inventory	<input type="checkbox"/>	0	Wall 1	0	1	0.00	1	\$5.45	\$5.45	\$0.55	GST	\$6.00
11A0925	Fan belt 11A0925	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$3.64	\$3.64	\$0.36	GST	\$4.00
11A0875	Fan Belt 11A0875	Inventory	<input type="checkbox"/>	0		0	1	0.00	1	\$5.45	\$5.45	\$0.55	GST	\$6.00

Automation dialog box: PO data copied. OK

Buttons: Cancel, Sort, Inventory, Buy-In, Other, Scan, View/edit, Remove, Print, Email, OK, Back, Forward

Next, close the existing PO, open a new purchase order, from the bottom right-hand side of the form select paste, your items are now visible and reading for editing on the new order.

Note: When creating new purchase orders, we no longer reference items that are part of an existing purchase order that is on hold.

Parts

Parts, Sold At Zero Cost: You now have the ability from the part form to cancel the zero-cost warning, this is particularly helpful when managing workshop consumable and EPA items that have been set at a standard price with no cost.

To set this filter, open the part form, you will see an additional option **Ignore Zero Cost**

Part Form

Part: Workshop Consumables ☐ Inactive

Part number: WC

Details | Purchasing | Sales | Adjustments | Allocations | Orders | Comments (!)

Part type: Catalog ☐ Recalc quantity first

Category: General Accounts - Workshop Supplies ... Cost (Inc. Tax): \$0.00

Income Account: Parts ... ☒ Ignore zero cost

COGS account: Cost Of Goods Sold ...

Price (Inc. Tax):

Standard: \$9.00

Wholesale: \$0.00

Trade: \$0.00

Location: ...

Barcode: ...

When placing this part onto a job card or charge invoice you will no longer be warned that the item is being sold at zero cost.

Inventory, Negative Stock On Hand: It is possible to set a global instruction to not let inventory items show a negative value.

To access the setting, go to File / Site Settings / Database Settings > **Prevent Stock From Going Negative**

☒ Warn when adding hidden parts to job card

☐ Profit report check on job close Include labour costs? Always ask

☒ Check for unallocated payments and unapplied credits when making a receipt

☒ Prompt for loan car after new booking

☒ Prevent stock from going negative

☒ Set time from 8:00AM to 5:00PM

Cancel OK

Select the option and save with OK (F12). When trying to close a job card / charge invoice where an item is going to show a negative quantity on hand you will be unable to proceed.

Client details: Fred Bloggs, 120 Sunshine Street, Fremantle WA 6163

Vehicle details: Rego: TBA KIA CARNIVAL 2.5L EFI 00/ Odo: 216962 Points: 0

Parts & labour

Item	Description	Type	Order	Quantity	Rate	Total (Ex.)	Tax amt	Tax code	Total (In...)	FP
6ct	Hi-tech Tune 6 Cyl.	Service		0.55	\$158.49	\$85.45	\$8.55	GST	\$94.00	<input type="checkbox"/>
160k	Log Book Service 160,000km	Service		1	\$90.91	\$90.91	\$9.09	GST	\$100.00	<input type="checkbox"/>
1051-37	Hypoid Gear Oil (castrol Epx 1 Litre) 80w-90 GL5	Inventory		1	\$7.91	\$7.91	\$0.79	GST	\$8.70	<input type="checkbox"/>

Automation

Negative Stock

This job cannot be closed because it contains parts that would result in negative stock levels.

OK

Parts Search, Retaining Unrecognised Part Numbers: When searching for a part that is not entered in your parts listing, selecting the New option allows you to retain the part # you searched by, eliminating the need for re-entry.

The screenshot shows a 'Part Form' window. On the left, there is a search bar with 'XY45685' entered and a 'Cancel' button. The main window has a 'Part' field and a 'Part number' field, both containing 'XY45685'. There is an 'Inactive' checkbox. Below these are tabs for 'Details', 'Purchasing', 'Sales', 'Adjustments', 'Allocations', 'Orders', and 'Comments'. The 'Details' tab is active, showing 'Part type' as 'Inventory', a 'Recalc quantity first' checkbox, and a 'Category' field. A 'Cost (Inc. Tax)' field is also visible.

SMS Replies

Replies, Managing: When receiving an SMS message, you can now reply instantly by selecting the reply option at the bottom of the message display.

The screenshot shows an 'SMS replies' window with a table of messages. A 'Reply' button is visible at the bottom. A 'Note' dialog is open, showing a text input field with 'Vehicle Ready For Collection'. Below this is an 'Additional info' section with a text area containing a message. At the bottom of the dialog are fields for 'Contact method' (SMS), 'Mobile' (0412951377), and 'Note created on' (23/09/25 5:31PM). There are also buttons for 'ABC Check', 'Vehicle visuals', 'Cancel', 'Client', and 'OK'.

Type	Client/Driver	Mobile	Message
Reply	Ms Mandy Marshall	0414371422	Testing what ???
Reply	Ross Hare	0412951377	Thanks for the me

Note, that from the reply screen you can select a vehicle visuals video link and access the client details.

Payment Receipt Form

Additional Payment Type: Auto Guru has been added to the payment type drop down list

Date	Inv#	Client/Company	Paid	Balance	Payment
01/08/25	282	Smith			
27/07/25	259	Smith			
29/07/25	Journal 43	Smith			

Bill Payments

Remittance Advice, Additional Text: Microbase has introduced the ability to add extra text when emailing to a supplier.

Inv Date	Inv/Ref#	Supp
13/08/25	15\15	Repco
12/08/25	3654785555	Repco
04/06/25	4980132704	Repco
04/06/25	4980132600	Repco
03/05/25	214512	Repco
29/04/25	365478	Repco
29/04/25	3650000	Repco
29/04/25	324578	Repco
29/04/25	234578333	Repco
29/04/25	2141	Repco
29/04/25	125478	Repco
29/04/25	12456783	Repco
08/04/25	4545	Repco
08/04/25	3214578	Repco
08/04/25	234514	Repco
31/03/25	124578	Repco

Reconcile your payment in the normal way, select email and you will see an additional note field, enter your text, spell check if you wish using the ABC Check option, finalise with OK (F12). Your text will appear in the body of the remittance.

BAS Reporting

PAYG Instalments: Version 4.1.0e introduces a couple of changes to BAS reporting, firstly for businesses that report PAYGI on a fixed quarterly value, this can now be added to Site Settings / Accounts and will print on the BAS.

To enter your quarterly PAYGI payment open Site Settings / Accounts, delete any values in the percent field, enter the \$ value into the PAYGI amount field.

The value is transposed to the BAS Report

Goods and services tax (GST)			
Option 1: Calculate GST and report quarterly			
Total Sales	G1		\$11,580
Does the amount shown include GST?		Yes	
Export sales	G2		
Other GST-free sales	G3		\$0
Capital purchases	G10		\$0
Non-capital purchases	G11		\$489

PAYG tax withheld			
Total salary, wages and other payments	W1		\$4,632
Amount withheld from payments at W1	W2		\$851
Amount withheld where no ABN quoted	W4		
Other amounts withheld (exc. W2 & W4)	W3		
Total amounts withheld (W2 + W4 + W3)	W5		\$851

PAYG income tax installment			
PAYG installment income	T1		\$2,590
Current ATO installment rate	T2		0.00%
T1 x T2	T11		\$2,590

PAYGW Liabilities: It is now possible to track the PAYGW payments made in the tax quarter directly from the business activity statement. In the example report we are running a BAS for the July – September quarter, during this period businesses with PAYGW exceeding \$25,000 per year would have made 2 x payments of tax withheld during the BAS period. To give you an accurate figure of what is owed we now deduct the payments made in the tax quarter from the total for the 3 months.

In the example income tax withheld from employee's salaries is \$851, during the BAS quarter we have processed \$600 worth of payments to the ATO leaving a balance of \$251 owing for the final month of the BAS period.

Useful Tip: We strongly suggest that you date any payments made to the ATO the last day of the period you are paying for, in this scenario, tax payments made in August for July should be dated 31st. July, final payment for the BAS would be made in October, we suggest you date the transfer 30th. September.

By taking this approach, you will get accurate balances when using your pay tax liability form.

This report has been created by Automation Premium and should not be submitted to the Australia Taxation Office.

Period 01/07/25 to 30/09/25
 ABN 67 094 544 519
 Due on
 Accounting method Accrual

Goods and services tax (GST)

Option 1: Calculate GST and report quarterly

Total Sales	G1	\$11,580
Does the amount shown include GST?		Yes
Export sales	G2	
Other GST-free sales	G3	\$0
Capital purchases	G10	\$0
Non-capital purchases	G11	\$489

PAYG tax withheld

Total salary, wages and other payments	W1	\$4,632
Amount withheld from payments at W1	W2	\$851
Amount withheld where no ABN quoted	W4	
Other amounts withheld (exc. W2 & W4)	W3	
Total amounts withheld (W2 + W4 + W3)	W5	\$851

PAYG income tax installment

PAYG installment income	T1	\$2,590
Current ATO installment rate	T2	0.00%
T1 x T2	T11	\$2,590

Summary

Amounts you owe the ATO

GST on sales	1A	\$1,053
PAYG tax withheld	4	\$851
PAYG tax withheld payments		-\$600
PAYG income tax installment	5A	\$2,590
Deferred company/fund installment	7	
1A + 4 + 5A + 7	8A	\$3,896 *

* This amount includes an adjustment of: \$2

Amounts the ATO owes you

GST on purchases	1B	\$44
Credit from income tax installment variation	5B	
1B + 5B	8B	\$44

Payment or refund?

Is 8A more than 8B?	Yes, this amount is payable to the ATO	9	\$3,851
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Screenshots, Program Support

Microbase in version 4.1.0 introduced the ability for you to send screenshots and debugging information when a fault in the code was detected. This information in the past helped us greatly when diagnosing functional issues, we feel due to current program stability that screenshots attached to the debugging information are no longer required so we have ceased capturing these automatically.

Version 4.1.0e has disabled this automated capability, however the feature if required can be activated totally at the users discretion, the setting would only be required to be activated if requested by Microbase support.

The user is in total control of what screen shots are sent to support as they need to manually activate the option from site settings, then click the screenshot icon. Only the screen displayed when the screenshot icon was selected will be sent to Microbase support.

<ul style="list-style-type: none"><input checked="" type="checkbox"/> Insert carriage return between text items<input type="checkbox"/> Estimated hours reminder for jobs over multiple days<input checked="" type="checkbox"/> Warn for future dated transactions<input checked="" type="checkbox"/> Warn when adding hidden parts to job card<input type="checkbox"/> Profit report check on job close Include labour costs? Always ask ▼<input checked="" type="checkbox"/> Check for unallocated payments and unapplied credits when making a receipt<input checked="" type="checkbox"/> Prompt for loan car after new booking<input checked="" type="checkbox"/> Prevent stock from going negative	<div>Default vehicle availability</div> <div><input type="radio"/> Number of hours: <input type="text" value="3.00"/></div> <div><input checked="" type="radio"/> Set time from <input type="text" value="8:00AM"/> to <input type="text" value="5:00PM"/></div>	<div>Support screenshots</div> <div><input type="checkbox"/> Allow screenshots for support</div>
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To activate the screenshot option go to File / Site Settings / Database Settings > Support Screenshots. Be aware the option is set to **false** by default.