



MILLION SOFTWARE SDN BHD (902794-H)

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ScanGenie to Million Accounting: User Guide

Version 2.0

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

Guideline 1: How to Configure Database Settings in ScanGenie

1.1 Create / Add New Company

After logging in, users can create a new company. Click + New Company and configure the database settings in ScanGenie.

Please select a company to use.

[+ New Company](#)

Name	SQL Server	SQL Database	Actions
default	.ML001	einv	Login Edit Delete

Showing 1 to 1 of 1 entry

Info

Name
mary scagenie
A friendly name to identify this company

SQL Credentials

SQL Server
.ML001 (1)
The SQL server is often set up as ".ML001" by default

SQL Database
scan (2)
Your company SQL database

Million Database Version
New
Your company SQL database version based on Million Accounting software version.

Million Username
admin (3)
User name used to login Million software

Local Currency
MYR (5)

SQL Password
1a2b<ml\$a>3c (4)

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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>
 - **e. Local Currency:** Currency used in this database

Configure the accounting defaults:

- **f. 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

Receipt Batch Group No - Bank: 30

Receipt Batch Group No - Cash: 40

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

Accounts

Purchase Account: 6010/0000

Expense Accounts: Manage

Purchase account number like 6010/0000

Manage all expense accounts

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

Method 1: Manual Setup

- **Click Create.**

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
Expenses Account No

Description
Description of Expense Acc No

Keywords
Support Multi Keywords
Keywords are separated by comma

Type
Expense [Select Type](#)

Currency
MYR [Maintain Currency Code of this Acc](#)

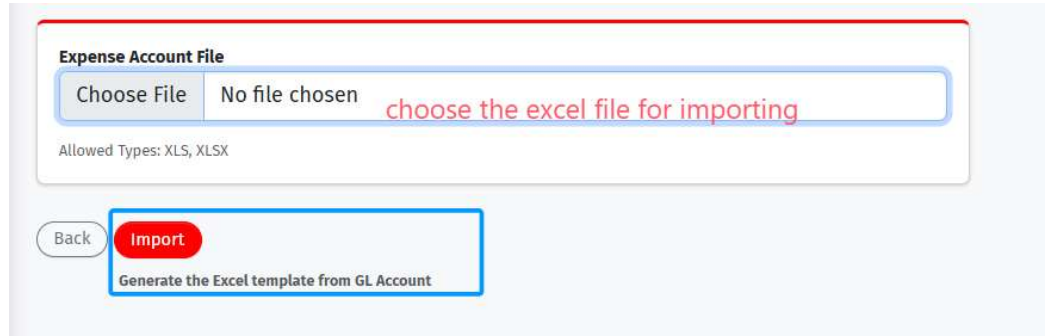
- *****CRITICAL:** You must have at least one account set as **Bank Type** or **Cash Type** for payment transactions.

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.

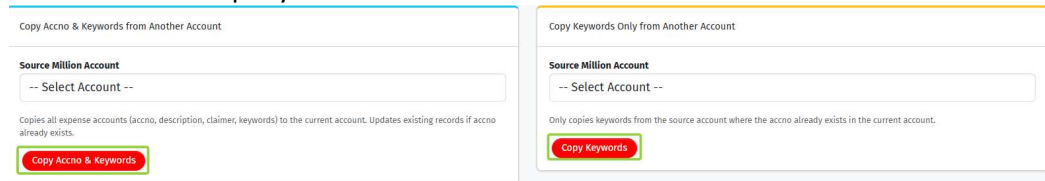


Click import button, done.

Method 3. Copy from Another Company

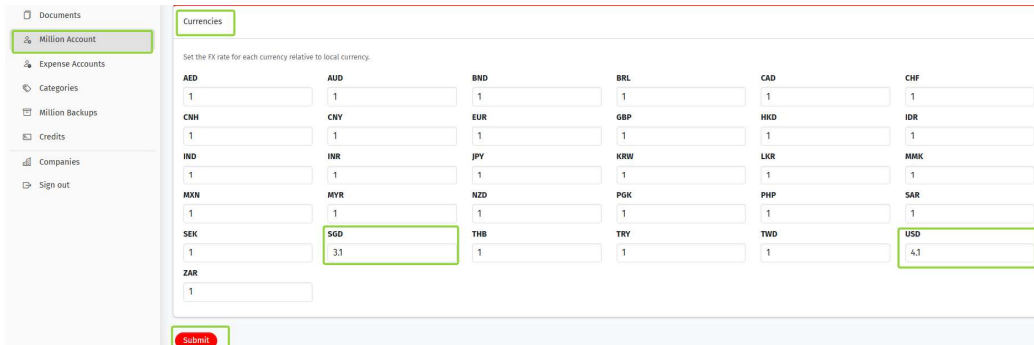
Step 1: In ScanGenie, click **Import**

1. **Step 2:** Select **Copy account numbers with keywords** or **Copy keywords only** from another company if available.



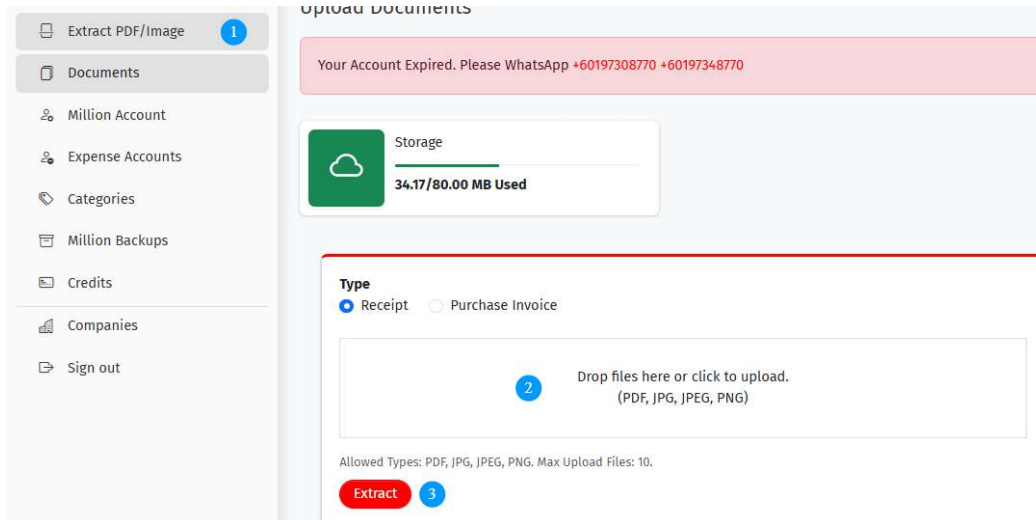
1.4 Currency Rate Settings

Users can set different currency rates in the Million Accounting page.



Guideline 2: How to Upload Files

You can upload receipts and invoices for AI processing.

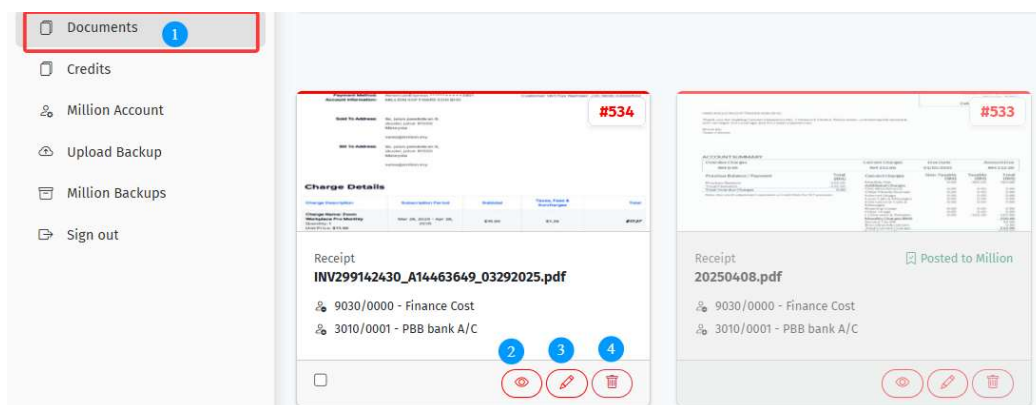





1. From the main dashboard, select the **Extract PDF/Image** option.
2. Click **Upload File**.
 - **Supported formats:** PDF, JPG, JPEG, PNG.
 - **Limit:** Maximum of 10 files per upload.
3. Click **Extract** to start the upload and AI processing.
4. Click **Bulk Edit** to review the uploaded file’s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

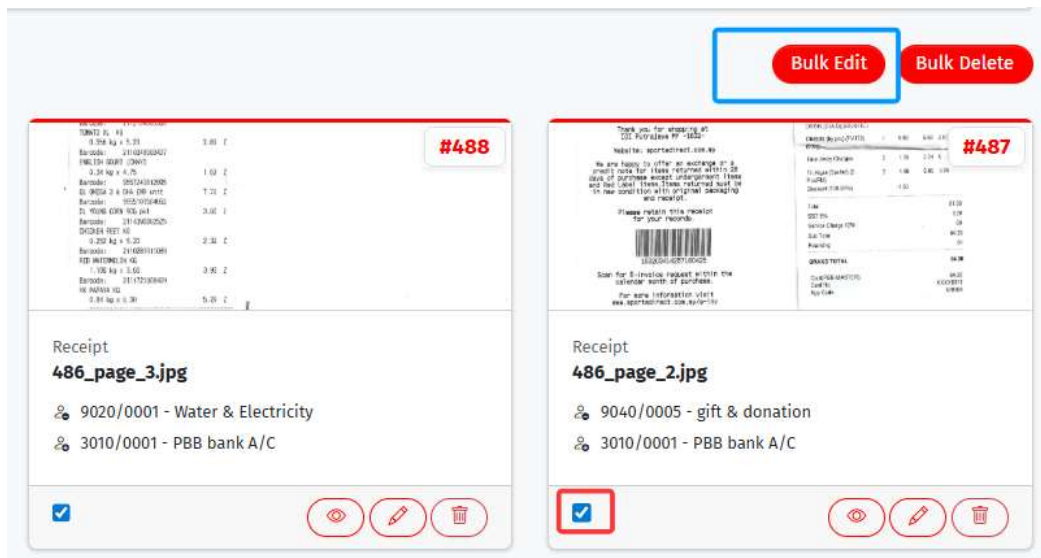
Note:

- The system supports both single receipts per page and multiple receipts on a single page.
- Users must click **Submit** in the **Bulk Edit** page to save the reference number.

Guideline 3: Understanding Document Icons



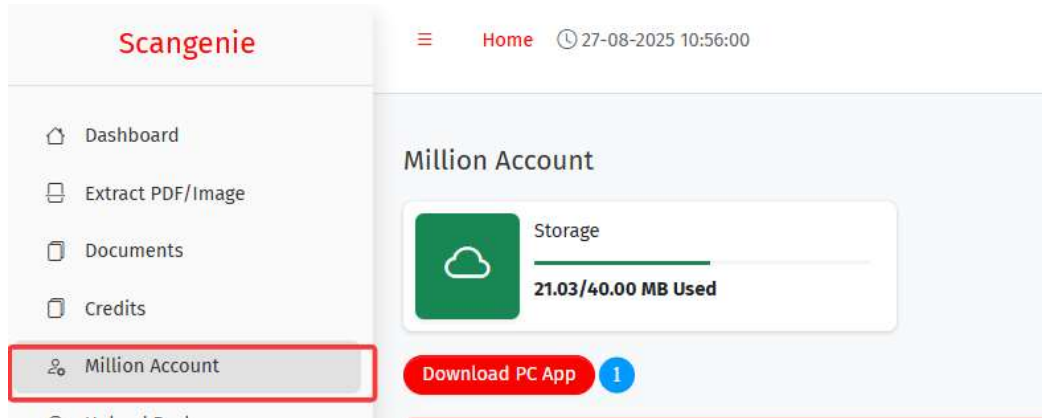
1. After uploading, you can manage your files using the following actions:
2.  **Eye Icon: View** the raw data extracted by the AI.
3.  **Pen Icon: Edit** the extracted data before syncing (e.g., correct vendor name, amount, date).
4.  **Recycling Bin Icon: Delete** an unwanted file from your document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

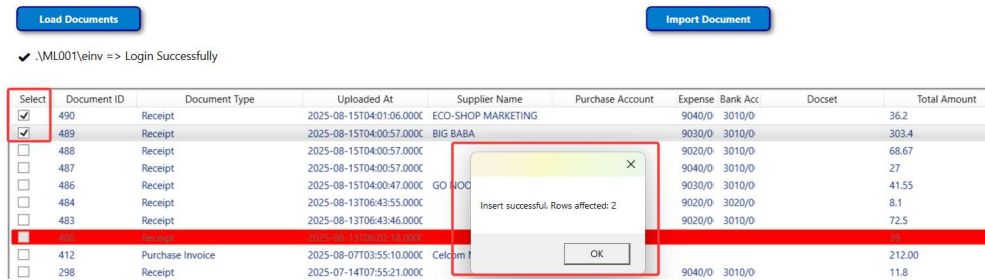
1. **Download, install, and open** the Million PC App. Log in with your credentials.



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:




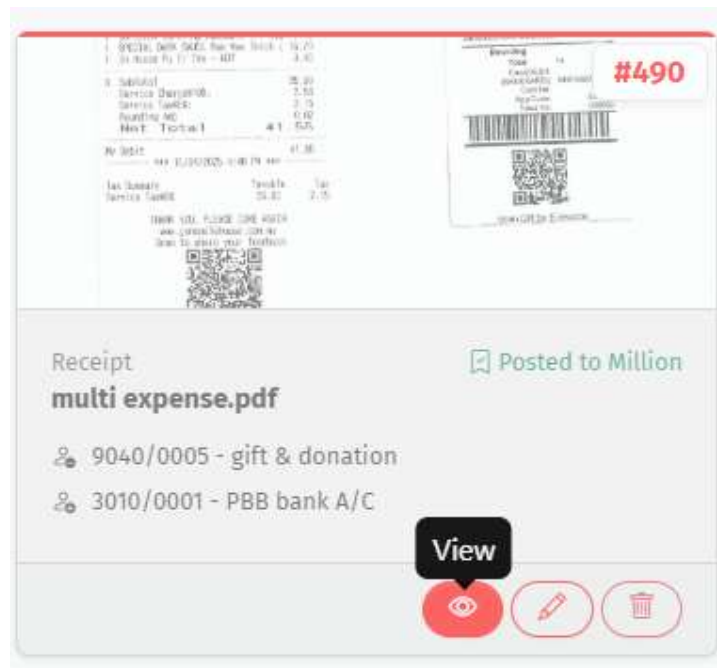
1. The status in ScanGenie will change to "Posted to Million".

2. You can now find the transactions in Million Accounting under **Cash Payment** or **Purchase Invoice**.

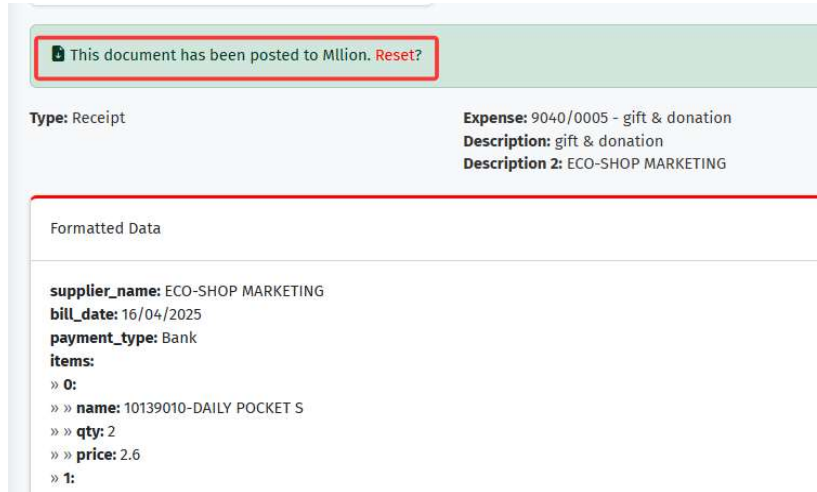
Guideline 5: How to Re-import a File

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:**
 - o In ScanGenie, find the document with the status "Posted to Million".
 - o Click the  **View** button for that document.



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

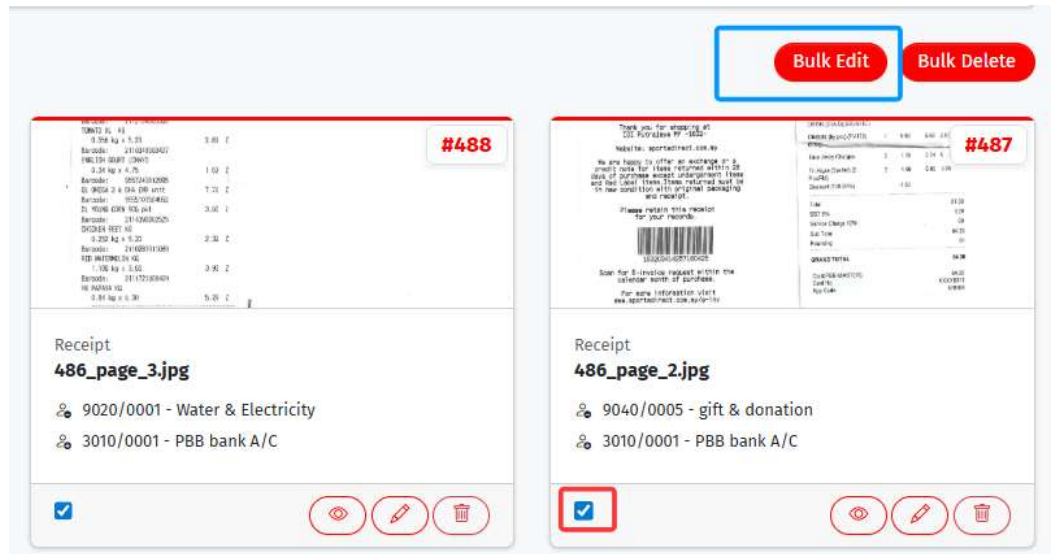


3. **Re-import:** You can now make any necessary edits and follow **Guideline 4** again to re-import the corrected data.

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.

Bulk Edit Documents

Storage
21.03/40.00 MB Used

Receipt

Receipt	Expense Account	Bank/Cash Account	Description	Description 2	Date (dd/mm/YYYY)	Total Amount	Currency
487_486_page_2.jpg	9040/0005 - gif	3010/0001 - PBI	gift & donation	SPORTS DIRECT	16/04/2025	27	MYR
488_486_page_3.jpg	9020/0001 - Wa	3010/0001 - PBI	Water & Electricity	BENS INDEPENDEN	17/04/2025	68.67	MYR

[Back](#) [Submit](#) [Save & Export](#)