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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<ml\$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<ml\$a>3c
 - *Example of a normal password:* <ml\$a>

Configure the accounting defaults:

- o **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

- o **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

3. **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

CreateImport

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

- 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

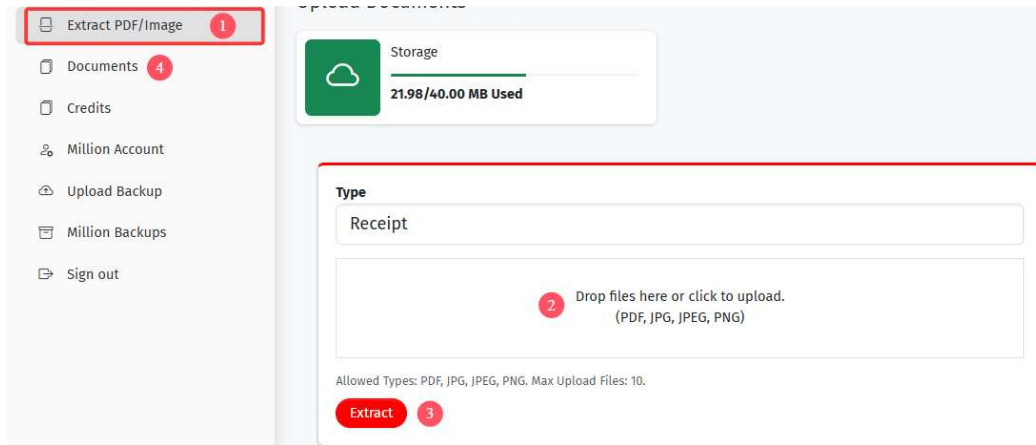
Back Import

Generate the Excel template from GL Account

Click import button, done.

Guideline 2: How to Upload Files

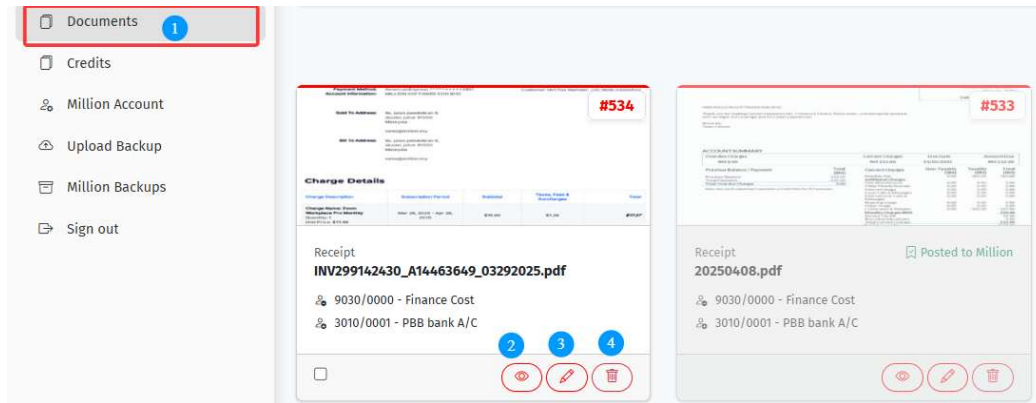
You can upload receipts and invoices for AI processing.






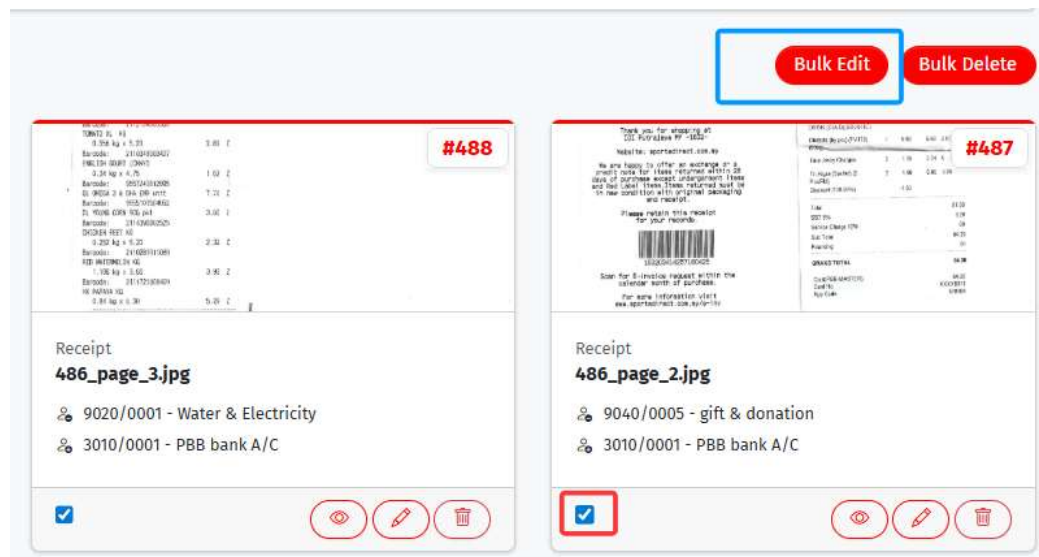
1. From the main dashboard, select the **Extract PDF/Image** option.
2. Click **Upload File**.
 - **Supported formats:** PDF, JPG, JPEG, PNG.
 - **Limit:** Maximum of 10 files per upload.
3. Click **Extract** to start the upload and AI processing.
4. All uploaded files can be reviewed later in the **Documents**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

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

Guideline 3: Understanding Document Icons



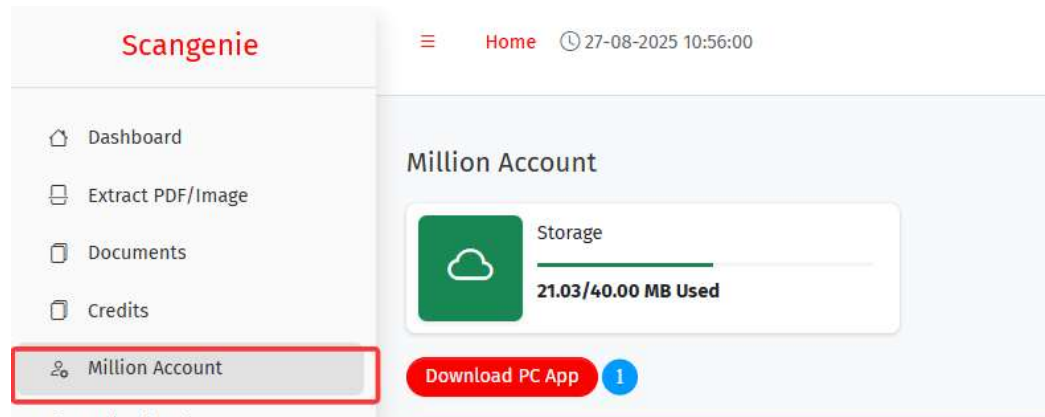
1. After uploading, you can manage your files using the following actions:
2.  **Eye Icon: View** the raw data extracted by the AI.
3.  **Pen Icon: Edit** the extracted data before syncing (e.g., correct vendor name, amount, date).
4.  **Recycling Bin Icon: Delete** an unwanted file from your document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

Load Documents

3

Import Document

5

✓ .\ML001\einr => Login Successfully

2

	Document ID	Document Type	Uploaded At	Supplier Name	Purchase Account	Expense Bank Acc	Docset	Total Am
<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			9020/0 3010/0		72.5
<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

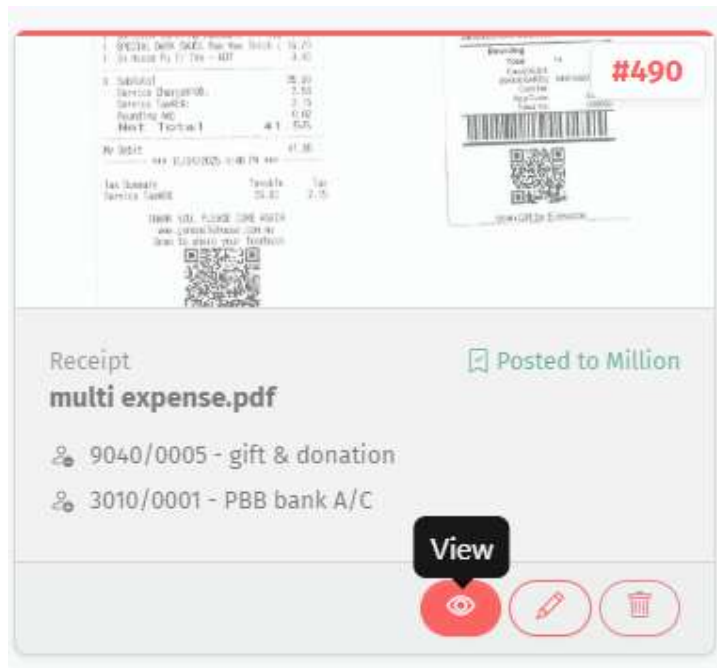
OK

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**.

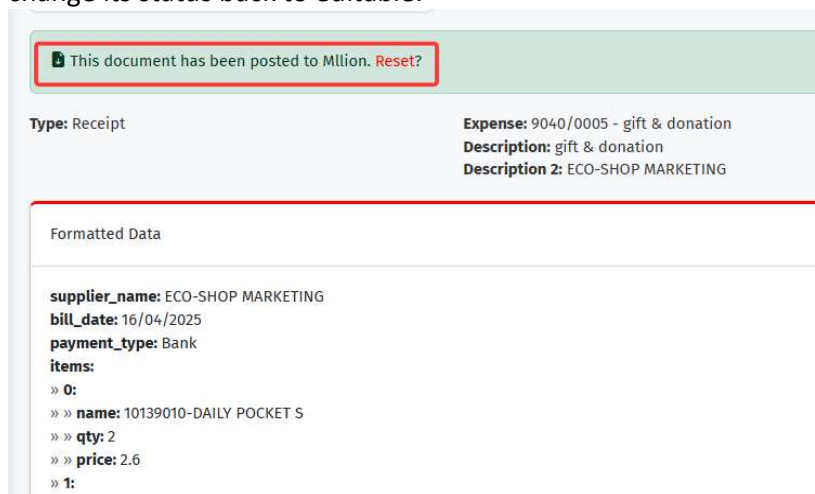
Guideline 5: How to Re-import a File

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.

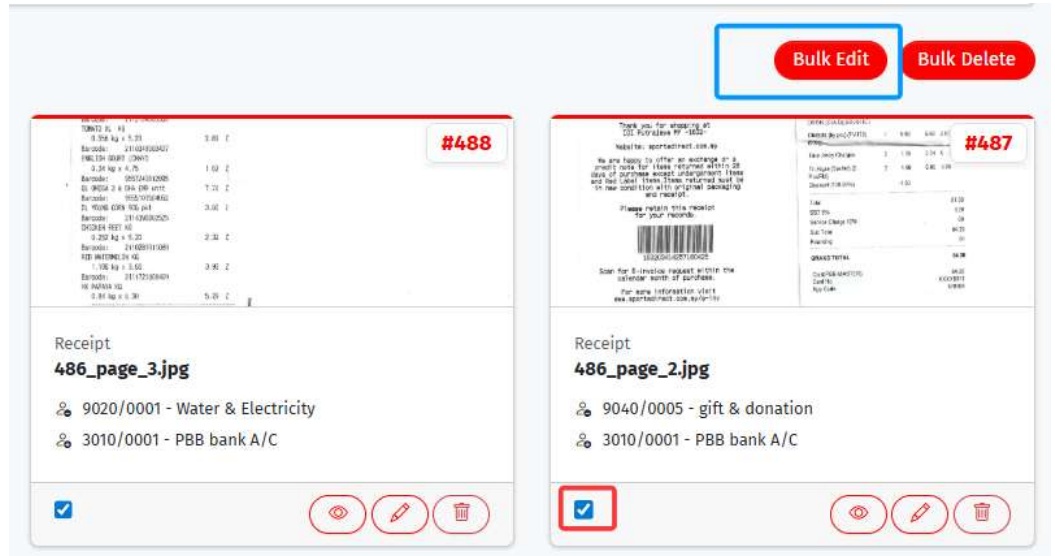


3. **Re-import:** You can now make any necessary edits and follow **Guideline 4** again to re-import the corrected data.

Guideline 6: How to import data into Million Cloud Accounting

After reviewing and editing, use the excel to import the data.

1. Check box the file which you would like import, and click bulk edit



2. Click “save & export” button.

