Automation Premier V4.1.0e Release Notes

October 2025

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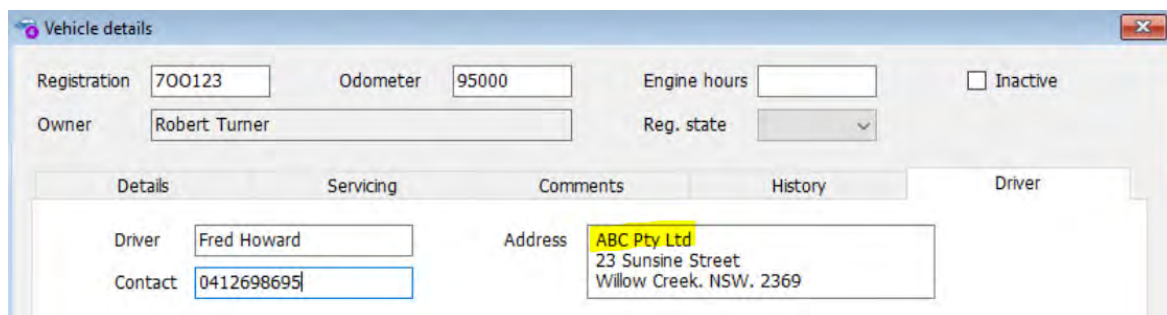
Version 4.1.0e Release Notes

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.
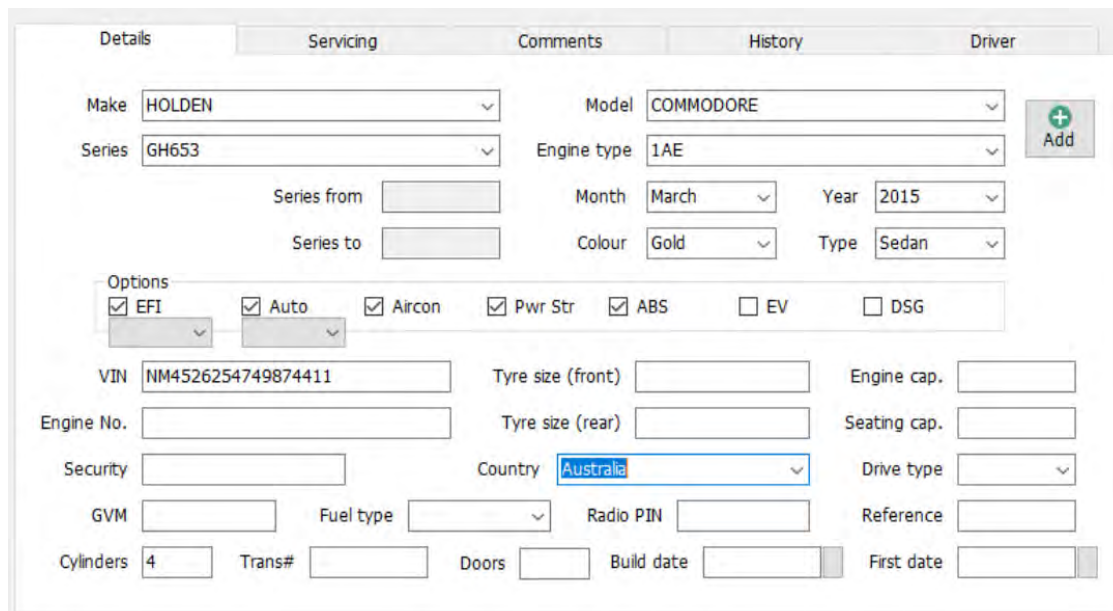
Vehicle Details

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

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.

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.

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.

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.

Diary

This update introduces a couple of new indicators to the diary screen, one that shows a technician is clocked on an 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.
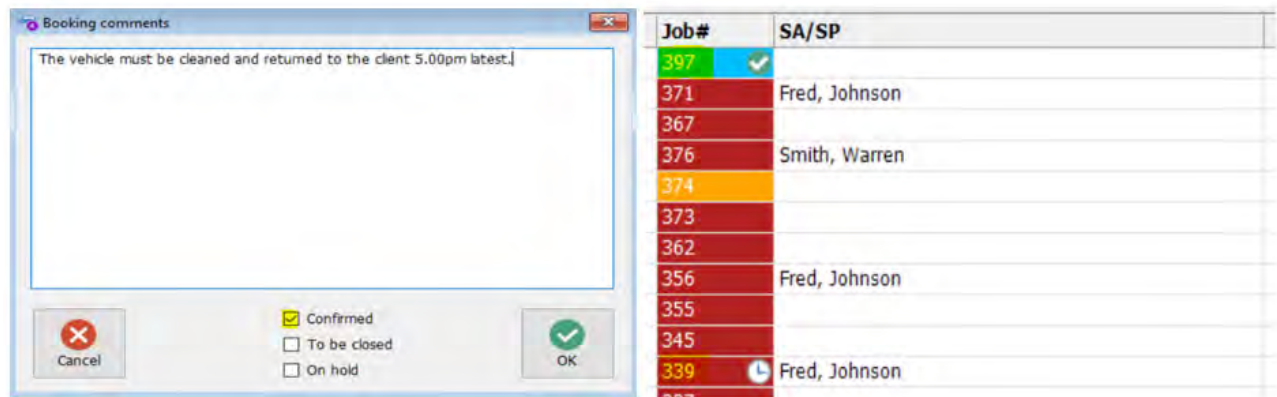
Above you can see a tick against job #397 indicting the booking has been confirmed, further down the job # column job #339 has a clock icon indicting that a technician is clocked onto that job.

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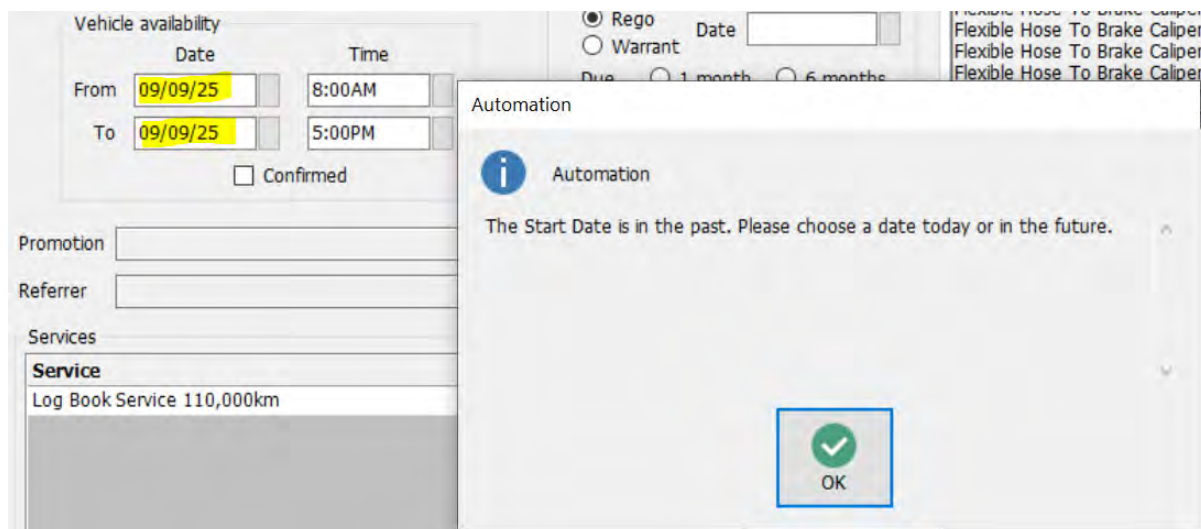
Loan Car Linked To A booking: When a booking has a loan car attached, moving to an alternate day / time will prompt you to move the loan car to the new setting.

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

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.

Technicians – Custom Colour Time Indictors: 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).
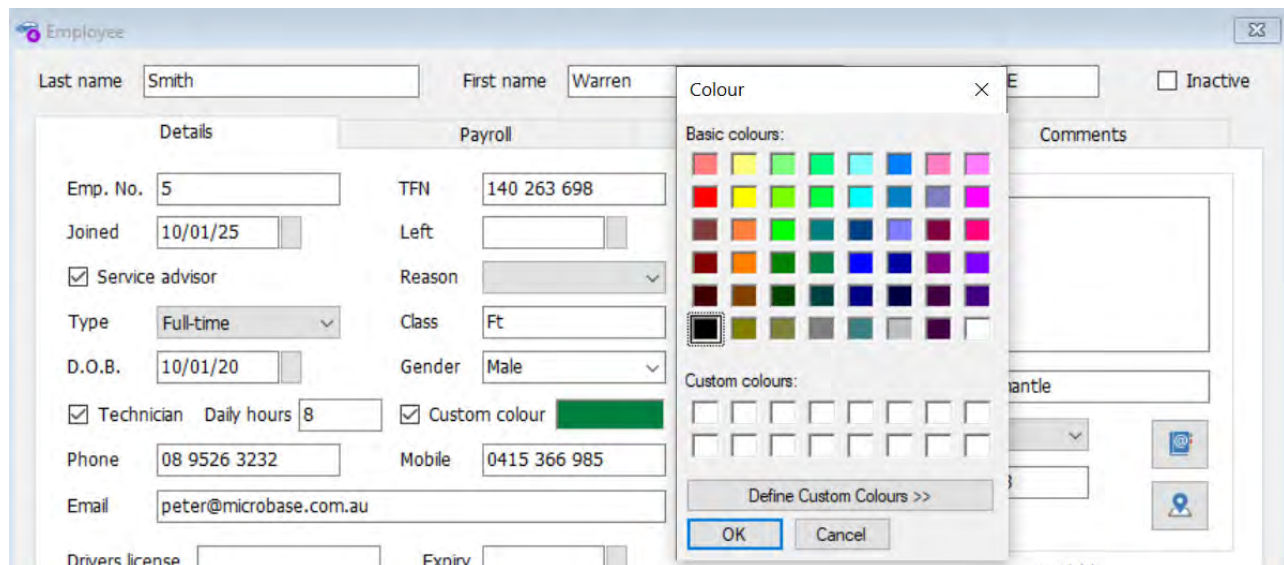
Job Card

Vehicle Availability: Booked dates and times now display on the header of the job card.
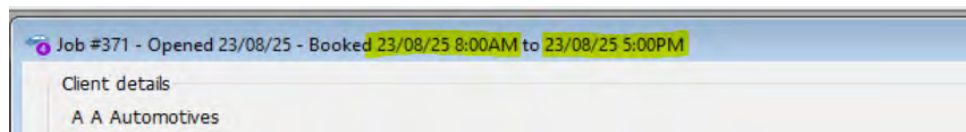
Open AI Job Card Interface

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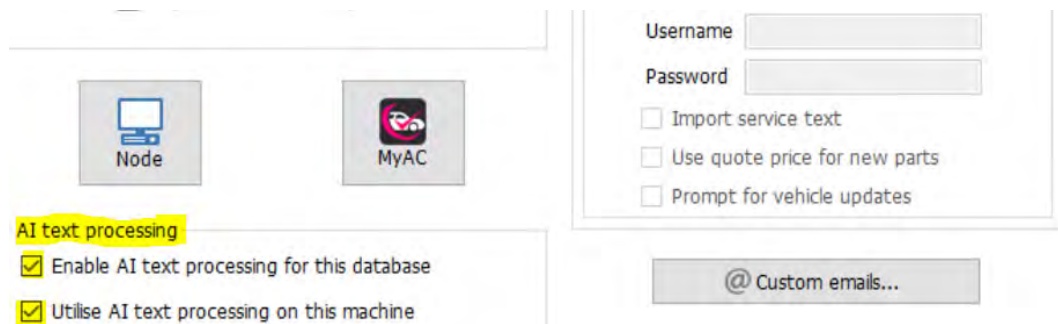
You need to select **both** options on one machine so the database is flagged to Utilise the feature, check the Utilise AI Text Processing On This Machine on ALL machines you wish to access the feature. Be aware that once you

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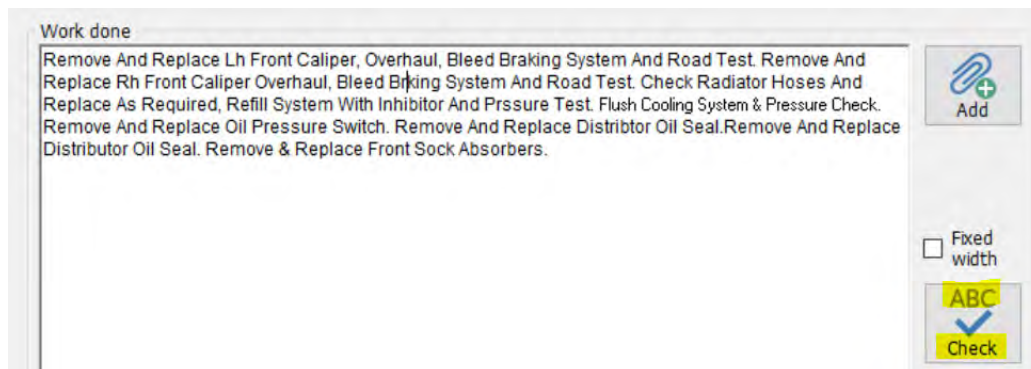
Processing Text Via Open AI: All processing is done via the job card, simply enter your text into either the work done or vehicle faults area, next click on the ABC Check option.

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.
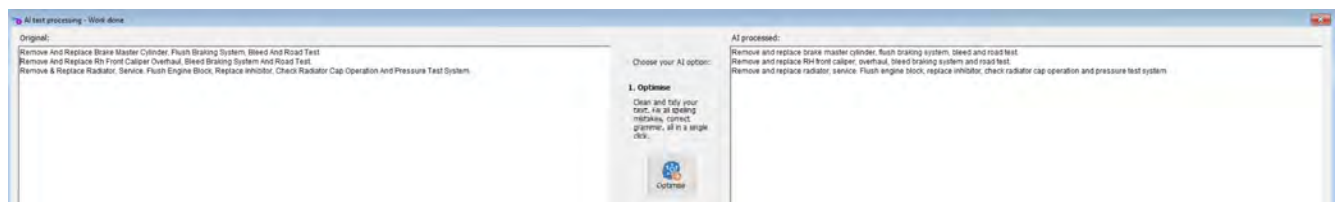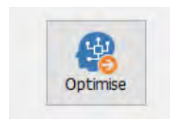
For a more comprehensive result select the second enhance option, this will take basic English and correct it into a grammatically enhanced block of text.
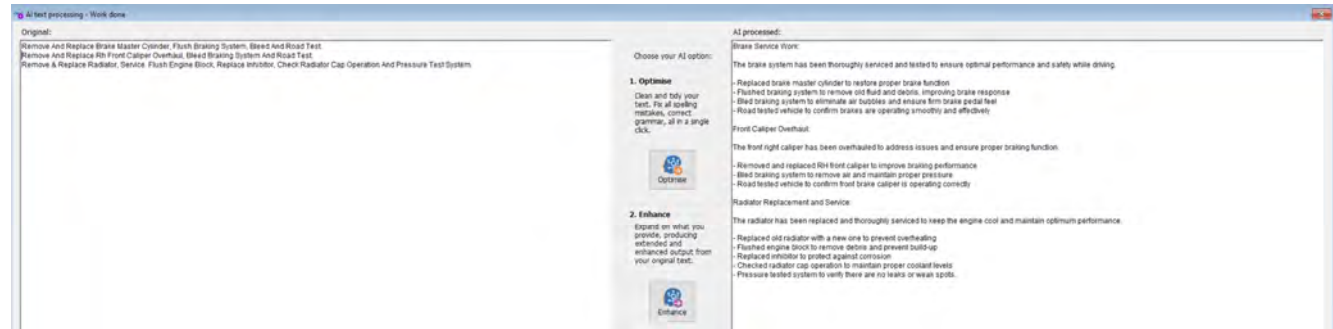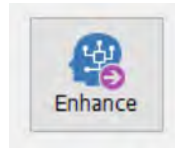
You can now commit your draft to the job card by selecting the OK (F12) option at the bottom of the Open AI screen.

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.

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.

Estimates

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

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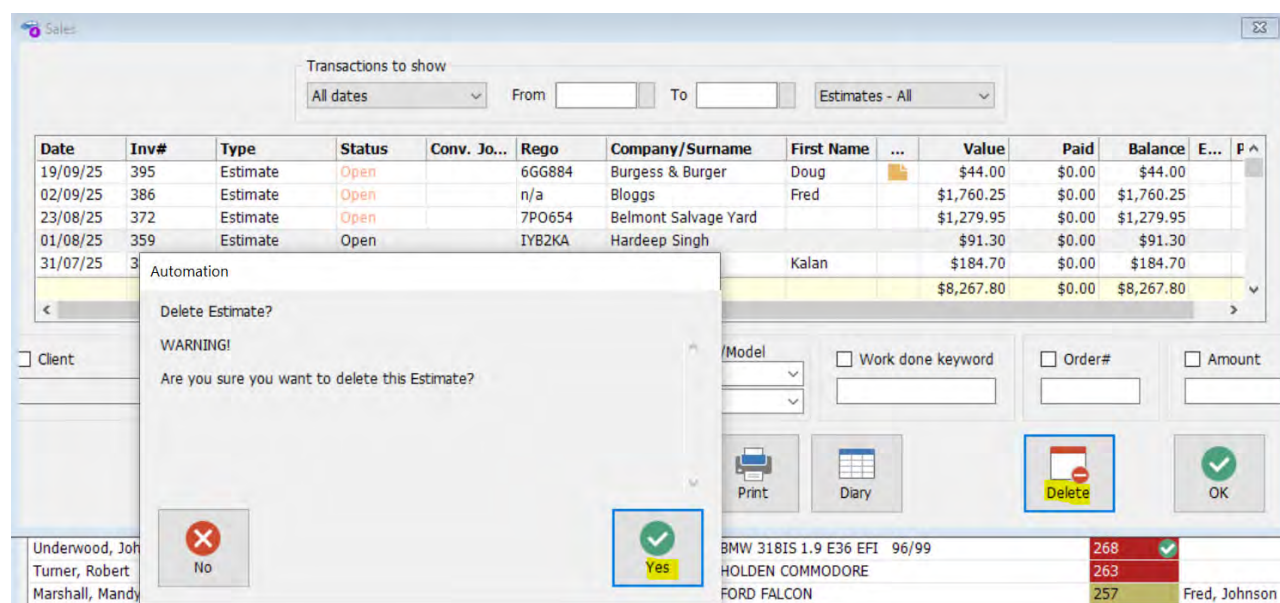
To delete an estimate from the sales screen, highlight the entry, select delete, from the message displayed select yes. Enter your name and the reason for the deletion into the form displayed, save with OK (F12).

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

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.

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

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**

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**

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.

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.

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.

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

Bill Payments

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

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

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.

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

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.

☑ Insert carriage return between text items
☐ Estimated hours reminder for jobs over multiple days
☑ Warn for future dated transactions
☑ Warn when adding hidden parts to job card
☐ Proft 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

Default vehicle availability
○ Number of hours: 3.00
● Set time   from 8:00AM
                          to 5:00PM

Support screenshots
☐ Allow screenshots for support

To activate the screenshot option go to File / Site Settings / Database Settings > Support Screenshots. Be aware the option is set to **false** by default.