



## MILLION SOFTWARE SDN BHD (902794-H)

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## ScanGenie to Million Accounting: User Guide

### Version 2.2

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

10
entries per page
Search:

| Name    | SQL Server | SQL Database | Actions           |
|---------|------------|--------------|-------------------|
| default | .\ML001    | env          | 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

The SQL server is often set up as ".\ML001" by default

SQL Database

scan

Your company SQL database

Million Database Version

New

Your company SQL database version based on Million Accounting software version.

Million Username

admin

User name used to login Million software

SQL Password

1a2b<ml\$a>3c

Local Currency

MYR

Back

Submit

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 | Payment Batch Group No - Bank |
| 20                              | 30                            |
| Payment Batch Group No - Cash   | Journal Batch Group No        |
| 40                              | 50                            |

- **g. Manage Account:** Enter the general ledger account code for different Bank/Cash; Expenses Accounts; Purchase Accounts and Accrual Accounts.

| Accounts                                                                    |                             |                             |                            |
|-----------------------------------------------------------------------------|-----------------------------|-----------------------------|----------------------------|
| Number of accounts in each expense type. Click a type to view its accounts. |                             |                             |                            |
| BANK/CASH<br>3<br>account(s)                                                | EXPENSE<br>12<br>account(s) | PURCHASE<br>1<br>account(s) | ACCRUAL<br>0<br>account(s) |
| <a href="#">Manage</a>                                                      | <a href="#">Manage</a>      | <a href="#">Manage</a>      | <a href="#">Manage</a>     |

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.**

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

- 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.

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

- **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**

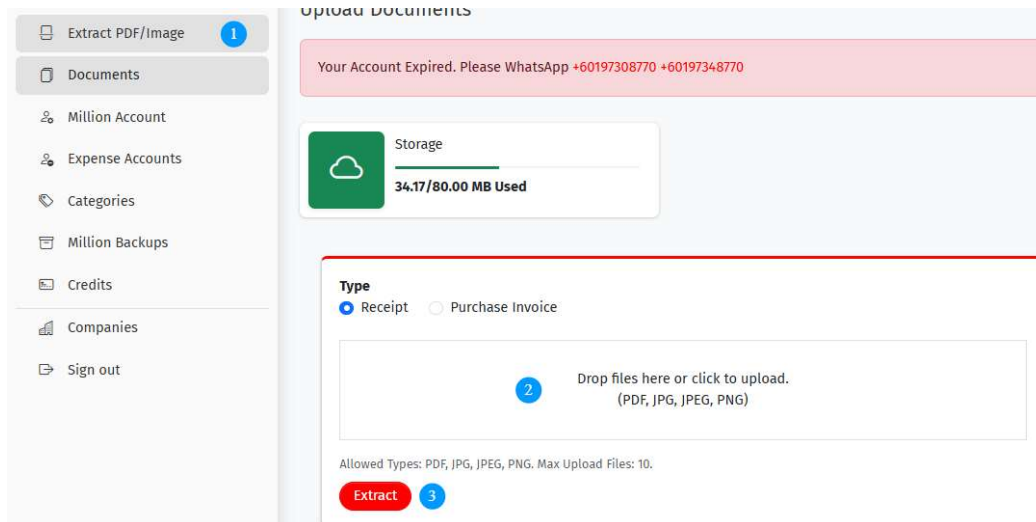
1. **Step 2:** Select **Copy account numbers with keywords** or **Copy keywords only** from another company if available.

### 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.



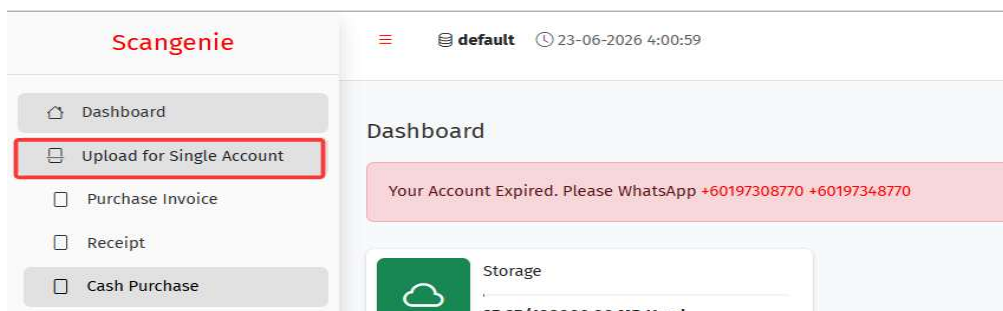
1. From the main dashboard, select the **Extract PDF/Image** option.
2. Click **Upload File**.
  - **Supported formats:** PDF, JPG, JPEG, PNG.
  - **Limit:** Maximum of 10 files per upload.
3. Click **Extract** to start the upload and AI processing.
4. Click **Bulk Edit** to review the uploaded file's 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 2.1: Understanding upload with single account**

Under "**Upload for Single Account**," there are **three** types of files: **Purchase Invoice, Receipt, and Cash Purchase**. Users can upload these documents only when they are associated with a **single Account**.



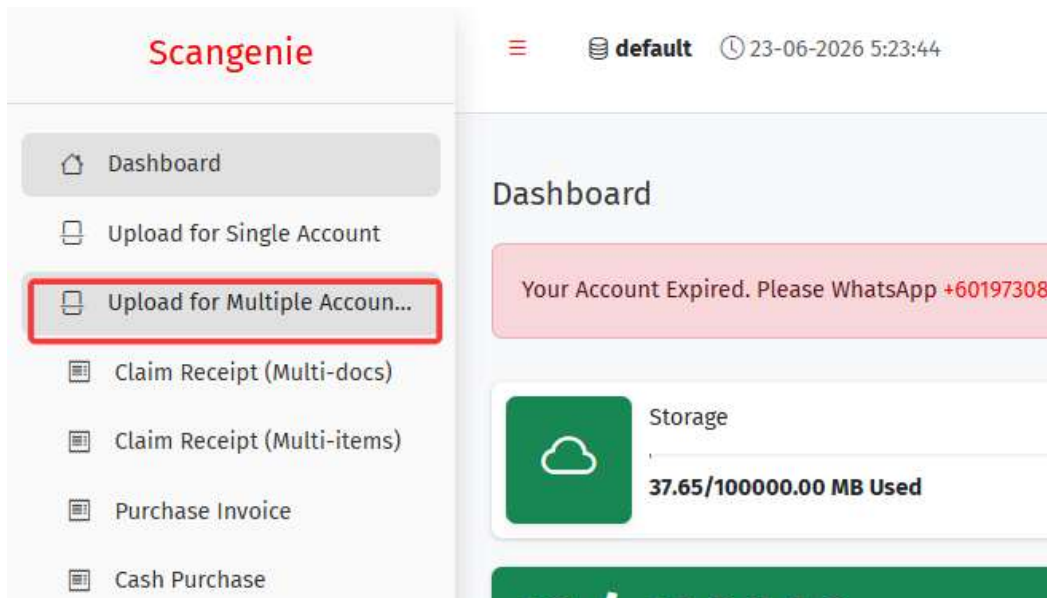
## Guideline 2.2: Understanding upload with Multiple account

. **Claim Receipt (Multi-Docs):** Submit multiple receipts of the same expense type together. Example: 4 petrol bills.

. **Claim Receipt (Multi-Items):** Submit multiple receipts of different expense types together in a single claim. Example: 1 petrol bill, 1 meal receipt, and 1 parking fee.

. **Purchase Invoice:** Allows you to assign different purchase accounts to individual line items when you receive a supplier invoice with multiple items.

. **Cash Purchase:** Allows you to assign different purchase accounts to individual line items when making a cash purchase with multiple items on the invoice.



**Guideline 2.3: New Function – Accrual:** We have introduced an **accrual feature** for **Claim Receipt** uploads, applicable to both multi-Docs (same expense type) and multi-items (mixed expense types). Upon import, transactions will be posted to the GL transaction (Journal batch) only when the **Accrual checkbox** is selected.

Receipt

| Document                                                | Refno    | Payment Type | Expense Account | Bank/Cash Account | Description         | Description 2      |
|---------------------------------------------------------|----------|--------------|-----------------|-------------------|---------------------|--------------------|
| 1247_invoice_6a13fa4651696.pdf <a href="#">Download</a> | PV000002 | Bank         | 9020/0001 - Wa  | 3010/0001 - PBI   | Water & Electricity | RANHILL SAJ SDN. I |
| Accrual                                                 |          | Bank         | 9020/0001 - Wa  | 3010/0001 - PBI   | Water & Electricity | RANHILL SAJ SDN. I |

## Guideline 2.4 : Upload & Import Bank Reconciliation

### Step 1: Export Bank account PDF from Million Bank Reconciliation

**Path:** General → Bank Reconciliation → Select the bank → Click Print → Select bank Statement Month → Print → PDF file

Bank Reconciliation

| A/C No.   | Description                | Bank A/C | Contact | Statement Bal.   | Bank Bal.  |
|-----------|----------------------------|----------|---------|------------------|------------|
| 3010/0001 | Bank - PBB A/C             |          |         | MYR 0.00         | -461.48    |
| 3010/0002 | Bank - MBB A/C             |          |         | MYR 67,614.47    | 67,614.47  |
| 3010/0003 | Bank - HONG LEONG BANK A/C |          |         | MYR 1,934.52     | 2,242.52   |
| 3010/0004 | Bank-UOB                   |          |         | MYR 3,109.83     | 3,279.83   |
| 3010/0005 | Bank - CIMB bank           |          |         | MYR 7,753.26     | 5,363.26   |
| 3010/0006 | Bank - ICBC                |          |         | MYR 1,062,248.84 | 857,852.28 |
| 3010/0007 | Standard Chartered Bank    |          |         | MYR 0.00         | -76.80     |

Bank Reconciliation

From Bank: 3010/0001

To Bank: 3010/0001

Statement Date: April 2026

Start From: Balance As Bank Statement

View Option: Detail

Sheet Name: A/C No.

☐ Show Local Currency

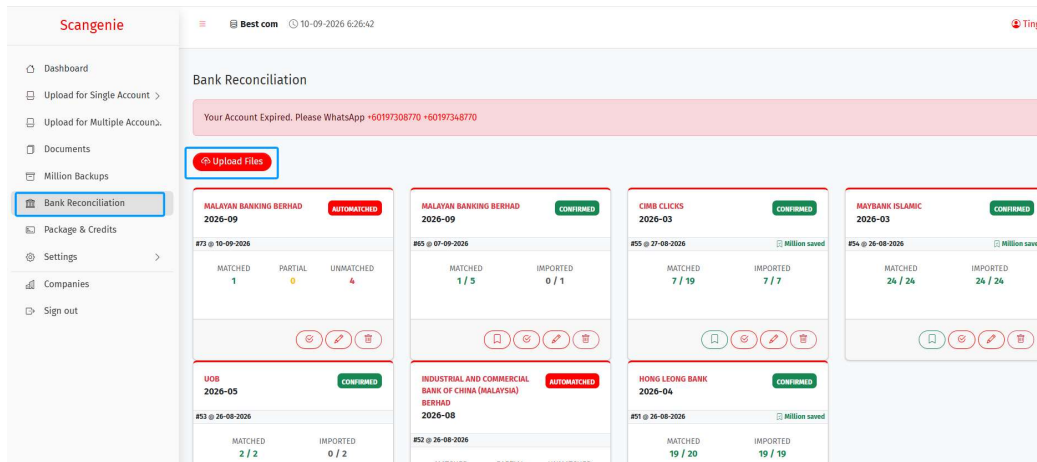
[Print](#) [Close](#)

Date: 30/09/2026

[Edit](#) [Filter](#) [Print](#) [Close](#)

### Step 2: To Compare Actual Bank Statement and Bank Account PDF

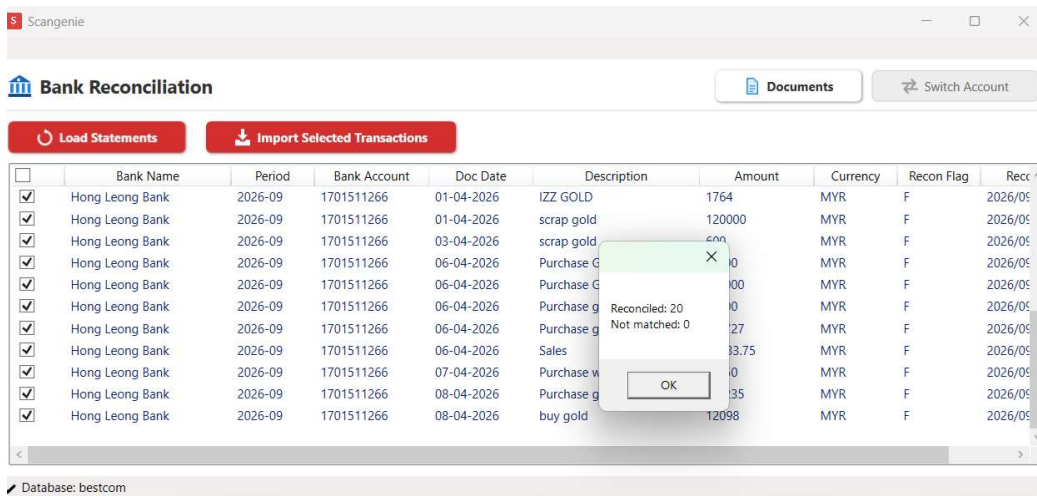
- 2.1 Click on Bank Reconciliation on the dashboard page
- 2.2 Click Upload Files
- 2.3 Select the month
- 2.4 Upload the bank account PDF and the actual bank statement
- 2.5 Click Upload and Extract
- 2.6 Auto-match transactions (based on date, amount, and description)
- 2.7 Click Continue to Review
- 2.8 Confirm and Save



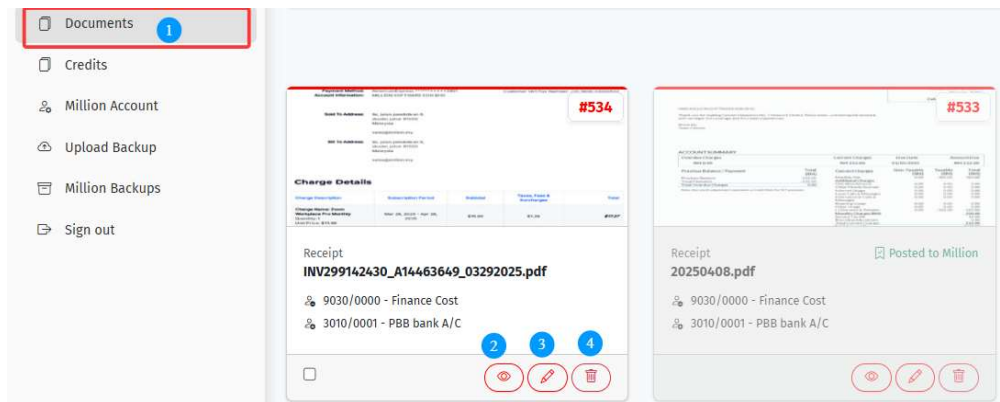
**Note:** Users may manually change the transaction status.

### Step 3: Import Auto-Matched Transactions into Million

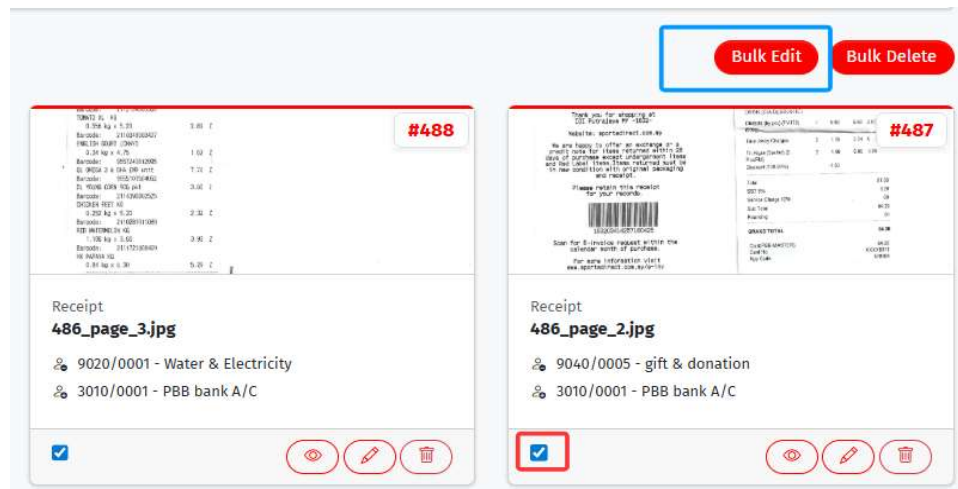
- 3.1 Open the Scangenie desktop app
- 3.2 Select the company and log in
- 3.3 Click the new **Bank Reconciliation** icon
- 3.4 Load statements
- 3.5 Select the transactions to be imported into Million
- 3.6 Click **Import Selected Transactions — done**



### Guideline 3: Understanding Document Icons



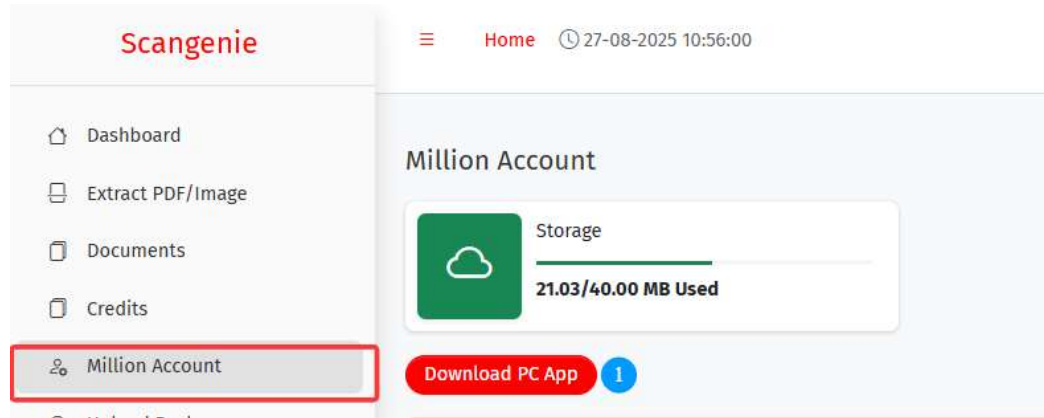
1. After uploading, you can manage your files using the following actions:
2.  **Eye Icon: View** the raw data extracted by the AI.
3.  **Pen Icon: Edit** the extracted data before syncing (e.g., correct vendor name, amount, date).
4.  **Recycling Bin Icon: Delete** an unwanted file from your document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



### Guideline 4: How to Sync to Million Accounting (Desktop APP)

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.

| Select                              | Document ID | Document Type    | Uploaded At              | Supplier Name         | Purchase Account | Expense Bank Acc | Docset | Total Arr |
|-------------------------------------|-------------|------------------|--------------------------|-----------------------|------------------|------------------|--------|-----------|
| <input checked="" type="checkbox"/> | 490         | Receipt          | 2025-08-15T04:01:06.000C | ECO-SHOP MARKETING    |                  | 9040/0 3010/0    |        | 36.2      |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000C | BIG BABA              |                  | 9030/0 3010/0    |        | 303.4     |
| <input type="checkbox"/>            | 488         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  | 9020/0 3010/0    |        | 68.67     |
| <input type="checkbox"/>            | 487         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  | 9040/0 3010/0    |        | 27        |
| <input type="checkbox"/>            | 486         | Receipt          | 2025-08-15T04:00:47.000C | GO NOODLE HOUSE       |                  | 9030/0 3010/0    |        | 41.55     |
| <input type="checkbox"/>            | 484         | Receipt          | 2025-08-13T06:43:55.000C |                       |                  | 9020/0 3020/0    |        | 8.1       |
| <input type="checkbox"/>            | 483         | Receipt          | 2025-08-13T06:43:46.000C |                       |                  | 9020/0 3010/0    |        | 72.5      |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  |                  |        | 303.4     |
| <input type="checkbox"/>            | 412         | Purchase Invoice | 2025-08-07T03:55:10.000C | Celcom Mobile Sdn Bhd | 6010/0000        |                  |        | 212.00    |
| <input type="checkbox"/>            | 298         | Receipt          | 2025-07-14T07:55:21.000C |                       |                  | 9040/0 3010/0    |        | 11.8      |

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

| Select                              | Document ID | Document Type    | Uploaded At              | Supplier Name         | Purchase Account | Expense Bank Acc | Docset | Total Amount |
|-------------------------------------|-------------|------------------|--------------------------|-----------------------|------------------|------------------|--------|--------------|
| <input checked="" type="checkbox"/> | 490         | Receipt          | 2025-08-15T04:01:06.000C | ECO-SHOP MARKETING    |                  | 9040/0 3010/0    |        | 36.2         |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000C | BIG BABA              |                  | 9030/0 3010/0    |        | 303.4        |
| <input type="checkbox"/>            | 488         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  | 9020/0 3010/0    |        | 68.67        |
| <input type="checkbox"/>            | 487         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  | 9040/0 3010/0    |        | 27           |
| <input type="checkbox"/>            | 486         | Receipt          | 2025-08-15T04:00:47.000C | GO NOODLE HOUSE       |                  | 9030/0 3010/0    |        | 41.55        |
| <input type="checkbox"/>            | 484         | Receipt          | 2025-08-13T06:43:55.000C |                       |                  | 9020/0 3020/0    |        | 8.1          |
| <input type="checkbox"/>            | 483         | Receipt          | 2025-08-13T06:43:46.000C |                       |                  | 9020/0 3010/0    |        | 72.5         |
| <input checked="" type="checkbox"/> | 489         | Receipt          | 2025-08-15T04:00:57.000C |                       |                  |                  |        | 303.4        |
| <input type="checkbox"/>            | 412         | Purchase Invoice | 2025-08-07T03:55:10.000C | Celcom Mobile Sdn Bhd | 6010/0000        |                  |        | 212.00       |
| <input type="checkbox"/>            | 298         | Receipt          | 2025-07-14T07:55:21.000C |                       |                  | 9040/0 3010/0    |        | 11.8         |

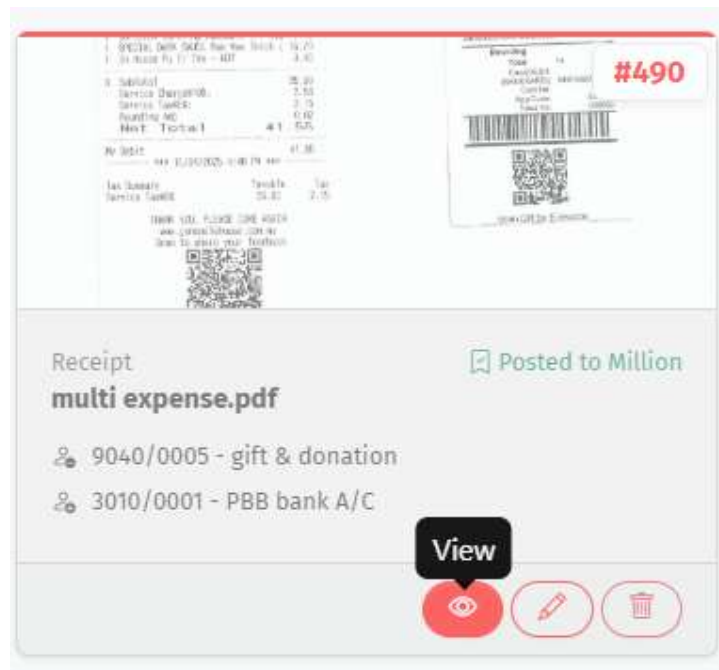
1. The status in ScanGenie will change to "**Posted to Million**".

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.

 This document has been posted to Mllion. [Reset?](#)

**Type:** Receipt

**Expense:** 9040/0005 - gift & donation  
**Description:** gift & donation  
**Description 2:** ECO-SHOP MARKETING

---

Formatted Data

```

supplier_name: ECO-SHOP MARKETING
bill_date: 16/04/2025
payment_type: Bank
items:
  » 0:
  » » name: 10139010-DAILY POCKET S
  » » qty: 2
  » » price: 2.6
  » 1:
    
```

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

Bulk Edit
Bulk Delete

**#488**

Thank you for shopping at  
ECO-SHOP MARKETING  
No any liability to other an exchange of a  
product with the same original receipt or  
copy of duplicate receipt undergarment. Items  
and not cash. These returned need to be  
in new condition with original packaging  
and receipt.

Please return with receipt  
for your receipt.

Barcode

Scan for E-invoice request within the  
customer world of our shop.  
For more information visit  
www.ecoshopmark.com.my/101

Receipt

**486\_page\_3.jpg**

9020/0001 - Water & Electricity

3010/0001 - PBB bank A/C

☒





**#487**

Thank you for shopping at  
ECO-SHOP MARKETING  
No any liability to other an exchange of a  
product with the same original receipt or  
copy of duplicate receipt undergarment. Items  
and not cash. These returned need to be  
in new condition with original packaging  
and receipt.

Please return with receipt  
for your receipt.

Barcode

Scan for E-invoice request within the  
customer world of our shop.  
For more information visit  
www.ecoshopmark.com.my/101

Receipt

**486\_page\_2.jpg**

9040/0005 - gift & donation

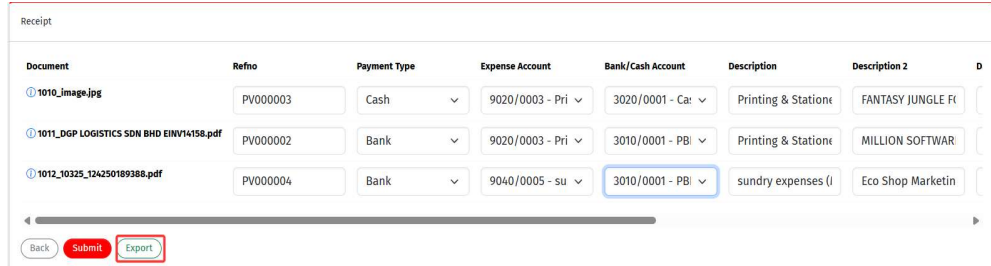
3010/0001 - PBB bank A/C

☒





2. Click “export” button.



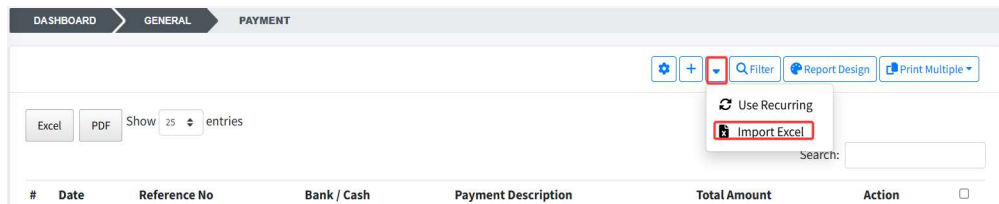
| Document                                 | Refno    | Payment Type | Expense Account | Bank/Cash Account | Description         | Description 2     |
|------------------------------------------|----------|--------------|-----------------|-------------------|---------------------|-------------------|
| 1010_image.jpg                           | PV000003 | Cash         | 9020/0003 - Pri | 3020/0001 - Ca    | Printing & Statione | FANTASY JUNGLE FI |
| 1011_DGP LOGISTICS SDN BHD EINVI4158.pdf | PV000002 | Bank         | 9020/0003 - Pri | 3010/0001 - PBI   | Printing & Statione | MILLION SOFTWARE  |
| 1012_10325_124250189388.pdf              | PV000004 | Bank         | 9040/0005 - su  | 3010/0001 - PBI   | sundry expenses (I  | Eco Shop Marketin |

Back Submit Export

3. Log in to Million cloud accounting

**Path:** General > Payment > Select import excel from dropdown button.

Select the Excel to upload.



DASHBOARD > GENERAL > PAYMENT

Excel PDF Show 25 entries

Use Recurring Import Excel

Search:

| # | Date | Reference No | Bank / Cash | Payment Description | Total Amount | Action |
|---|------|--------------|-------------|---------------------|--------------|--------|
|---|------|--------------|-------------|---------------------|--------------|--------|