

**AI Auto Scan Analyser  
Plugin**

*Private & Confidential*

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Submitted by:



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## **1.0 Overview**

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- The AI Auto Scan Analyser Plugin is a state-of-the-art plugin for AutoCount that utilizes Google Document AI to digitize physical paper. It is designed to ease data entry by letting the AI scan receipt and automatically create a Payment Voucher, Journal Entry, and Purchase Invoice. It allows instant updates to accounts and immediate reflection in Journal Entry upon Payment Voucher generation.

## **2.0 System Requirement**

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- AutoCount Accounting 2.2 Basic Above
- UDF Module

## AutoCount Accounting Special Plugin-AI Auto Scan Analyser Plugin

### 3.0 Main Guide

1. Navigate to **Tools > Plug-In Manager** in your AutoCount.



Figure 1. Plug-in Manager navigation

2. Install the plugin.

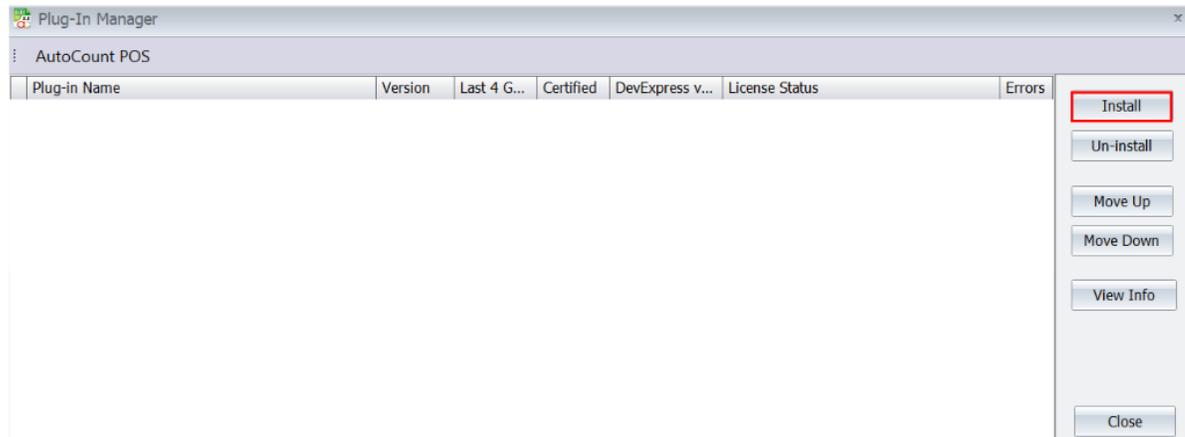
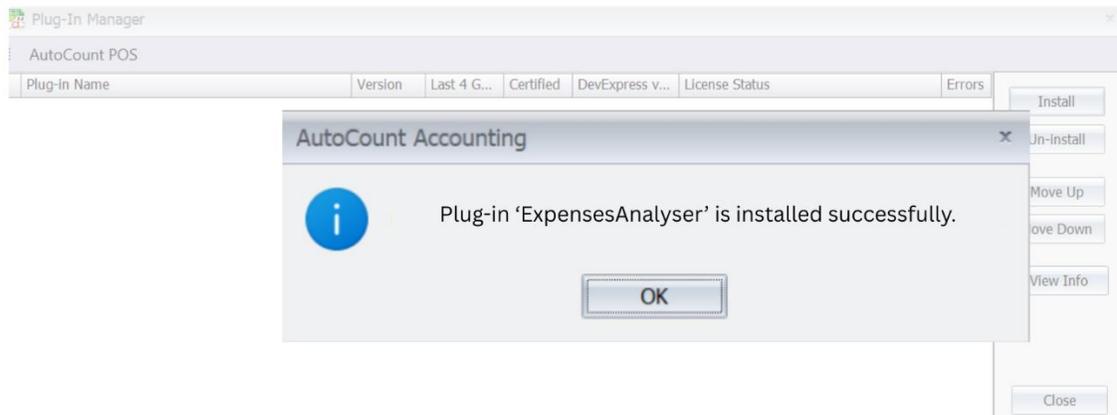


Figure 2. Plug-in installation

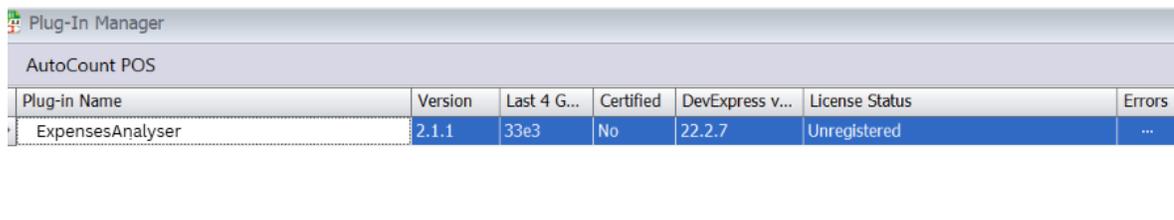
## AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin

3. Ensure plugin successfully installed.



*Figure 3. Success notification upon success installation of plug-in*

4. Plugin will be visible once successfully installed.

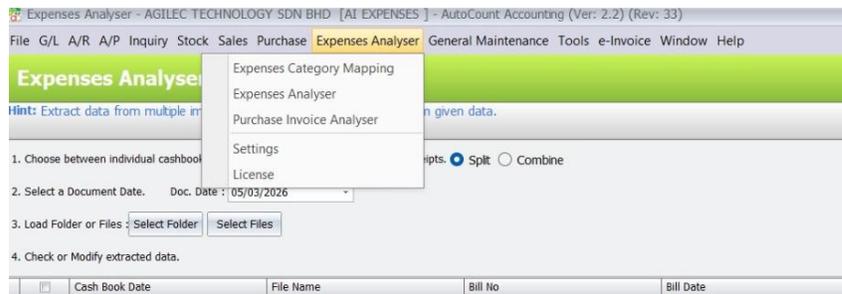


*Figure 4. Plug-in installed appeared under Plug-In Manager*

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin

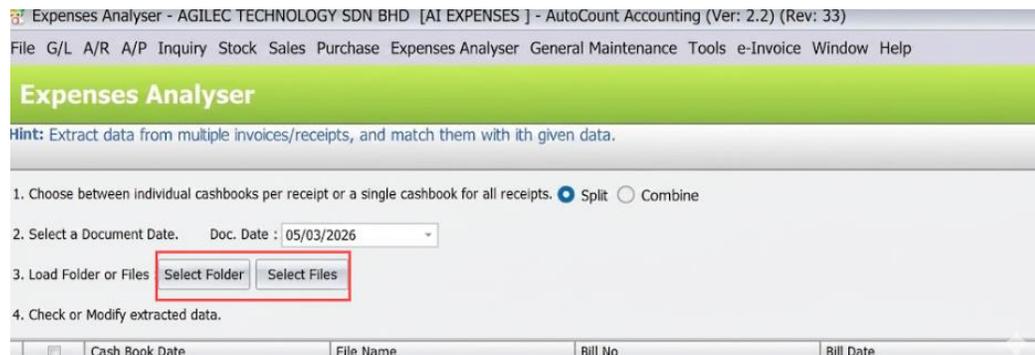
### 3.1 Expenses Analyser

1. Navigate to **Expenses Analyser > Expenses Analyser**.



*Figure 5. Opening Expenses Analyser*

2. Choose **Select Folder** if there are multiple receipts to be uploaded from a saved folder or choose **Select Files** to upload one receipt at a time.



*Figure 6. Load Folder or Files option*

## AutoCount Accounting Special Plugin-AI Auto Scan Analyser Plugin

3. Select folder containing the receipts and click **OK**.

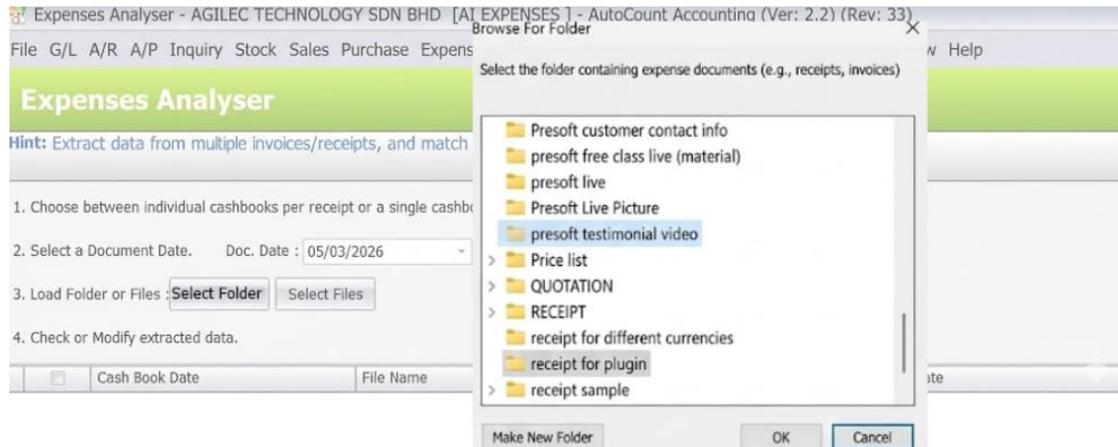
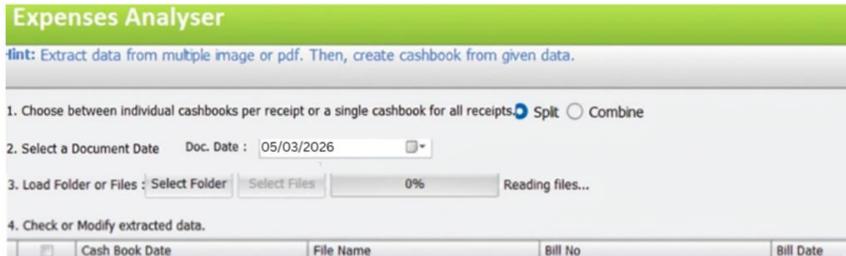


Figure 7. Folder browsing to select receipt file

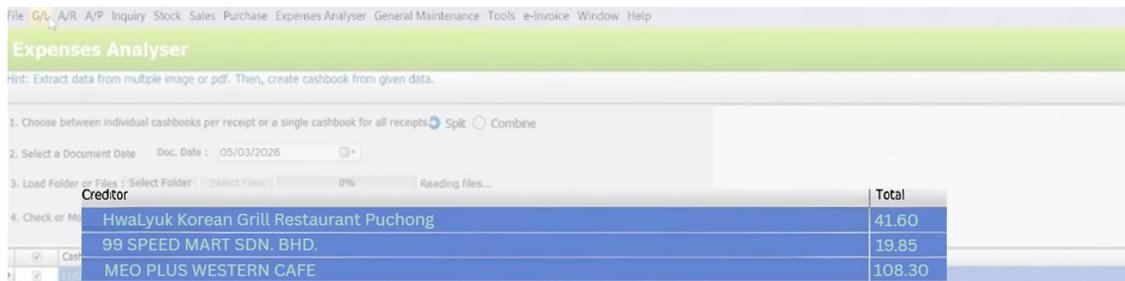
**AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin**

4. Await for the folder to finish uploading.



*Figure 8. Files being read and extracted*

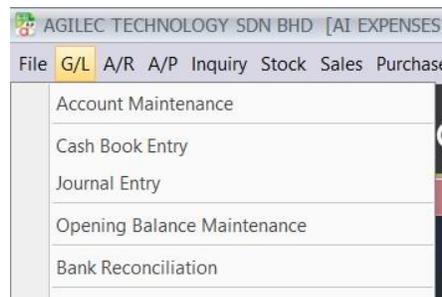
5. Once the folder is fully loaded, the data from the receipts in the folder will be extracted.



*Figure 9. Data from receipts successfully extracted*

Note:

- To check if Payment Voucher is generated, go to **G/L > Journal Entry**.



*Figure 10. Opening Journal Entry*

**AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin**

- Payment Voucher auto generated in Journal Entry.

The screenshot displays the 'Journal Entry' window in AutoCount Accounting. The window title is 'View Journal Entry - [JV-000011] - AGILEC TECHNOLOGY SDN BHD [AI EXPENSES] - AutoCount Accounting (Ver: 2.2)'. The interface includes a toolbar with options like New, Edit, View, Print, Preview, Print, Edit, Void, Delete, Navigation, and Copy. A list of journal entries is shown on the left, with the entry for '05/03/2026' selected. The main area shows the 'Description' field, 'Journal Type' set to 'GENERAL', and 'Journal Voucher No' as 'JV-000011'. Below this, a table lists the journal entry details:

Acc. No.	Account Desc.	Description	Further Desc...	Ref. 2	DR	CR	Filename
> 915-0000	GENERAL EXPENSES	17/00/2025   Hwa Lyuk Korean Grill Resta...	...			41.60	IMG_20260122_163457.jpg
915-0000	GENERAL EXPENSES	15/00/2025   99 SPEED MART SDN. BHD.	...			19.85	IMG_20260122_163505.jpg
915-0000	GENERAL EXPENSES	27/00/2025   MEO PLUS WESTERN CAFE	...			108.30	IMG_20260122_163423.jpg
915-0000	GENERAL EXPENSES					169.75	

Figure 11. Newly generated Payment Voucher updated in Journal Entry

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin

### 3.2 Purchase Invoice Analyser

1. Choose the creditor.



Figure 12. Choosing the creditor from list

2. Click **Read File** to select the picture / files of Purchase Invoice.

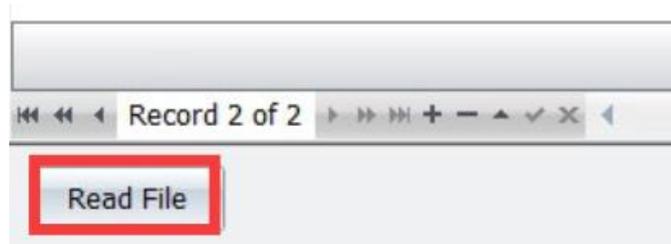


Figure 13. Selecting read file button to extract file data

3. Select the file to extract data.

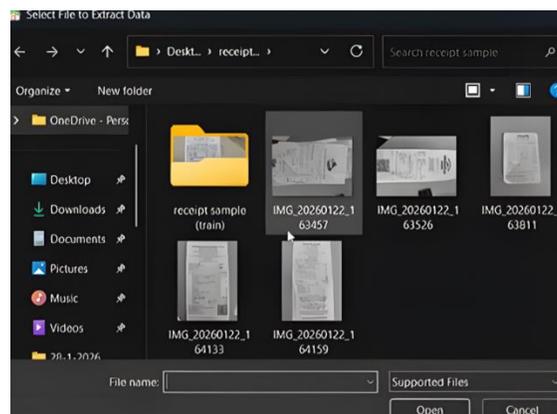


Figure 14. Browsing through files to select Purchase Invoice

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin

4. Select item code.

The screenshot shows the 'Purchase Invoice Analyser' window. At the top, there is a green header with the title. Below it, a hint reads: 'Hint: Extract data from image or pdf. Then, create delivery order from given data.' The interface includes several input fields: 'Date' set to '24/11/2025', 'Creditor' set to 'SERDANG MOTORCYCLE SDN. BHD.', and 'Supplier IV' with a 'Find' button. A table below these fields lists item codes. The first row is highlighted in green.

Item Code	Acc. No.	Company Name	Curr. Co...
KAWA-SP-	400-0001	ABC COMPANY SDN BHD	MYR
> KAWA-SP-			

Figure 15. Selecting item code

5. Click on **Generate PI**.

This screenshot shows the same 'Purchase Invoice Analyser' window as Figure 15, but with the 'Generate PI' button highlighted in yellow. The 'Cancel' button is also visible. The table from Figure 15 is still present at the top of the window.

Figure 16. Selecting Generate Purchase Invoice button

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser Plugin

6. Purchase Invoice generated successfully.



Figure 17. Success notification pop-up

Note:

- To check if Purchase Invoice successfully generated, go to **Purchase > Purchase Invoice**.

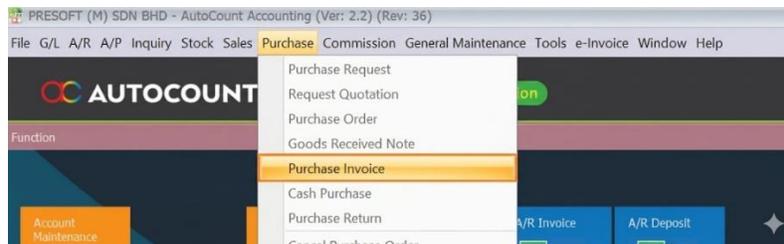


Figure 18. Opening Purchase Invoice list

- Newly generated Purchase Invoice appeared on list.

Doc. No.	Supplier Invoice	Supplier D/O	Date	Creditor Code	Creditor Name	Is From Analyser ?
PI-000002			24/11/2025	400-0001	ABC COMPANY SDN BHD	<input type="checkbox"/>
PI-000001			24/11/2025	400-0001	ABC COMPANY SDN BHD	<input type="checkbox"/>
	Agent	Total	Outstanding	Cancelled		Is From Analyser ?
			50.00	50.00		<input checked="" type="checkbox"/>
			50.00	50.00		<input checked="" type="checkbox"/>

Figure 19. Newly generated Purchase Invoice successfully recorded

## 4.0 Configuration and Mapping

To ensure the system remembers your preferences for future scans, map your “Expense Categories” to your “GL Accounts” once. For example, 900-1000 -> Petrol, 900-2000 -> Meals.

Expenses Category Mapping	
New	Edit
Delete	Refresh
Drag a column header here to group by that column	
Category	Acc. No.
> ADVERTISEMENT	901-0000
BANK_CHARGES	902-0000
COMMISSION_AND_ALLOWANCES	913-0000
DEPRECIATION_OF_FIXED_ASSETS	903-0000
GENERAL_EXPENSES	915-0000
INTEREST_EXPENSES	911-0000
LOSS_ON_FOREIGN_EXCHANGE	908-0000
OFFICE_RENTAL	914-0000
POSTAGES_AND_STAMPS	912-0000
PRINTING_AND_STATIONERY	910-0000
SALARIES	904-0000
TELEPHONE_CHARGES	909-0000
TRAVELLING_EXPENSES	905-0000
SAMPLE	915-0000

Figure 20. Mapping expenses to categories setting