

Release Note – Automation V4.1.2

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Introduction

This update introduces the first stage of the new STP requirements for July 1st, the new version will display your SSID which is an essential when registering our SSP (Sending Service Provider) Evision with the Australian Tax Office. Instructions on where to locate the SSID and the registration procedure are available from this document.

Secondly, to assist our users with a complex employee superannuation structure the notes include instructions on how to link Automation to the OZEDI SuperStream clearing house. This solution does take some effort during the initial setup, however once the user has this correct there should be very little maintenance required to keep the function working correctly. OZEDI can distribute payments to your employee super funds, covering the cost via one debit from your bank account via the Zepto debit system.

Remember, there is **NO OBLIGATION** to use a clearing house, if your superannuation commitments are not complex you can choose to pay direct via the super fund's portal. Simply process super payments on the day you process your pays. You have 7 days for the funds to clear and be in your employee's account. Alternatively, you can export a SAFF file to import into another clearing house.

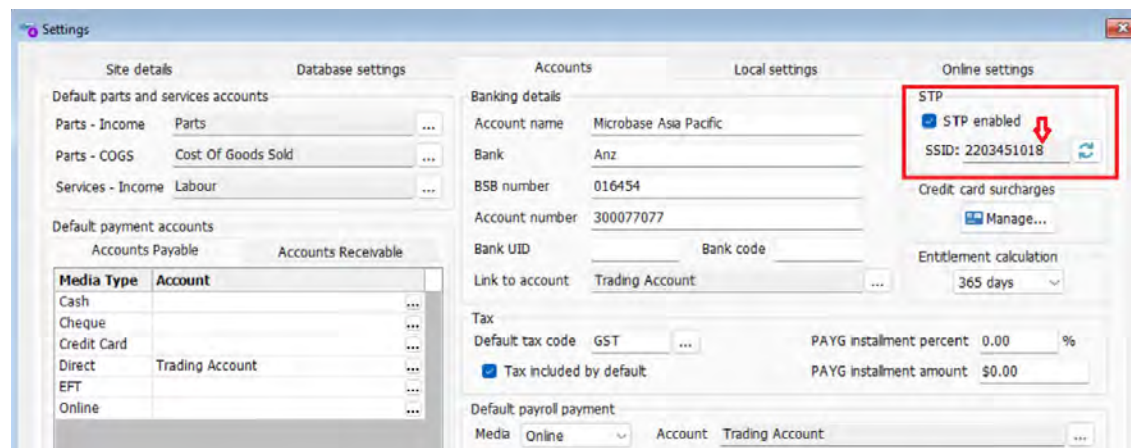
The notes will also show you how to export a SAFF file which can be imported into an alternate clearing house portal.

Finally, the new version introduces a link to the new online Bursons (Bapcor) portal, at this stage the link works the same as the previous integration, we will however in future releases include invoice retrieval for parts purchased from Bursons.

Please make sure you read these notes as they will assist you in meeting the new payroll obligations coming into effect on July 1st. 2026

STP Locating Your SSID

Microbase has already applied on your behalf for a unique SSID for your business the numbers are based on your ABN and have been issued by our SSP Evision who retain these numbers and match them with your STP data transfer. **It is important that you locate this number in File / Site Settings / Accounts > STP**



Registering Your SSID

It is suggested that you open the accounts page from site settings highlight the number by using your mouse, then select CTRL + C to copy, you can then simply highlight the field in the registration screen and use CTRL + V to paste the **CORRECT** number into the SSID field. Below are a couple of links, one to Access Manager and another explaining what you need to do to complete the registration process:

Access Manager: [Access Manager » Welcome](#)

Completing The Registration: [Nominating Sending Service Provider in AM UI.pdf](#)

Note: Search for **Evision Pty. Limited or ABN 73 076 521 161**, and authorise this entity to send STP files on your behalf. **If you do not see an SSID in the field please contact Microbase IMMEDIATELY for assistance.**

OZEDI – SuperStream

Linking Automation Premium V4 Payroll

Introduction, SuperStream

Automation will automatically export your superannuation payments to OZEDI, the service provider will then debit the total amount due from your bank account (if using Zepto) and distribute the payments to single or multiple superannuation funds. To achieve a seamless transfer, it is essential you ensure employee superannuation details are correct, Automation provides an online tool for you to perform the MVR (Member Validation Response) task. Secondly you are required to check that the integration is functioning correctly, again we provide a tool that allows you to check your connection status.

Microbase has also introduced a new payroll screen that clearly displays your superannuation transfers, these can easily be reconciled with the actual payments processed. You will need to take some time to read through the documentation provided by both ourselves and OZEDI, once the system is operational there should be no need to change any of the initial settings.

Please read the Microbase notes in conjunction with the OZEDI dashboard quick start guide.

Opening An Account

Registration: <https://dashboard-ebusiness.ozedi.com.au/registration?link=1119897115-R>

Quick Start Guide: [OZEDI Superannuation Service Dashboard Quick Start Guide](#)

Microbase Notes: [Microsoft Word - Account Creation OZEDI Prior To Integration.docx](#)

Credential Setup In Automation

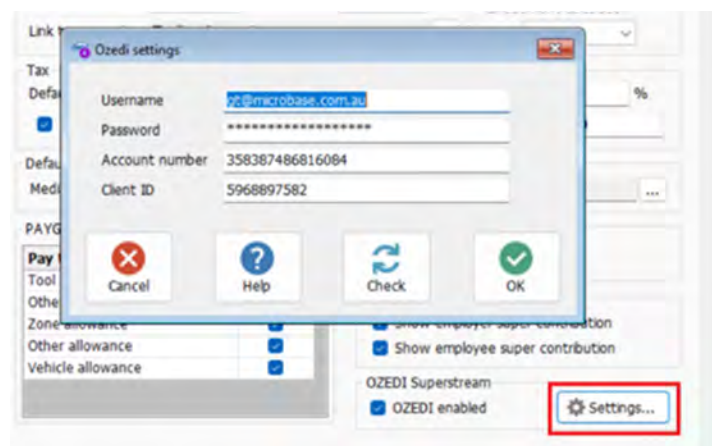
Go to File / Site Settings / Accounts > Settings (OZEDI) Click on this option; you will see 4 fields that need completing:

Username: This is the email address you used for the second user, this can be accessed from your OZEDI dashboard under manage users

Password: Enter the LOGIN password you reset for this account in the OZEDI dashboard (not the email client password)

Account Number: Suggest you copy & paste this from your OZEDI dashboard, it displays up in the top left-hand side of the screen under your business name.

Client ID: When you created the second user this would have been emailed to you, again we suggest you copy and paste this into the adjacent field.



Next step is ensure the credentials are being accepted by OZEDI, to do this click on the **CHECK** option, if your entries are correct you will receive a message detailing the settings of your account.

Automation



Ozedi Client Payment Details

brand: Microbase
account: 358387486816084
clientId: 5968897582
name: Microbase Asia Pacific Pty Ltd
active: 1
createdOn: 2026-03-30T08:07:39Z
lastModifiedOn: 2026-03-30T08:07:39Z
serviceType: SS
serviceDetails.paymentProvider: Zepto
serviceDetails.businessIdentifierType: ABN
serviceDetails.businessIdentifier: 19612203451
serviceDetails.paymentInformation.paymentRegistrationType: PAYTO
serviceDetails.paymentInformation.paymentRegistrationActivated: False
serviceDetails.paymentInformation.paymentRegistrationStatus: PENDING

You will see that in the above example all the company information is correct, however because Pay To and Zepto has been selected it is indicating that the option has not yet been activated. Be aware that when you choose Zepto as a payment method it will take a couple of working days for the request to get to your bank, you will also need to authorise this via your mail option in your online banking application. **You will NOT be able to transfer any funds until payment is activated** and status is showing active.

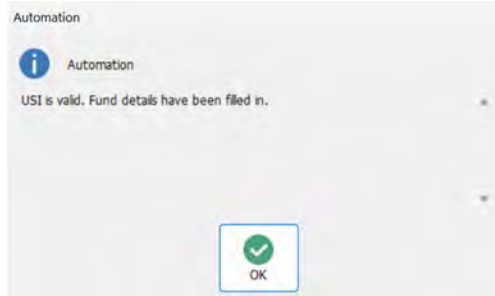
With these steps completed you are now linked to OZEDI.

Superannuation Accounts Validity

Before you attempt a transfer we strongly suggest you check the member details validity, this action will help alleviate any discrepancies when you batch upload to OZEDI. Automation has the ability to perform a Superannuation verification from the employee form. Select Lists / Employees > Employee Name > Banking & Super.

Payment Method, SuperStream: If you have chosen the Zepto option ensure this is set to Direct Credit.

USI: To the right of the USI field you will see an inquiry option, to do a fund validation click on the icon, if the details are valid, you will receive the following message:



Notice also that all the relevant details required by OZEDI has been entered onto the fund form. **Note:** If you are completing the details for a self-managed super fund (SMSF) you will not have a USI, leave this field blank and enter your ESA into the field provided, you may have to apply for this via your accountant.

You are now ready to perform your payroll transactions and send you superannuation liabilities to the various funds through to OZEDI with an automated payment from your bank account (Zepto).

Managing Payroll Transactions

The screenshot displays the payroll management interface. At the top, there are filters for 'Transactions to show' (Last month, From 01/03/26, To 31/03/26, All media) and an 'Employee' field. Below this is the 'Payslips' section with a table:

Date	Employee	Gross	Tax	Other	Net	Super	Sick	Holiday	RDO	LSI Account	Media	Comments	Exported	E...	STP	SS
31/03/26	Ross, Hare	\$8,500.00	\$1,950.00	\$0.00	\$6,550.00	\$1,020.00				Trading Account	Online					

Below the table is a summary row: \$8,500.00, \$1,950.00, \$0.00, \$6,550.00, \$1,020.00. A toolbar with icons for Auto, Edit, New, Delete, Update, Export, Email, STP send, STP check, and STP log is visible. The 'Super batches' section has a table:

Batch	Payment...	Period	Employees	Funds	Super Created	Submitted	SuperStream Status	SS	Comments
2	31/03/26	25/03/26 - 31/03/26	1	1	\$1,020.00	7/04/2026 5:21:...	UPLOAD_READY		

Below this table is a summary row: 1, 1, \$1,020.00. A toolbar with icons for Edit, New, Delete, Automatic, and Manual is visible, along with an 'OK' button.

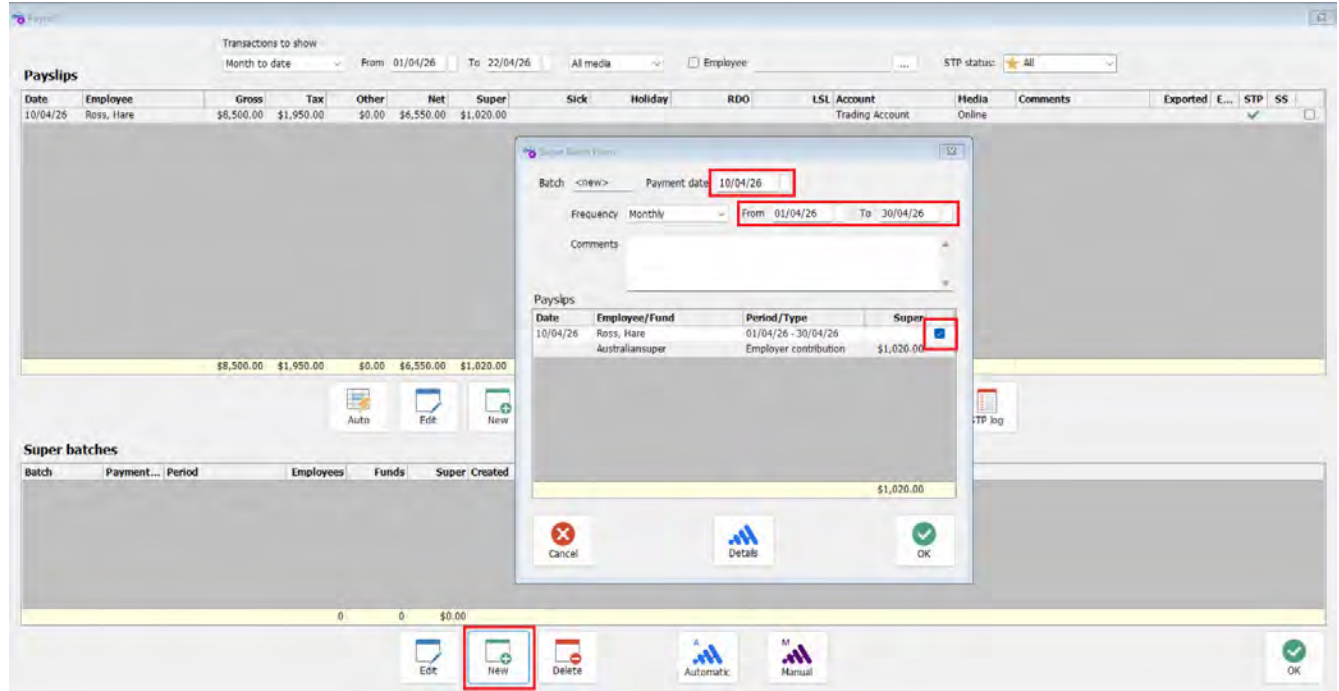
You will notice the payroll screen has been split into two sections payslips and super batches, payslip section records your STP and now SuperStream status against each transaction. The clock indicates payment processing, once payment has been processed the clock will change to a green tick. The super batches section provides you with more transaction detail plus allows you to initiate payments.

Managing A SuperStream Batch

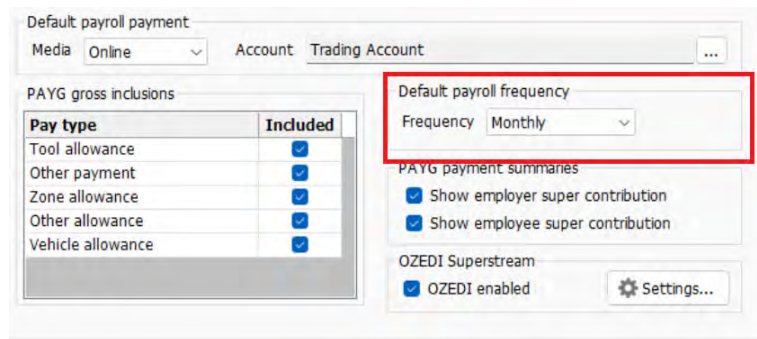
Normally you will create a new batch on the day you have paid wages to your employees; however, you can create a new batch at any time.

In the screen below you will see the payment date field is highlighted, any pays processed on that day will now appear in the body of the Super Batch Form. Make sure the period you are paying for is correct, in the example you will see the pays are for a full month in most cases the date range will be on a weekly basis, you can alter the date range if you wish, **but NOT the payment date**. The final item highlighted is the selection option, ensure all the transactions you wish to process are flagged with a tick in the corresponding box.

Once you are happy with your selections, select OK (F12) from the form, the status will display UPLOAD_READY, to send the transactions, highlight the batch and select AUTOMATIC, the batch will now process and send.



Note: For the correct payment frequency to be displayed in the Super Batch Form you need to set the default payroll frequency, the option is accessed from File / Site Settings / Accounts > Default Payroll Frequency.



Viewing Payment Status

Batch	Payment...	Period	Employees	Funds	Super Created	Submitted	SuperStream Status	SS	Comments
2	31/03/26	25/03/26 - 31/03/26	1	1	\$1,020.00 7/04/2026 5:21:...	7/04/2026 5:21:...	UPLOAD_READY	🕒	

Firstly, in the super batch section of your payroll form you will see the SS status is upload ready once this is sent a clock icon will be visible in the SS column, this indicates the batch is ready to be sent.

Batch	Payment D...	Period	Employees	Funds	Super Created	Submitted	SuperStream Status	SS	Comments
2	31/03/26	25/03/26 - 31/03/26	1	1	\$1,020.00 7/04/2026 5:21:4...	7/04/2026 5:21:5...	UPLOAD_SEND_SUCCESS	✔	

Next, once the batch has been sent the SS status will change to UPLOAD_SEND_SUCCESS, the clock icon will remain until the payment has been processed at which point the clock icon will convert to a green tick in the SS status column. Once the payment process is complete your Super / Tax payment form will be displayed on the screen with each value allocated to the various postings in the payroll batch. View the entries and select the OK (F12) option from the bottom of the form and the total value is automatically posted to the account you pay superannuation from.

Once you have processed your pays, superannuation details will populate the super section, to view the details prior to sending simply view the details by clicking on the line item. When you are ready to submit select the **AUTOMATIC** option, you can only send batches that are flagged **Upload Ready**. Once the batch has been sent you can drill down further by clicking on the line item and selecting the **DETAILS** option.

The screenshot shows the 'Super Batch Details' window. At the top, a table lists batch details. The 'Status' column is highlighted with a red box. Below the table, there are sections for 'Payments', 'Messages', and 'Errors'. A modal window titled 'Automation' is open, displaying detailed information about the batch upload, including the abn, accountNo, actionType, client, fundsCount, originalFileName, totalAmount, totalEmployeeCount, uploadStatus, uploadUuid, auditCreated, auditModified, createdBy, fileSize, lastModifiedBy, and paymentProvider.

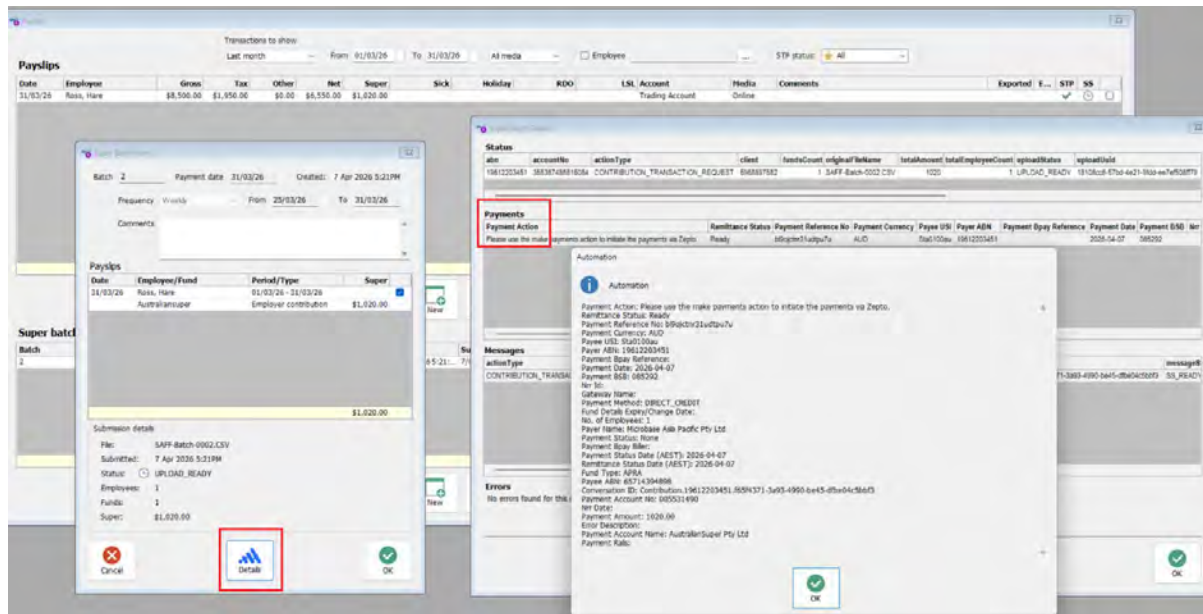
The details option is split into 3 sections:

Status

Payments

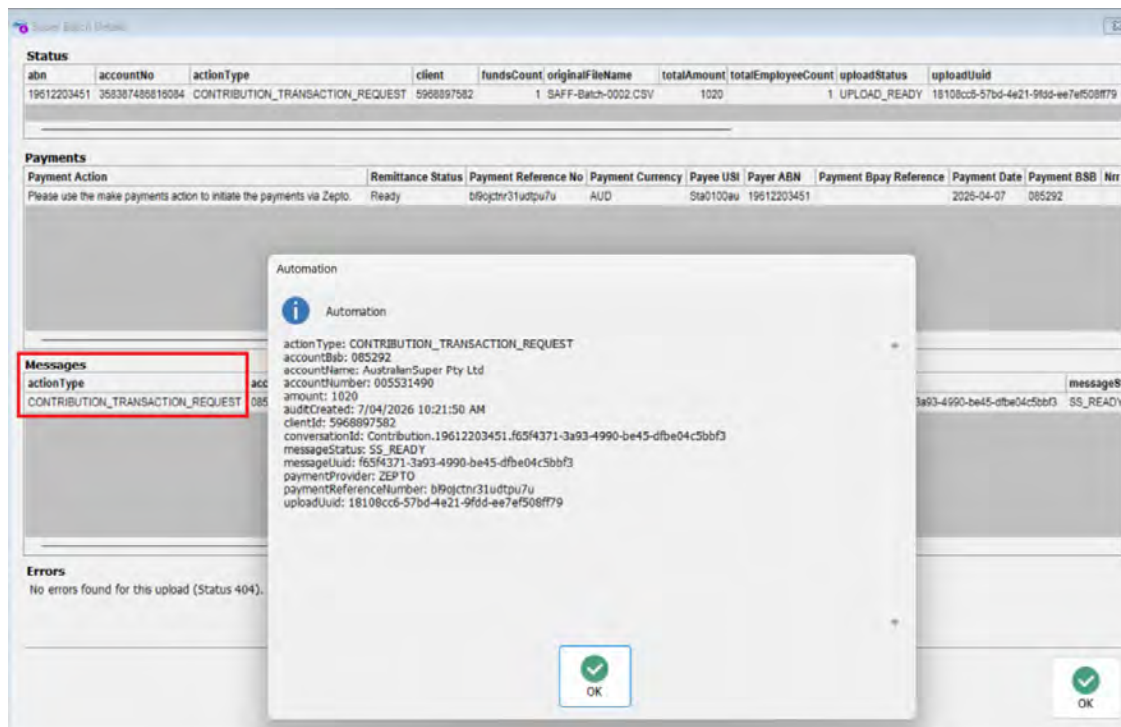
Messages

Status, SuperStream: Provides you with the account setup information, the credentials relate to the second ROLE_API account you created in OZEDI's dashboard. In addition, there are references to the file you uploaded including the upload UID and file size, you will also see your payment method is included, in the example we have used auto payment via the Zepto option.



Payments, SuperStream: Provides you with detailed information on the payment status, fund details, conversation ID and payment method.

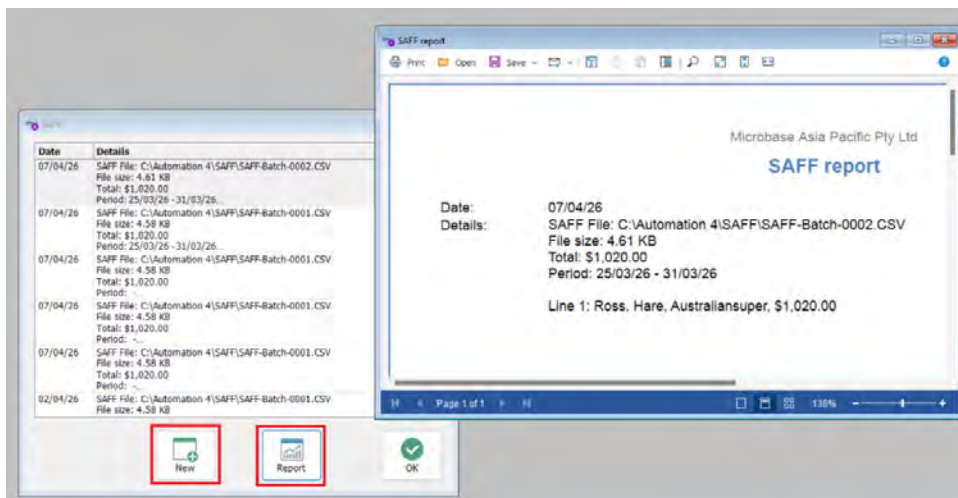
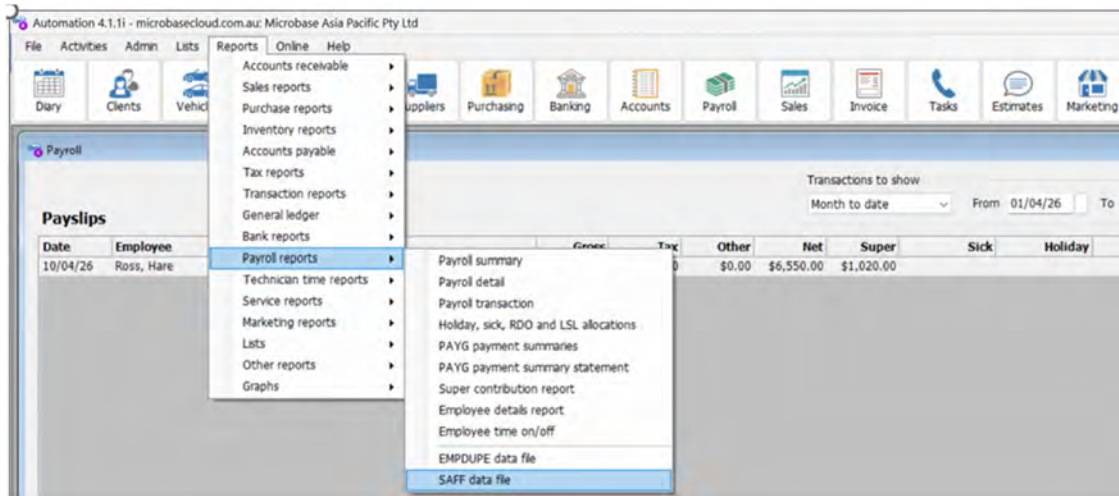
Note: When using direct payment via Zepto there are two payment gateways BECS, which takes between 24/48hours to complete the payment and NPP which is more or less instant. The payment method is determined by the fund or bank.



Messages, SuperStream: Condenses the vital information from both the status and payment sections of the form.

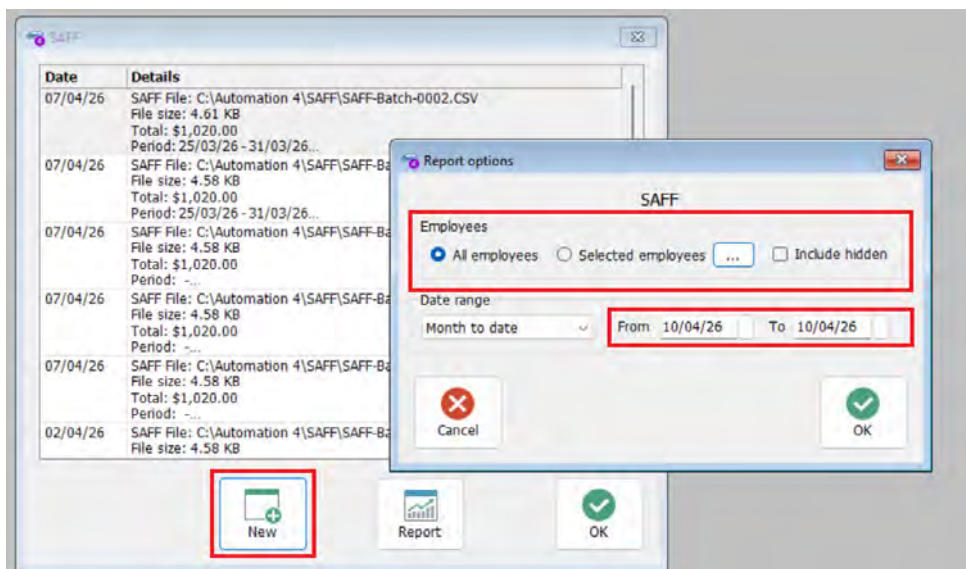
SAFF File Export

Export Function: The export function can be found under Reports / Payroll Reports / SAFF Data File, this option when selected allows the user to select existing files or create a new export based on date and employee criteria.

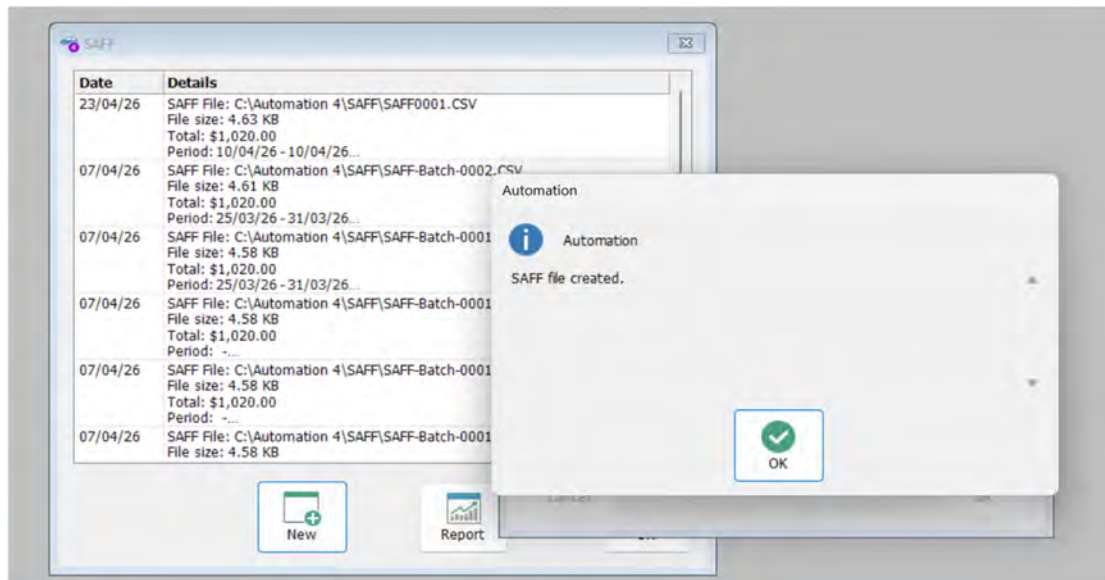


To select an existing file, highlight the report you wish to export, if you wish to see a simple report prior to executing the export select the report option.

SAFF, Creating A New File: To create and export a new file select New from the SAFF screen options.



Select your employee criteria and the date range you wish to report on, select OK (F12).

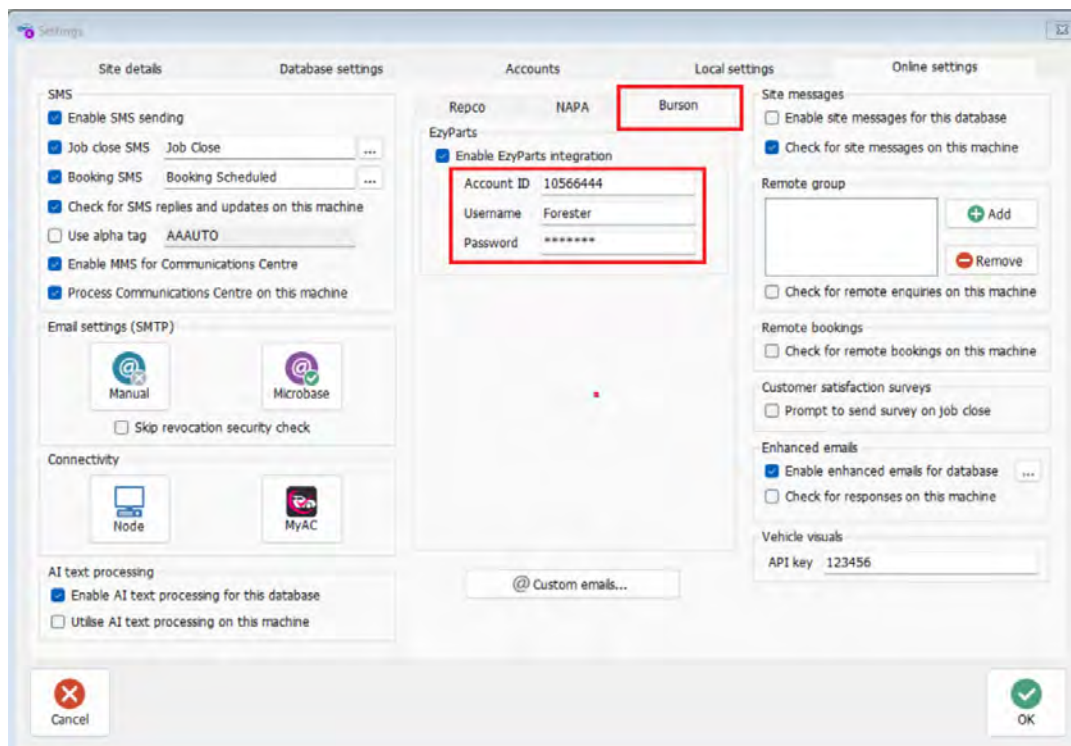


You will see the file location in the report list ie: C:\Automation 4\SAFF\SAFF0001.CSV, to locate the file when sending to a clearing house open File Explorer and go to the designated location.

Bursons Parts Import

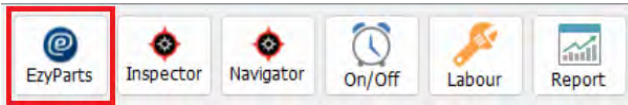
Introduction: The updated version of Automation allows you to link with Burson's online Ezyparts application. The integration allows you to launch Ezyparts directly from the job card, registration and registered state are uploaded to Ezyparts allowing the application to open displaying a common suite of servicing and specialist parts relating to the vehicle you are working on. The feature allows you to download part details directly to Automation after adding them to your shopping cart. You can then raise the order in the normal way from Ezyparts.

Setup: To setup the link with Ezyparts firstly you will need to obtain a set of credentials from Bursons these include your account number, user name and password. If you have already been accessing Ezyparts via your browser the credentials will be the same. In Automation go to **File / Site Settings / Online > Burson**



Enter your credentials into the fields provided, select the enable Ezyparts Integration option, select OK (F12) to save your settings.

Accessing Ezyparts: Once you have completed the setup procedure you will see an Ezyparts icon under the parts and labour section of the job card.



To launch Ezyparts, highlight the service you wish to add the parts to, point and double click on the Ezyparts icon, you will be taken directly to the selection / order page relative to the vehicle on your job card.

BRAND & NUMBER	PCQ	PRODUCT NOTES	EDW	NEAR	DC	RRP	PRICE (INC GST)	QTY	INC GST
RSK54	3	Contains Oil, Air & Fuel Filters	0	13	15	\$49.50	\$41.80	1	ADD
WK12	3		0	0	0	\$68.95	\$33.28	CHECK AVAILABILITY	
WK11	3	With Dealer Fitted LPG	0	1	0	\$56.95	\$27.50	1	ADD
Z154	2		4	20+	20+	\$13.95	\$7.92	1	ADD
Z154ST		Synfec - High Efficiency Filter	0	13	20+	\$27.50	\$15.68	1	ADD
WZ154	1		10	20+	20+	\$13.50	\$5.94	1	ADD
WZ154NM	1	NipponMax brand	0	12	1	\$20.50	\$8.69	1	ADD
W 712/75		DD 76 x H 79mm, Spin On	0	0	0	\$20.50	\$13.20	CHECK AVAILABILITY	
KNHP-2001		129mm Height ; HIGH PERFORMANCE. With Wrench-Off 1" hex nut, Thread: M18 x 1.5	0	0	20+	\$43.50	\$35.29	1	ADD
KNHP-1001		79mm Height ; HIGH PERFORMANCE. With Wrench-Off 1" hex nut, Thread: M18 x 1.5	0	0	0	\$41.50	\$33.58	CHECK AVAILABILITY	

Select the parts you wish to be downloaded to Automation, double click on your shopping cart icon this allows you to finalise your selection.

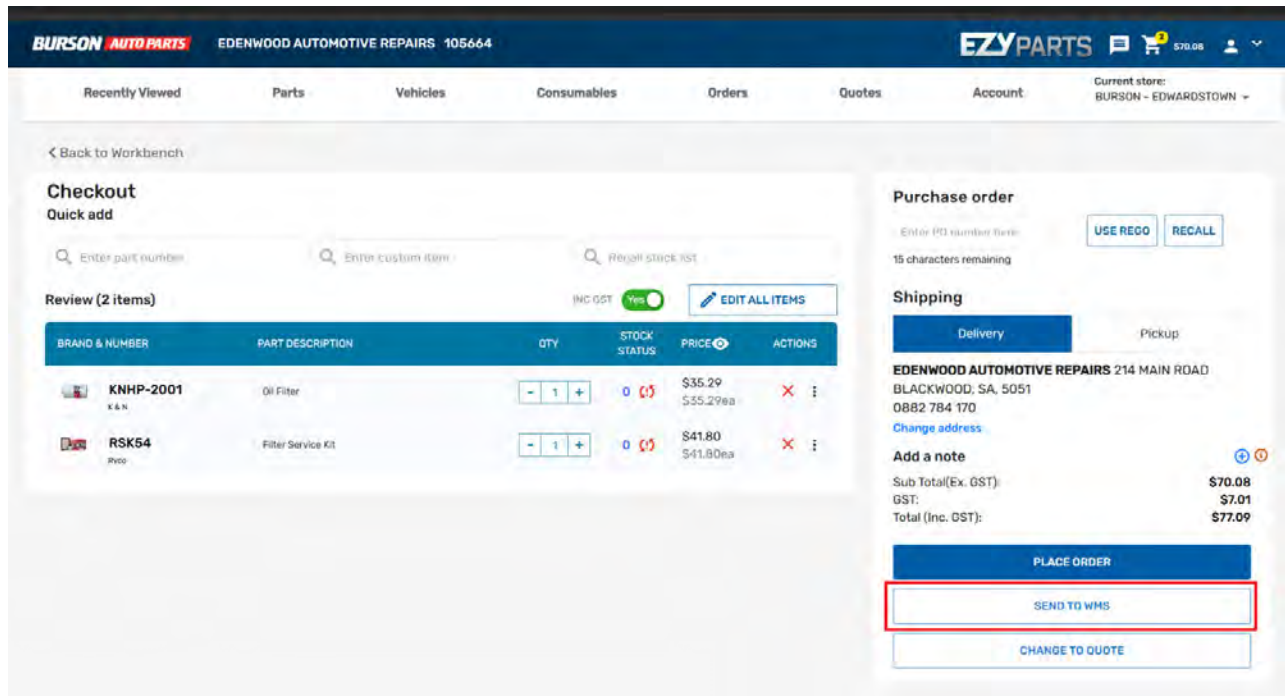
My Cart

- KNHP-2001 (EDW: 0, NEAR: 0, DC: 20+) \$35.29
- RSK54 (EDW: 0, NEAR: 13, DC: 15) \$41.80

Total (Ex. GST): \$70.08
 Total (Inc. GST): \$77.09

CLEAR CART | CHECKOUT

Select checkout, the next screen allows you to import the parts to Automation.



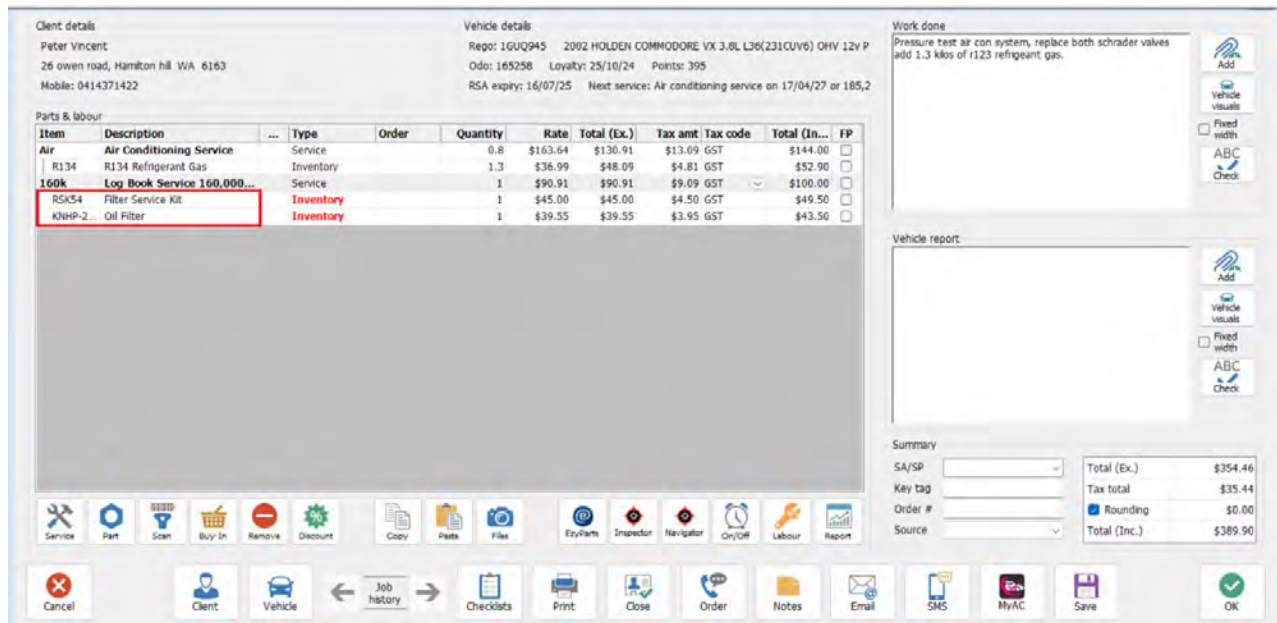
From the above screen select the **SEND TO WMS** option, you will receive a confirmation message, close this window to return to Automation.

EzyParts Response Received

EzyParts response received.

You can close this window.

Your parts are now included on the Automation job card.



You can now place an order in the normal way directly from the Automation job card.