

Release Notes Automation 4 Version 4.1.5

Overview

Version 4.1.5 contains two new features, firstly, we are delivering the final function of Payday Super by introducing the ability for OZEDI users to perform an MVR inquiry. Secondly, there is a new option that allows you to apply service fees on a % basis, some users may feel this will be a more profitable method of applying EPA charges to the final invoice. The option allows for the entry of multiple values and service titles, we strongly suggest you explore this feature and decide whether the current fixed or the new percentage charge basis is the best option for your business.

What is a Member Verification Request?

An MVR allows you to submit an online request via Automation to confirm that an employee is a member of a particular super fund and that the fund can accept a contribution on their behalf. The fund will respond within 24 hours, to confirm whether the details are correct and the account is active.

This service provides you with greater confidence when paying a contribution, knowing there is a valid superannuation account for your employee with their nominated fund.

When you need to submit a request

You must submit an MVR before you pay a contribution to an employee's chosen super fund for the first time, for instance when onboarding a new employee. There is no need to MVR existing employees that you have already successfully submitted payments for.

While it's not required, you have the option to submit an MVR after an employee's personal details have changed, or after a contribution has been rejected, to make sure the next contribution will land in their super account successfully.

Note: MVR should not be used for regular or ongoing contributions.

Submitting A Request

Super funds, clearing houses and payroll providers have until the end of February 2027 to implement MVR functionality. Microbase has built the feature into our software ahead of that deadline, if the super fund doesn't support MVR, you won't be able to submit the request. All super funds should be in a position to accept an MVR by February 2027.

Note: The new Superannuation Guarantee contribution deadlines still apply during this transitional period. Even if you are unable to submit an MVR to a super fund, you'll still need to ensure contributions are received on time.

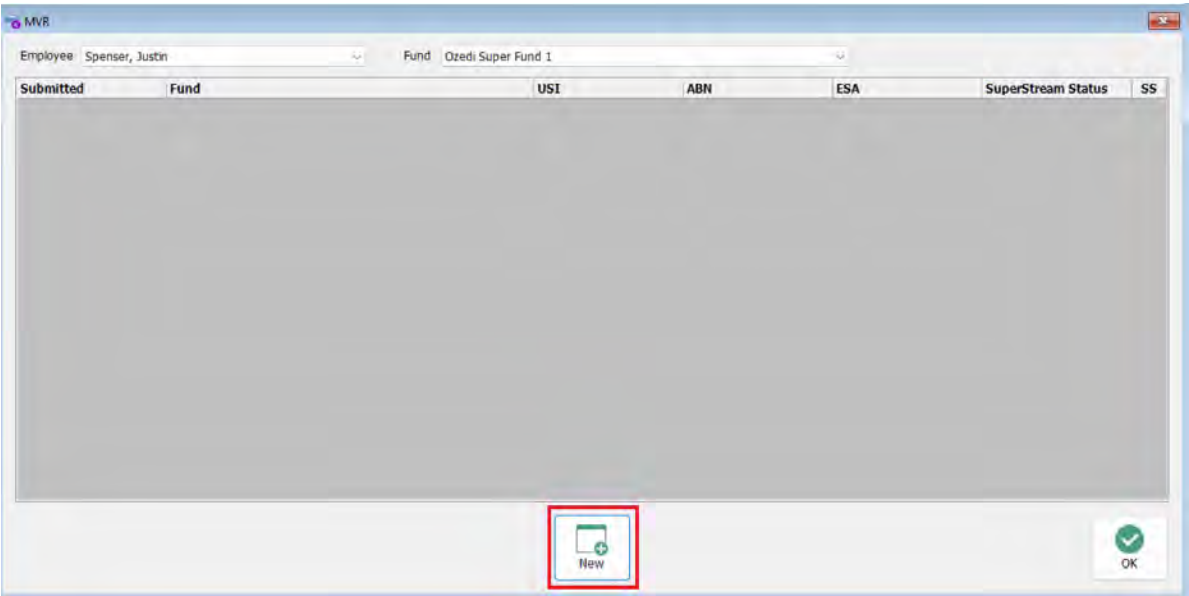
How to submit an MVR In Automation 4

Go to **Lists / Employees** select or enter the employee details you wish to perform an MVR on, from the employee form select the **Banking / Super** tab. Enter the superannuation fund and member number by selecting the add option or a super fund you already have listed.

Fund	Member No.	Joined D...	ABN
Ozedi Super Fund 1	111222	01/12/25	76005890853
Ozedi Super Fund 2	123213	25/02/26	47167142672

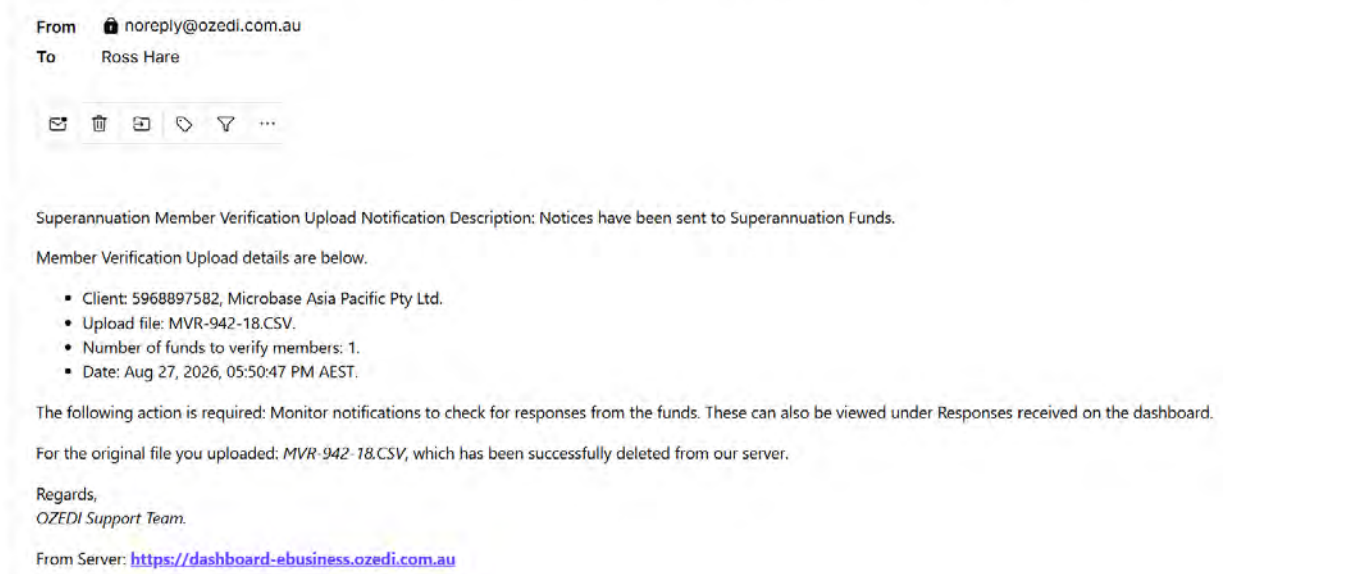
From the super fund details form we suggest you first click the option to the right of the USI field (for commercial funds only) the response will complete the fund details on the form ie: Bank account, account name, ABN.

Once you know the fund details are correct you are in a position to run a MVR query, to do this select the MVR option at the bottom of the form. A new screen is displayed.



Select New from the bottom of the form, you will first be asked to confirm the request if you accept then the required details will be sent to OZEDI so they can complete the query. Once the details are sent you will receive an email to the address in site settings confirming the query is being processed.

OZEDI Member Verification Superannuation Upload status change notification - Notices have been sent.



The status of your query will change to pending, the process should complete within 24 hours, depending on how the super fund being queried is setup to handle the query. Remember also that some funds are not yet MVR ready so you will not be able to complete the request if they are non-compliant.

Submitted	Fund	USI	ABN	ESA	SuperStream Status
6/08/2026 4:08:49 PM	Australiansuper	Sta0100au	65714394898		UPLOAD_SEND_SUCCESS
7/08/2026 4:09:43 PM	Australiansuper	Sta0100au	65714394898		UPLOAD_SEND_SUCCESS
27/08/2026 2:50:46 PM	Australiansuper	Sta0100au	65714394898		UPLOAD_SEND_SUCCESS

From the MVR screen you can check the status of your queries, in this example we have 2 rejections, one accepted with the final entry flagged as pending.

When the query is complete you will receive a second email confirming the status, if the query was completed successfully the email will look like this:

OZEDI Superannuation Notification - MVOR - Success - No Errors

From

noreply@ozedi.com.au

To

Ross Hare

Superannuation Message Notification: Member Verification Outcome Response

Response details:

- Date Response Received: Aug 7, 2026, 11:01:40 PM AEST
- Error Code: SUPER.GEN.CNTRBTN.20
- Error Short Description: **Member was successfully verified.**
- Identifier Type: http://www.ato.gov.au/tfn
- Identifier: 62*TFN*85
- Employer ABN: 19612203451

Original Upload Details are as follows:

- Sender: Microbase Asia Pacific Pty Ltd (Client ID: 5968897582, ABN: 19612203451)
- File Name: MVR-690-13.CSV
- Upload Date: Aug 7, 2026, 07:09:43 PM AEST
- Super Fund USI/ESA: STA0100AU
- Super Fund ABN: 65714394898
- Super Fund Name: AustralianSuper
- Conversation ID: Contribution.19612203451.b36f4f6b-4b09-4d17-be6c-354a4c47bad4

For full details of the response received please review this in your OZEDI Superannuation Dashboard. You can download the full response under the Responses tab.

Regards,
OZEDI Support Team.

From Server: <https://dashboard-ebusiness.ozedi.com.au>

The status will then be updated to accepted (green tick), you can get a detailed response description by pointing and double clicking on an accepted query.

Employee

Ross, Hare

Fund

Australiansuper

Submitted	Fund	USI	ABN	ESA	SuperStream Status	SS
	Australiansuper	Sta0100au	65714394898		UPLOAD_SEND_SUC...	

MVR details

Messages

actionType	clientId	conversationId	date	messageStatus	messageUuid	uploadUuid
MEMBER_VERIFICATION_REQUEST	5968897582	Contribution.19612203451.3e89f467-54b7-4450-9cf8-ebc15e8fc8d3	27/08/2026 7:50:47 AM	SS_SEND_SUCCESS	3e89f467-54b7-4450-9cf8-ebc15e8fc8d3	4fcc9885-0b45
MEMBER_VERIFICATION_RESPONSE	5968897582	Contribution.19612203451.3e89f467-54b7-4450-9cf8-ebc15e8fc8d3	27/08/2026 9:26:52 AM	SS_RECEIVE_READY	be6f6019-81b5-4df8-aa31-6d0734d9d8a8	4fcc9885-0b45

OK

Click on the second line item once more to get the full details in a printable format.

Super Fund / ESA Message Response



Name	Detail
Client ID and Name	5968897582. Microbase Asia Pacific Pty Ltd
File Name	MVR-690-13.CSV
Upload Date	Aug 7, 2026, 9:9:43 AM
Response Date	Aug 7, 2026, 1:1:40 PM
Conversation ID	Contribution.19612203451.b36f4f6b-4b09-4d17-be6c-354a4c47bad4
Super Fund Name	AustralianSuper
Super Fund Abn	65714394898
Type of Response	Member Verification Response
Maximum Severity Description	Success
Contains Errors	No

Field	Detail
Message Number	1
Error Code	SUPER.GEN.CNTRBTN.20
Severity	Information
Short Description	Member was successfully verified.
Detailed Description	null
Report Party Type	SuperFundMember
Context ID	MEM001
Identifier	627758485
Scheme	http://www.ato.gov.au/tfn
Employers ABN	19612203451
Super Fund ABN	65714394898
Super Fund USI / ESA ID	STA0100AU
Location	part-0001

This record is retained in the MVR screen so you can print it at any time, this is important as you may be audited as it is compulsory to perform an MVR check when on-boarding a new employee. Also remember that **between now and February 2027 you may not be able to MVR a new employee as the fund is not yet compliant.**

Invoice Service Fees

How It Works

This version introduces the ability to surcharge your clients based on a percentage of the total invoice value. The objective behind this feature is to assist you in maximising profitability. For instance, currently you are placing a fixed fee onto your invoice for such items as environmental issues and disposal of replaced items such as batteries and tyres. Applying a percentage service fee instead gives you the opportunity to increase your income from these services, Microbase has structured this option so you can have multiple % values and descriptions. As an example, you may charge a 5% service fee on a \$400.00 invoice, for a \$2,000 invoice you may choose to charge a 3% service fee. These options are available for you to choose as you close the invoice.

As explained in the introduction, there is NO obligation to use this feature, however the option is available if you are of the opinion that it's use will increase your revenue.

Service Fee Setup

Go to **File / Site Settings / Database Settings > Invoice Charges** located at the bottom right-hand side of the display click on manage invoice charges

The screenshot shows the 'Settings' window with the 'Database settings' tab selected. The 'Invoice charges' section at the bottom is highlighted with a red box. It contains the following options:

- ☒ Prompt for Invoice charges on job close
- [Manage Invoice charges...](#)

The manage invoice charges option allows you to add and remove items, to add simply select add, to remove highlight the line item and choose remove.

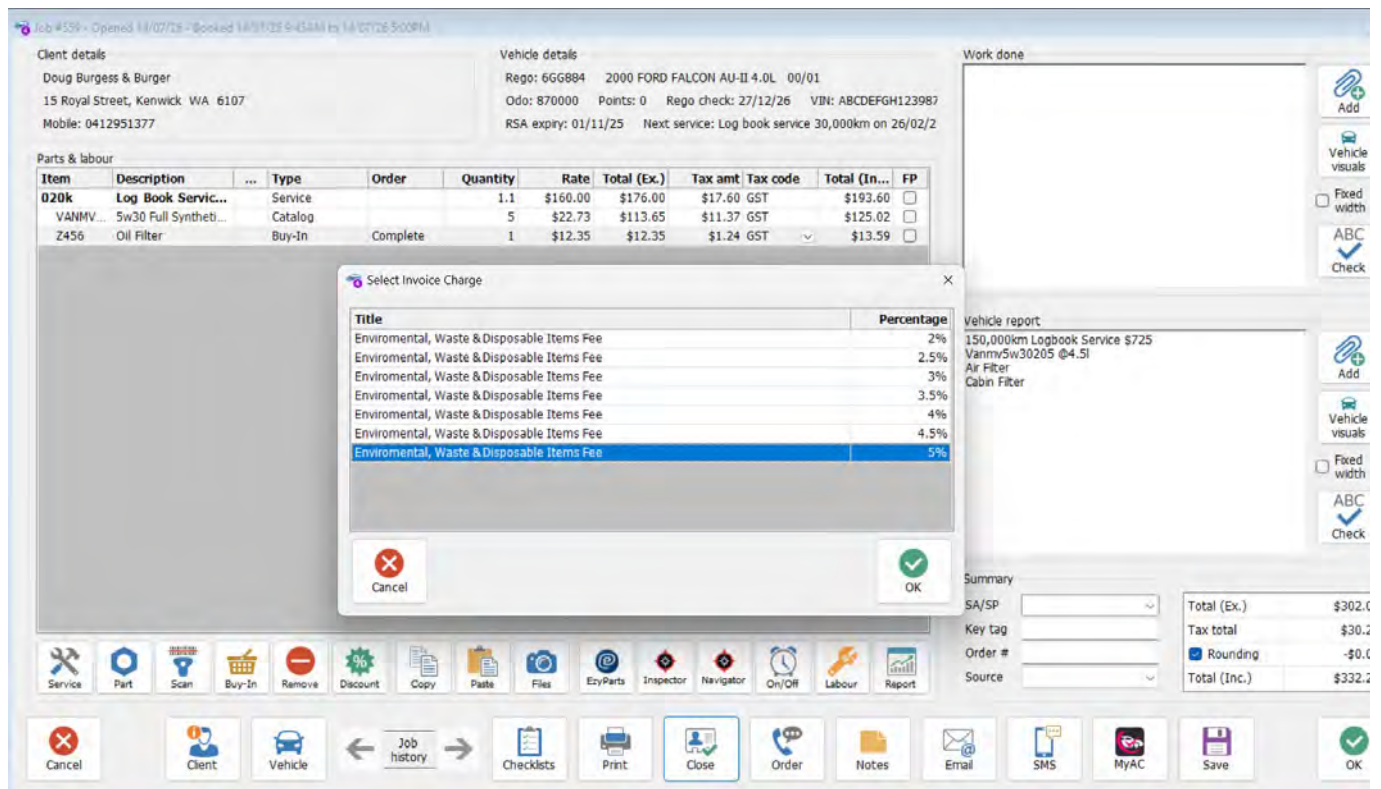
The screenshot shows the 'Invoice Charges' window. It contains a table with the following data:

Title	Percentage
Enviromental, Waste & Disposable Items Fee	2%
Enviromental, Waste & Disposable Items Fee	2.5%
Enviromental, Waste & Disposable Items Fee	3%
Enviromental, Waste & Disposable Items Fee	3.5%
Enviromental, Waste & Disposable Items Fee	4%
Enviromental, Waste & Disposable Items Fee	4.5%
Enviromental, Waste & Disposable Items Fee	5%

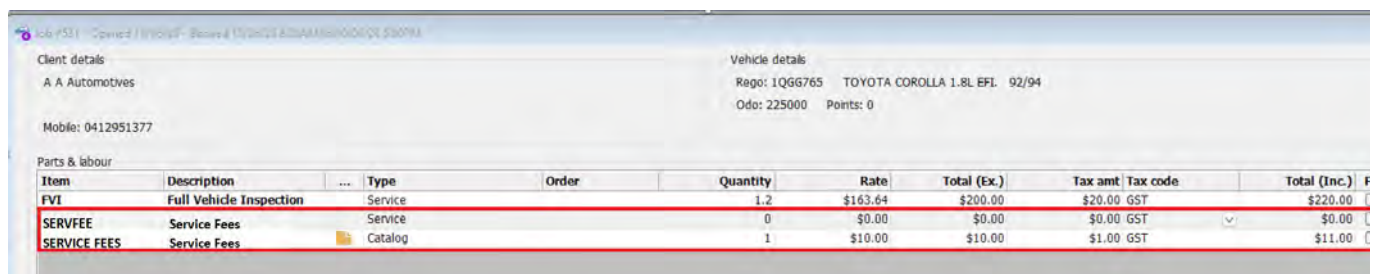
At the bottom of the window, there are four buttons: 'Cancel', 'Add' (highlighted with a red box), 'Remove', and 'OK'.

Applying A Service Fee

As you close the invoice you will be prompted to apply a service fee, simply highlight the required description / percentage, select OK (F12) and you will see a new line item on the job card screen titled SERVFEE.



The new item is displayed in the parts & labour section of the invoice



As you can see the service fee is categorised as a “special service” with the actual charge being treated as a catalogue item. To view the details of the applied fee, select the note icon, you can if you wish add text to your selection, the full entry will print on the client’s invoice.

If you wish to add stored text you can save descriptions in your Work Done text items, select with the ADD option and insert into the text field, alternatively free type.

Note: you also have access to the spell checker from this screen.

Item	Description	Type	Order	Quantity	Rate	Total (Ex.)	Tax amt	Tax code	Total (Inc.)	FP
FVI	Full Vehicle Inspection	Service		1.2	\$163.64	\$200.00	\$20.00	GST	\$220.00	
				0	\$0.00	\$0.00	\$0.00	GST	\$0.00	
				1	\$10.00	\$10.00	\$1.00	GST	\$11.00	

Viewing The Service Charge On The Invoice

Below is an example of how the fee is itemised on the final invoice

SERVICE FEES

Qty	Description	Unit Price	Total (Ex)	Tax	Total (Inc)
1	Service Fees	\$0.00	\$0.00	\$0.00	\$0.00
1	Enviromental, Waste & Disposable Items Fee 5%	\$10.00	\$10.00	\$1.00	\$11.00
			\$10.00	\$1.00	\$11.00

Financial Summary

Total (Ex. Tax)	\$210.00	Terms	Cash on delivery
Tax Total	\$21.00	Paid	\$0.00
Total (Inc. Tax)	\$231.00	Balance	\$231.00

Thank You For The Business

Final Note: If you are going to apply the percentage fee option to your invoices you will have to cease charging a fixed price for environmental items. Depending on how your services are structured you may have to remove the fixed charge from the parts listing accessed from the service form.