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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.

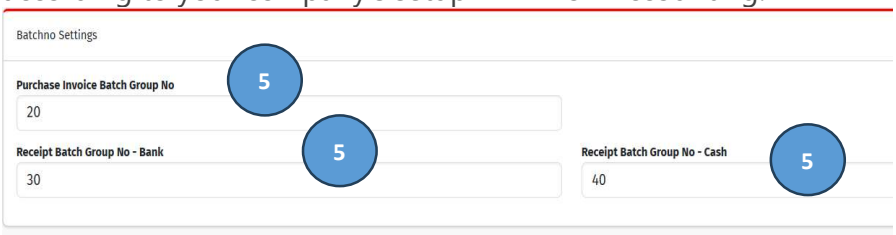
Guideline 1: How to Configure Database Settings in ScanGenie

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

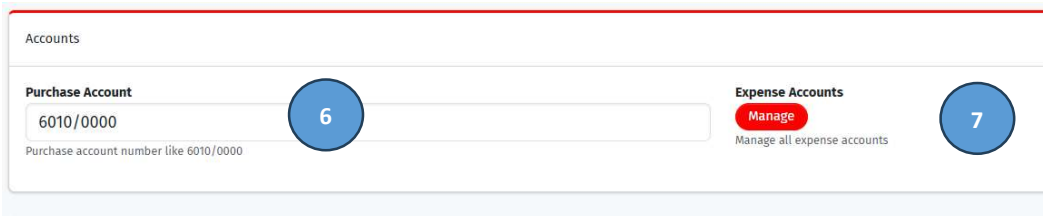
1. Navigate to the **Settings** or **Configuration** section in ScanGenie.
2. Enter the following database connection details:
    - **a. SQL Server Name:** The name of the server where your Million Accounting database is hosted.
    - **b. Database Name:** The name of the specific Million Accounting 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:

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



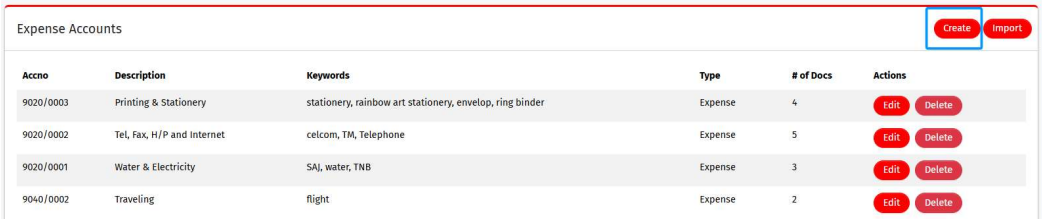
- **f. Purchase Account Code:** Enter the default general ledger account code for purchases.



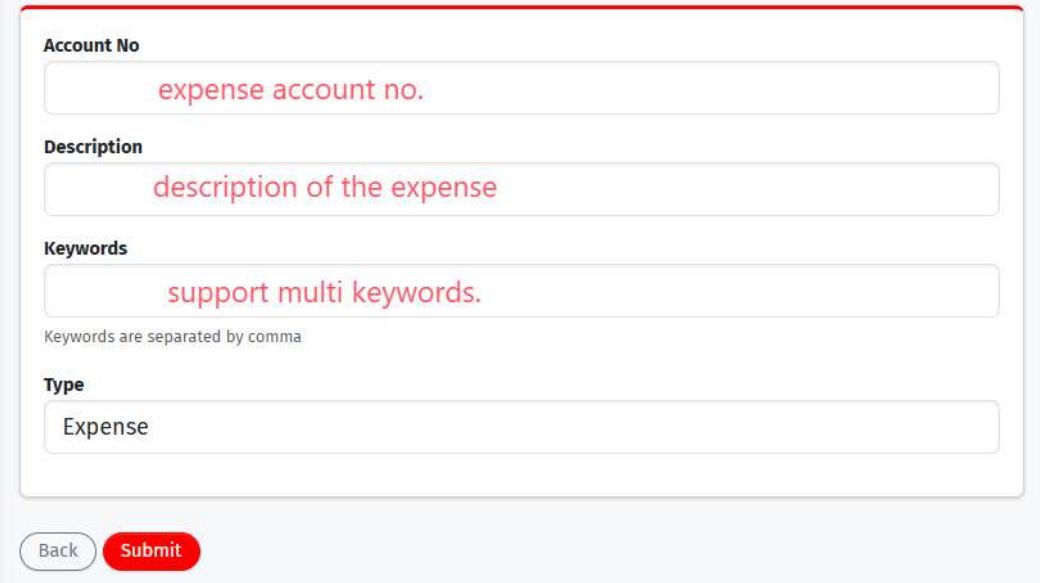
3. **g. Manage Expense Accounts:** Click the **Manage** button to maintain the list of expense accounts. There are two methods to do this:

Method 1: Manual Setup

- Click **Create**.



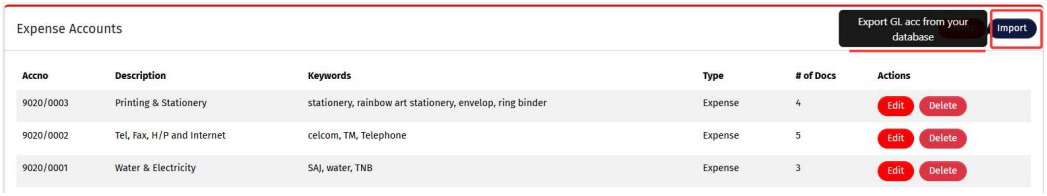
- Manually enter the **Account Code** and **Account Name**.



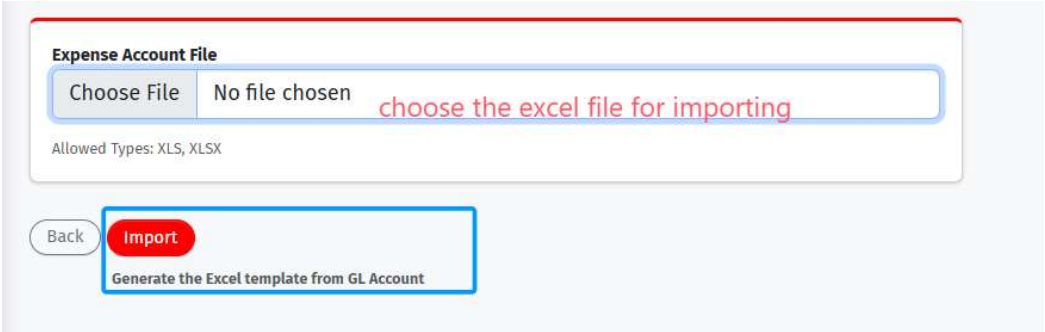
- ***CRITICAL:** You must have at least one account set as **Bank Type** or **Cash Type** for payment transactions.

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.



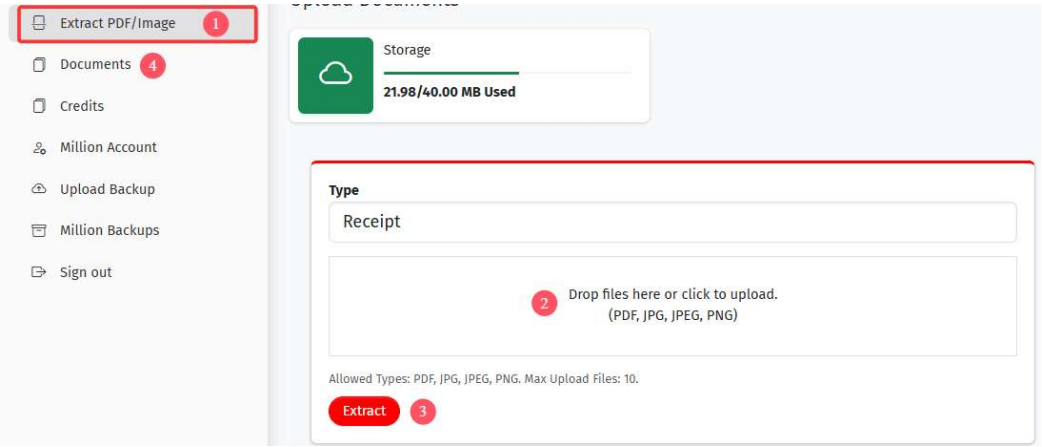
- **Step 3:** Click **Import** to map and upload the accounts.



Click import button, done.

Guideline 2: How to Upload Files

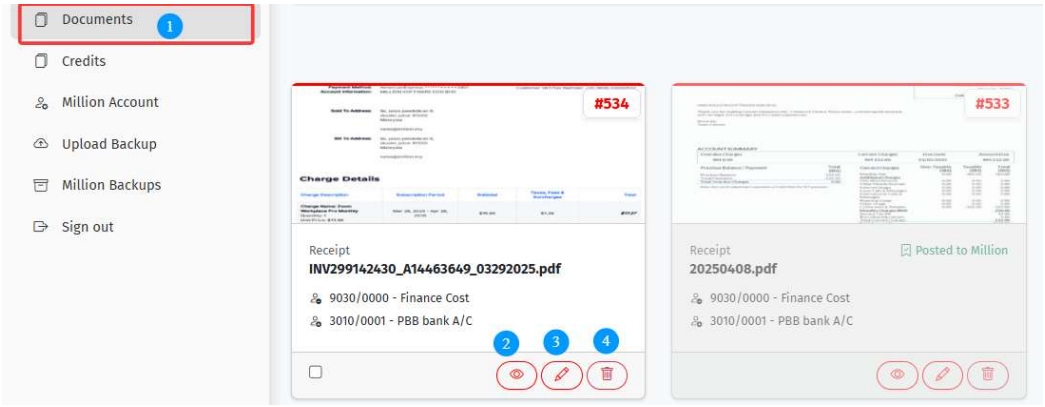
You can upload receipts and invoices for AI processing.



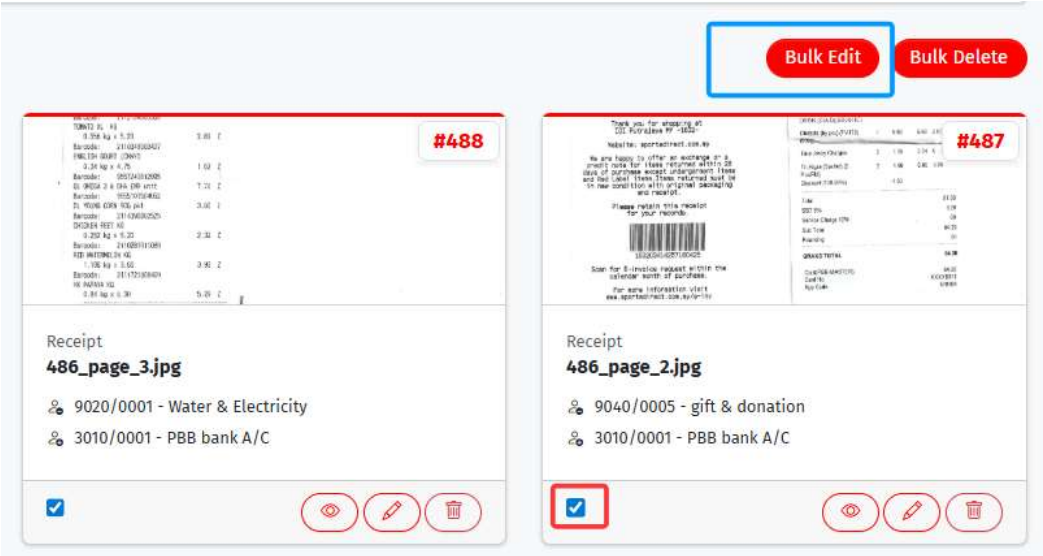
1. From the main dashboard, select the **Extract PDF/Image** option.
2. Click **Upload File**.
    - **Supported formats:** PDF, JPG, JPEG, PNG.
    - **Limit:** Maximum of 10 files per upload.
3. Click **Extract** to start the upload and AI processing.
4. All uploaded files can be reviewed later in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

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

Guideline 3: Understanding Document Icons



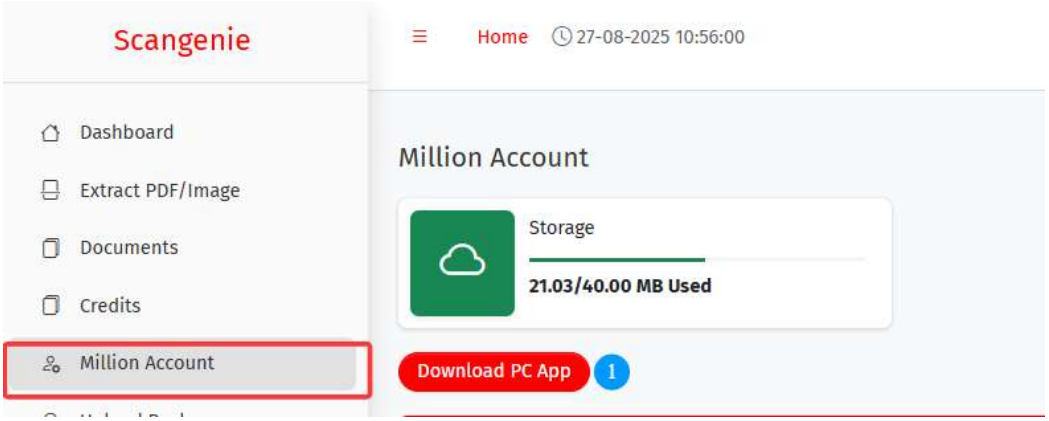
1. After uploading, you can manage your files using the following actions:
2. 👁️ **Eye Icon: View** the raw data extracted by the AI.
3. 🖍️ **Pen Icon: Edit** the extracted data before syncing (e.g., correct vendor name, amount, date).
4. 🗑️ **Recycling Bin Icon: Delete** an unwanted file from your document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



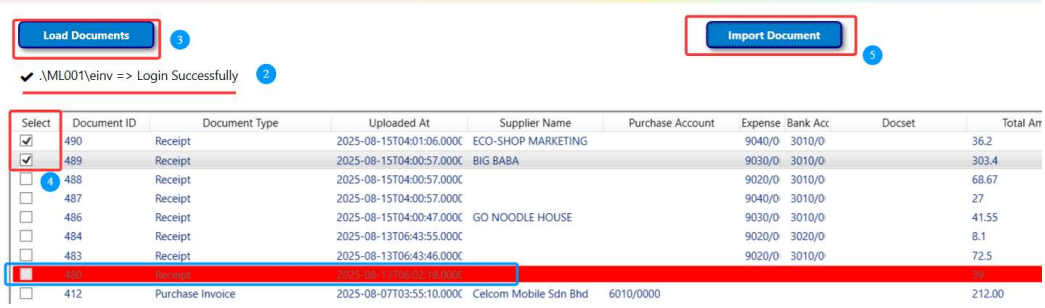
2. **Verify Connection:** The status should show "**Login Successfully**" to confirm a connection to the database.

3. **Load Documents:** Click **"Load Documents"** to fetch all processed files from ScanGenie.

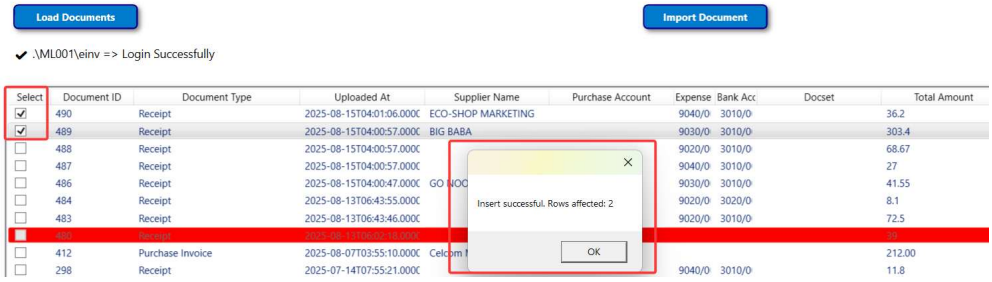
4. **Select Files:** Check the boxes next to the documents you want to import.

    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.



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



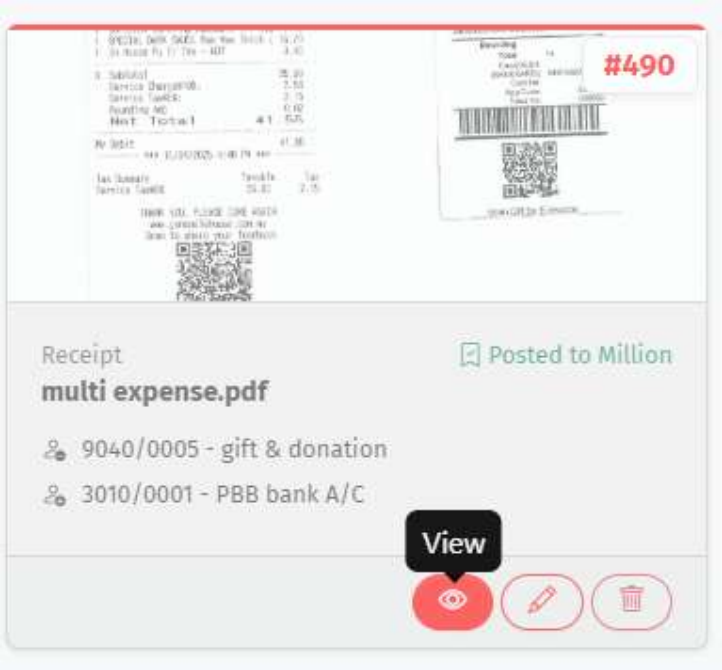
1. The status in ScanGenie will change to "**Posted to Million**".
2. You can now find the transactions in Million Accounting under **Cash Payment** or **Purchase Invoice**.

Guideline 5: How to Re-import a File

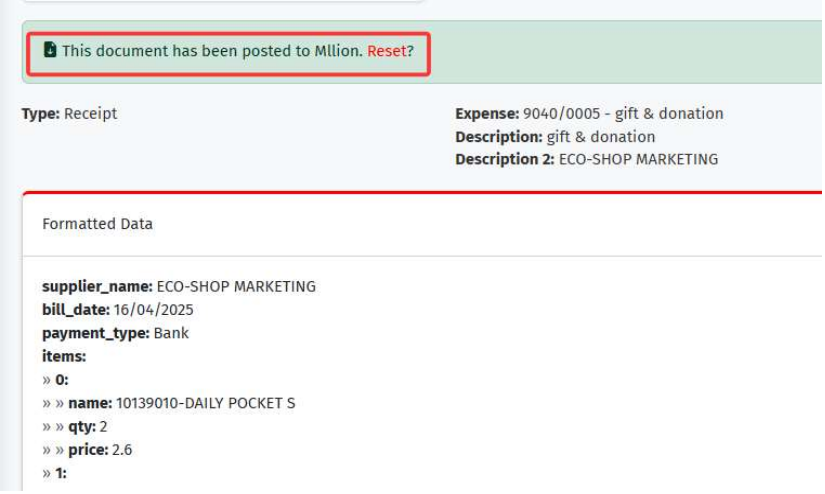
If a transaction was imported incorrectly and you need to re-import it, follow these steps:

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.

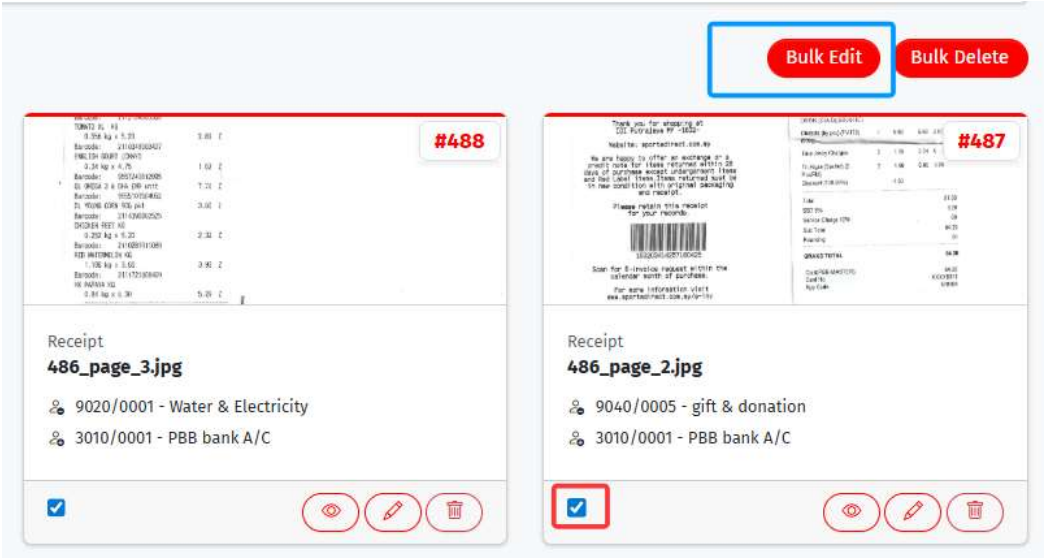
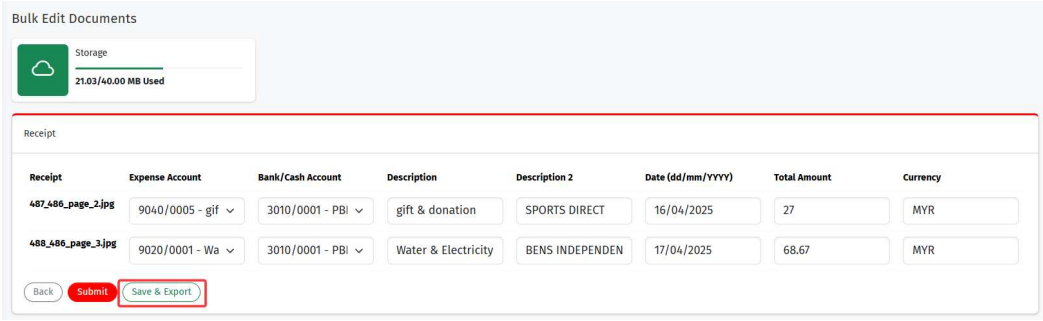


3. **Re-import:** You can now make any necessary edits and follow **Guideline 4** again to re-import the corrected data.

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.