



**MILLION SOFTWARE SDN BHD (902794-H)**

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## ScanGenie to Million Accounting: User Guide

### Version 1.0

This guide provides step-by-step instructions on how to configure ScanGenie and synchronize your scanned receipts and invoices into Million Accounting.

### Guideline 1: How to Configure Database Settings in ScanGenie

A screenshot of the 'SQL Credentials' configuration form. It contains four input fields, each with a blue circular callout number. 1. 'SQL Server' with the value '.\ML001'. Below it is a note: 'The SQL server is often set up as ".\ML001" by default.' 2. 'SQL Database' with the value 'einv'. Below it is a note: 'Your company SQL database'. 3. 'Million Username' with the value 'admin'. Below it is a note: 'User name used to login Million software'. 4. 'SQL Password' with the value '1a2b<m1\$a>3c'.

To sync data, you must first connect ScanGenie to your Million Accounting database.

1. Navigate to the **Settings** or **Configuration** section in ScanGenie.
2. Enter the following database connection details:
  - **a. SQL Server Name:** The name of the server where your Million Accounting database is hosted.
  - **b. Database Name:** The name of the specific Million Accounting database you want to sync with.
  - **c. User Name:** The username used to log in to the Million Accounting software.
  - **d. SQL Password:** The password for the database user.
    - *Example of a strong password:* 1a2b<m1\$a>3c
    - *Example of a normal password:* <m1\$a>

Configure the accounting defaults:

- **e. Batch Group Number:** Enter the batch group number according to your company's setup in Million Accounting.

Batchno Settings

|                                 |    |   |
|---------------------------------|----|---|
| Purchase Invoice Batch Group No | 20 | 5 |
| Receipt Batch Group No - Bank   | 30 | 5 |
| Receipt Batch Group No - Cash   | 40 | 5 |

- **f. Purchase Account Code:** Enter the default general ledger account code for purchases.

Accounts

|                  |           |   |
|------------------|-----------|---|
| Purchase Account | 6010/0000 | 6 |
| Expense Accounts | Manage    | 7 |

Purchase account number like 6010/0000

Manage all expense accounts

- g. Manage Expense Accounts:** Click the **Manage** button to maintain the list of expense accounts. There are two methods to do this:

### Method 1: Manual Setup

- Click **Create**.

Expense Accounts

Create Import

| Accno     | Description                | Keywords                                                 | Type    | # of Docs | Actions     |
|-----------|----------------------------|----------------------------------------------------------|---------|-----------|-------------|
| 9020/0003 | Printing & Stationery      | stationery, rainbow art stationery, envelop, ring binder | Expense | 4         | Edit Delete |
| 9020/0002 | Tel, Fax, H/P and Internet | celcom, TM, Telephone                                    | Expense | 5         | Edit Delete |
| 9020/0001 | Water & Electricity        | SAJ, water, TNB                                          | Expense | 3         | Edit Delete |
| 9040/0002 | Traveling                  | flight                                                   | Expense | 2         | Edit Delete |

- Manually enter the **Account Code** and **Account Name**.

**Account No**

expense account no.

**Description**

description of the expense

**Keywords**

support multi keywords.

Keywords are separated by comma

**Type**

Expense

Back Submit

- \*\*\*CRITICAL:** You must have at least one account set as **Bank Type** or **Cash Type** for payment transactions.

## Method 2: Import via Excel

- Step 1:** Export the list of general ledger accounts from Million Accounting into an Excel file.
- Step 2:** In ScanGenie, click **Import** and select the exported Excel file.

| Accno     | Description                | Keywords                                                 | Type    | # of Docs | Actions     |
|-----------|----------------------------|----------------------------------------------------------|---------|-----------|-------------|
| 9020/0003 | Printing & Stationery      | stationery, rainbow art stationery, envelop, ring binder | Expense | 4         | Edit Delete |
| 9020/0002 | Tel, Fax, H/P and Internet | celcom, TM, Telephone                                    | Expense | 5         | Edit Delete |
| 9020/0001 | Water & Electricity        | SAJ, water, TNB                                          | Expense | 3         | Edit Delete |

- Step 3:** Click **Import** to map and upload the accounts.

**Expense Account File**

Choose File No file chosen choose the excel file for importing

Allowed Types: XLS, XLSX

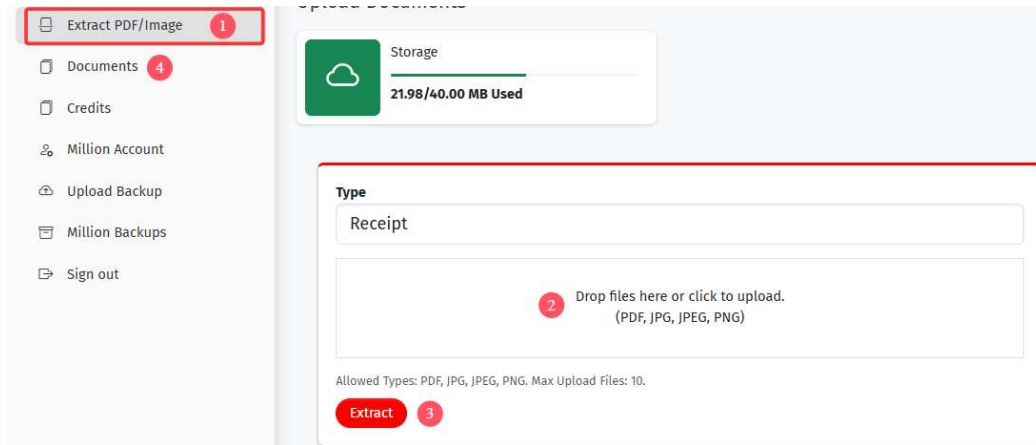
Back Import

Generate the Excel template from GL Account

Click import button, done.

## Guideline 2: How to Upload Files

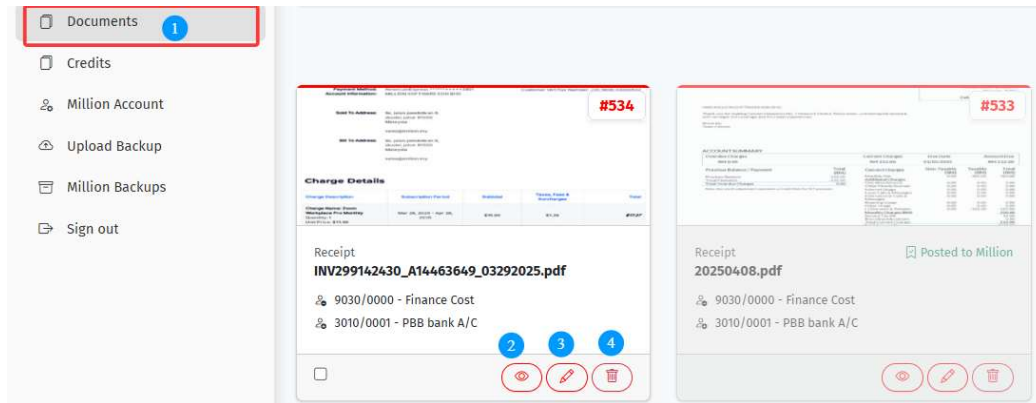
You can upload receipts and invoices for AI processing.



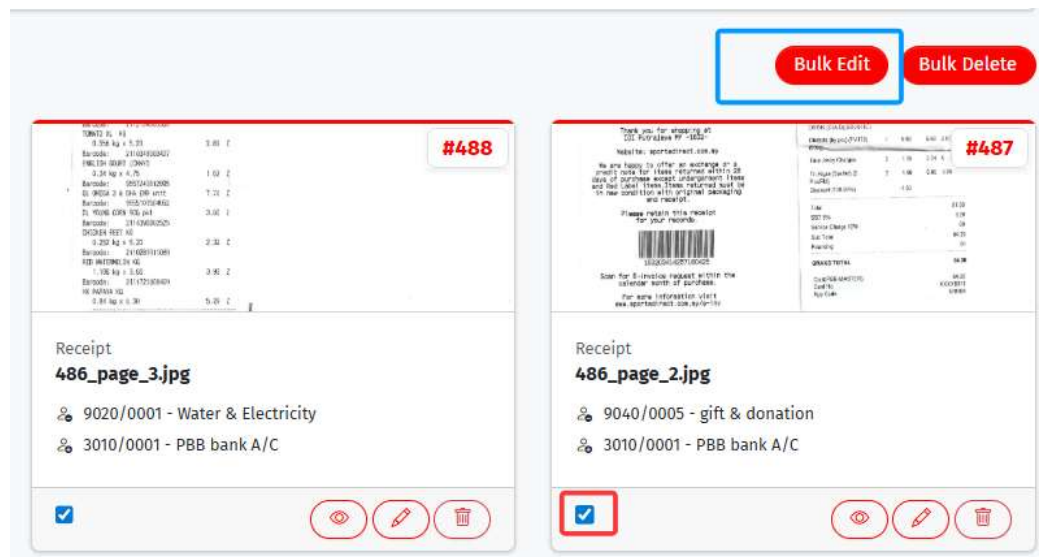
1. From the main dashboard, select the **Extract PDF/Image** option.
2. Click **Upload File**.
  - **Supported formats:** PDF, JPG, JPEG, PNG.
  - **Limit:** Maximum of 10 files per upload.
3. Click **Extract** to start the upload and AI processing.
4. All uploaded files can be reviewed later in the **Documents** section.

**Note:** The system supports both single receipts per page and multiple receipts on a single page.

### Guideline 3: Understanding Document Icons



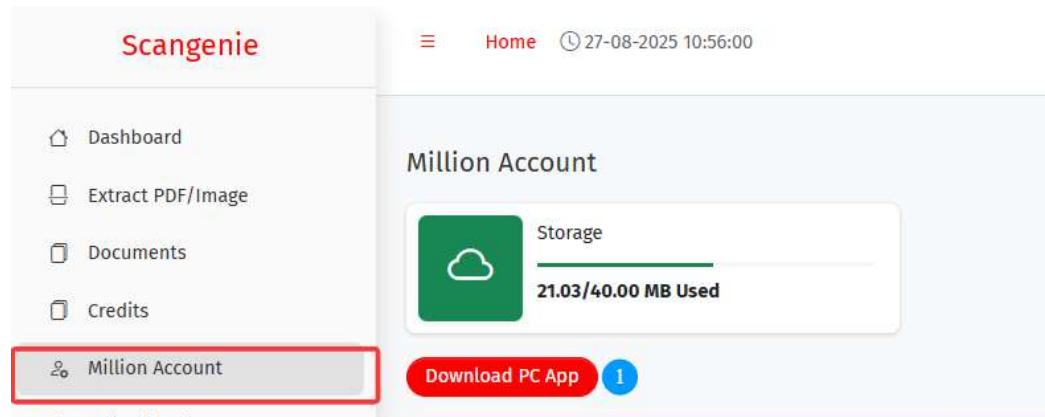
1. After uploading, you can manage your files using the following actions:
2.  **Eye Icon: View** the raw data extracted by the AI.
3.  **Pen Icon: Edit** the extracted data before syncing (e.g., correct vendor name, amount, date).
4.  **Recycling Bin Icon: Delete** an unwanted file from your document list.
5. You can also select multiple files using the checkboxes for **bulk editing** or **deletion**.



## Guideline 4: How to Sync to Million Accounting

After reviewing and editing, use the Million Accounting PC App to import the data.

1. **Download, install, and open** the Million PC App. Log in with your credentials.



2. **Verify Connection:** The status should show "**Login Successfully**" to confirm a connection to the database.
3. **Load Documents:** Click "**Load Documents**" to fetch all processed files from ScanGenie.
4. **Select Files:** Check the boxes next to the documents you want to import.
  1. **⚠ Note:** Any file highlighted in **red** indicates an error that must be fixed in ScanGenie before it can be imported.
5. **Import:** Click "**Import Document**" to begin the sync process.

3
  5

✓ .\ML001\einr => Login Successfully 2

| Select                              | Document ID | Document Type    | Uploaded At              | Supplier Name         | Purchase Account | Expense Bank Acc | Docset | Total Arr |
|-------------------------------------|-------------|------------------|--------------------------|-----------------------|------------------|------------------|--------|-----------|
| <input checked="" type="checkbox"/> | 490         | Receipt          | 2025-08-15T04:01:06.000Z | ECO-SHOP MARKETING    |                  | 9040/0 3010/0    |        | 36.2      |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000Z | BIG BABA              |                  | 9030/0 3010/0    |        | 303.4     |
| <input type="checkbox"/>            | 488         | Receipt          | 2025-08-15T04:00:57.000Z |                       |                  | 9020/0 3010/0    |        | 68.67     |
| <input type="checkbox"/>            | 487         | Receipt          | 2025-08-15T04:00:57.000Z |                       |                  | 9040/0 3010/0    |        | 27        |
| <input type="checkbox"/>            | 486         | Receipt          | 2025-08-15T04:00:47.000Z | GO NOODLE HOUSE       |                  | 9030/0 3010/0    |        | 41.55     |
| <input type="checkbox"/>            | 484         | Receipt          | 2025-08-13T06:43:55.000Z |                       |                  | 9020/0 3020/0    |        | 8.1       |
| <input type="checkbox"/>            | 483         | Receipt          | 2025-08-13T06:43:46.000Z |                       |                  | 9020/0 3010/0    |        | 72.5      |
| <input type="checkbox"/>            | 482         | Receipt          | 2025-08-13T06:43:46.000Z |                       |                  |                  |        | 33        |
| <input type="checkbox"/>            | 412         | Purchase Invoice | 2025-08-07T03:55:10.000Z | Celcom Mobile Sdn Bhd | 6010/0000        |                  |        | 212.00    |

6. **Completion:** Upon successful import:

Load Documents

Import Document

✓ .\ML001\ainv => Login Successfully

| Select                              | Document ID | Document Type    | Uploaded At             | Supplier Name      | Purchase Account | Expense Bank Acc | Docset | Total Amount |
|-------------------------------------|-------------|------------------|-------------------------|--------------------|------------------|------------------|--------|--------------|
| <input checked="" type="checkbox"/> | 490         | Receipt          | 2025-08-15T04:01:06.000 | ECO-SHOP MARKETING |                  | 9040/0 3010/0    |        | 36.2         |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000 | BIG BABA           |                  | 9030/0 3010/0    |        | 303.4        |
| <input type="checkbox"/>            | 488         | Receipt          | 2025-08-15T04:00:57.000 |                    |                  | 9020/0 3010/0    |        | 68.67        |
| <input type="checkbox"/>            | 487         | Receipt          | 2025-08-15T04:00:57.000 |                    |                  | 9040/0 3010/0    |        | 27           |
| <input type="checkbox"/>            | 486         | Receipt          | 2025-08-15T04:00:47.000 | GO MOC             |                  | 9030/0 3010/0    |        | 41.55        |
| <input type="checkbox"/>            | 484         | Receipt          | 2025-08-13T06:43:55.000 |                    |                  | 9020/0 3020/0    |        | 8.1          |
| <input type="checkbox"/>            | 483         | Receipt          | 2025-08-13T06:43:46.000 |                    |                  | 9020/0 3010/0    |        | 72.5         |
| <input type="checkbox"/>            | 412         | Purchase Invoice | 2025-08-07T03:55:10.000 | Celcom             |                  |                  |        | 212.00       |
| <input type="checkbox"/>            | 298         | Receipt          | 2025-07-14T07:55:21.000 |                    |                  | 9040/0 3010/0    |        | 11.8         |

Insert successful. Rows affected: 2

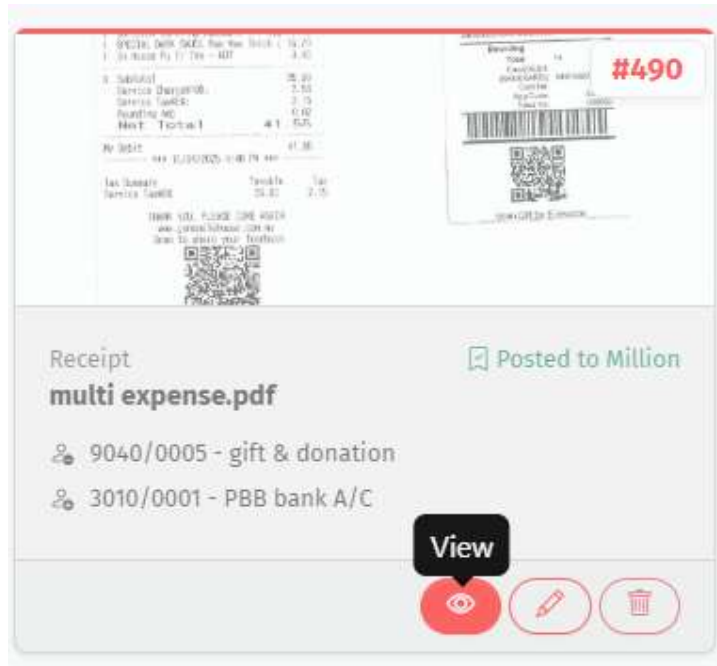
OK

- 1. The status in ScanGenie will change to **"Posted to Million"**.
- 2. You can now find the transactions in Million Accounting under **Cash Payment** or **Purchase Invoice**.

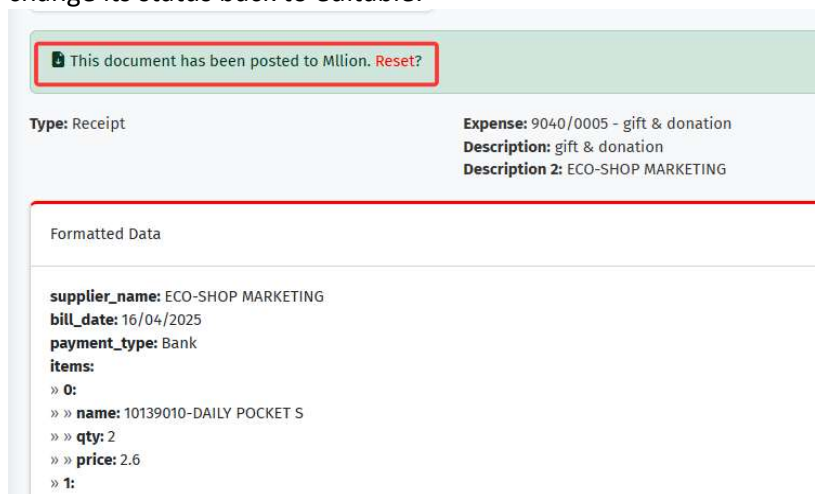
## Guideline 5: How to Re-import a File

If a transaction was imported incorrectly and you need to re-import it, follow these steps:

1. **Delete in Million:** First, you must **delete the transaction** from within Million Accounting.
2. **Reset in ScanGenie:**
  - In ScanGenie, find the document with the status "Posted to Million".
  - Click the  **View** button for that document.



- On the document details screen, click the **"Reset"** button. This will change its status back to editable.





3. **Re-import:** You can now make any necessary edits and follow **Guideline 4** again to re-import the corrected data.