

**AI Auto Scan Analyser  
Plugin**

*Private & Confidential*

February 20

**2026**

Submitted by:



**Presoft (M) Sdn. Bhd.**  
(984288-U)

No. 2A-1, Jalan Puteri 2/5, Bandar Puteri, 47100 Puchong, Selangor Darul Ehsan, Malaysia.

Tel: (603)-8068 2556 Fax: (603)-8060 0359 HP: (016)-209 3883

Website: [www.presoft.com.my](http://www.presoft.com.my) Email: [jason@presoft.com.my](mailto:jason@presoft.com.my)

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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

### 3.0 Main Guide

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



Figure 1. Plug-in Manager navigation

2. Install the plugin.

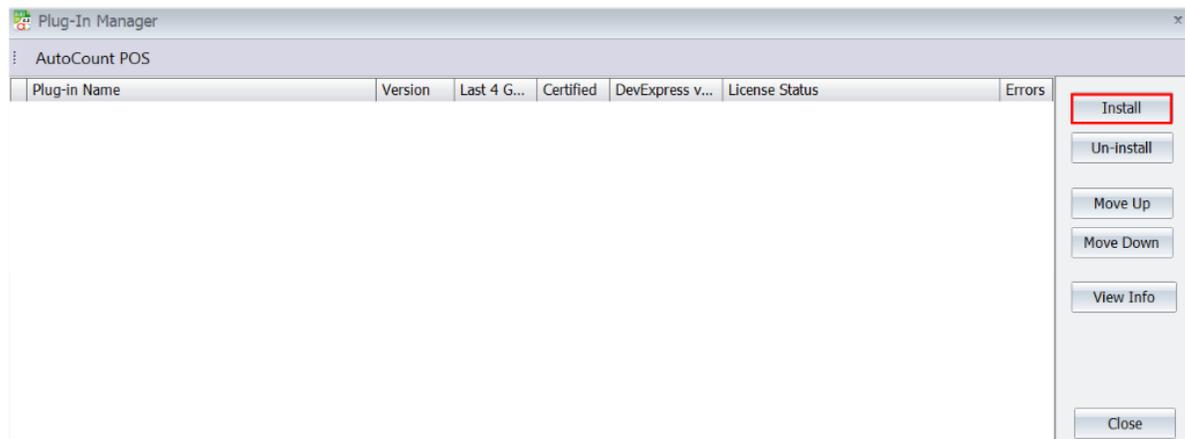


Figure 2. Plug-in installation

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser

3. Ensure plugin successfully installed.

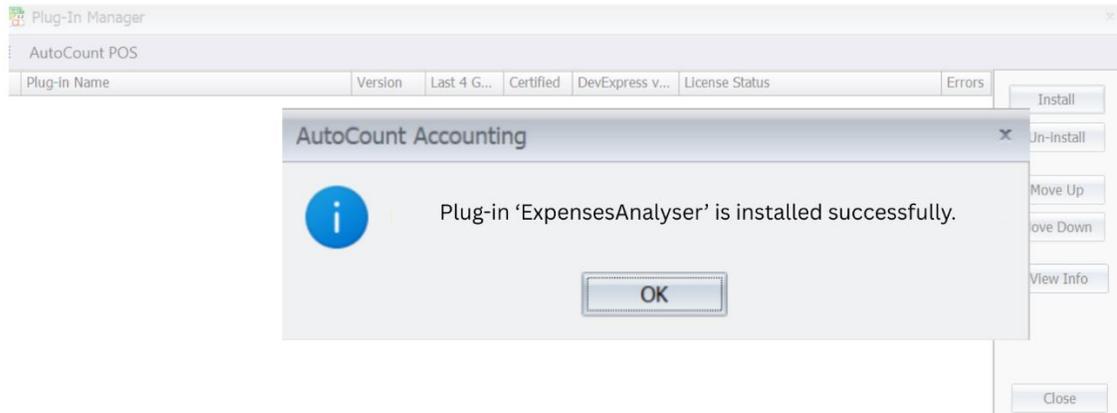


Figure 3. Success notification upon success installation of plug-in

4. Plugin will be visible once successfully installed.

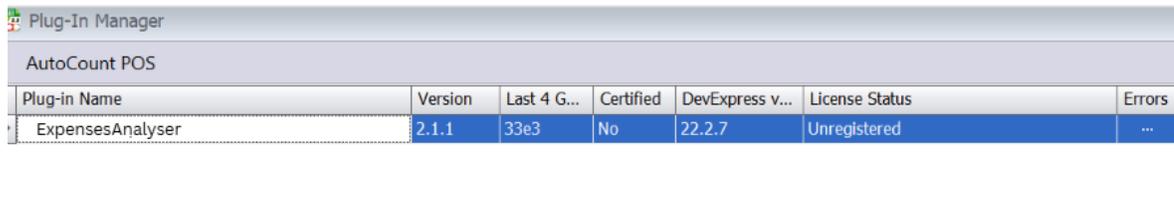
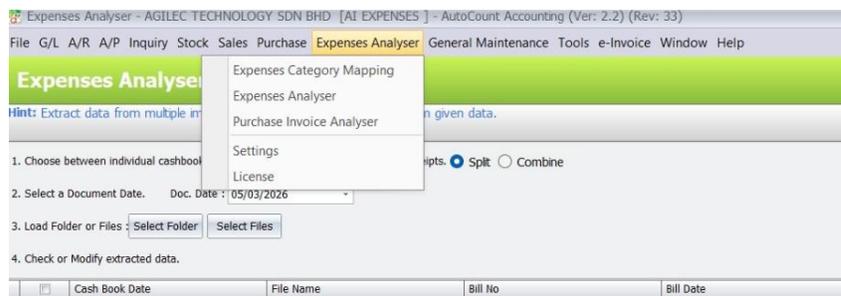


Figure 4. Plug-in installed appeared under Plug-In Manager

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser

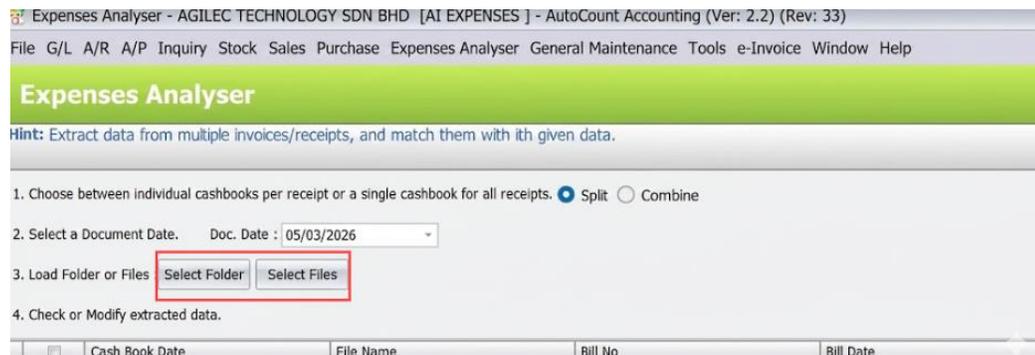
### 3.1 Expenses Analyser

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

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

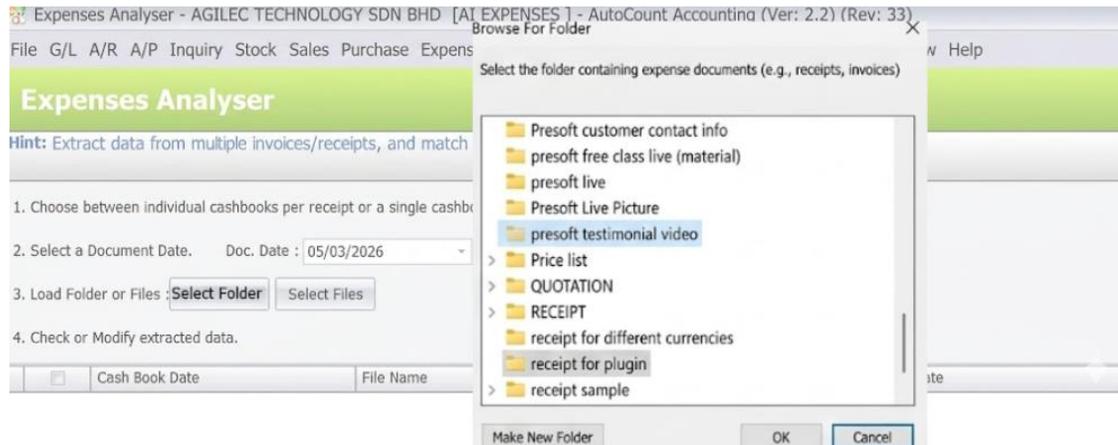


Figure 7. Folder browsing to select receipt file

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser

- Await for the folder to finish uploading.

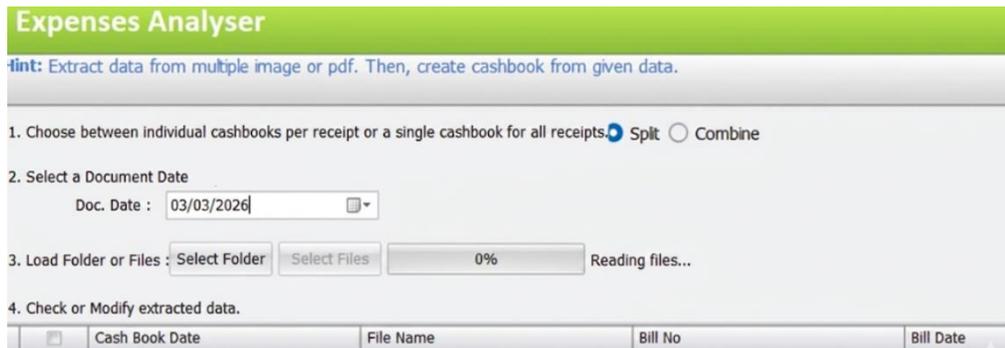


Figure 8. Files being read and extracted

- On the folder is fully loaded, the data from the receipts in the folder will be extracted.

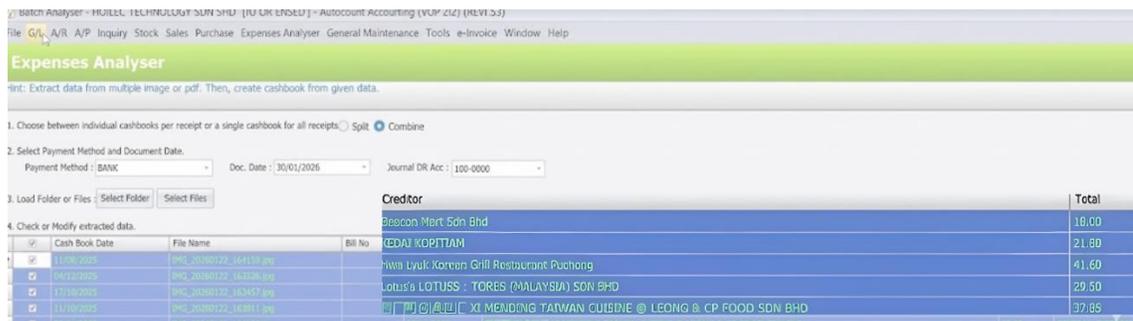


Figure 9. Data from receipts successfully extracted

Note:

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

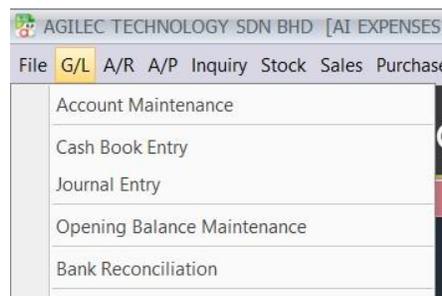


Figure 10. Opening Journal Entry

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser

- Payment Voucher auto generated in Journal Entry.

The screenshot displays the 'Journal Entry' window in AutoCount Accounting. The main window shows a list of journal entries with columns for Doc. No., Date, Description, Net Total, Cancelled, and Is From Analyser?. The entry JV-00011, dated 06/02/2026, is selected. An inset window titled 'View Journal Entry - [JV-00011] - AGILEC TECHNOLOGY SDN BHD [AI EXPENSES] - AutoCount Accounting (Ver: 2.2)' provides a detailed view of this entry. It includes fields for Description, Journal Type (GENERAL), Journal Voucher No. (JV-00011), Date (06/02/2026), and 2nd Voucher No. Below these fields is a table of account 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

### 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.

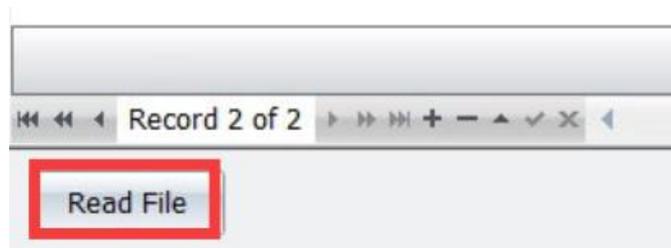


Figure 13. Selecting read file button to extract file data

3. Select the file to extract data.

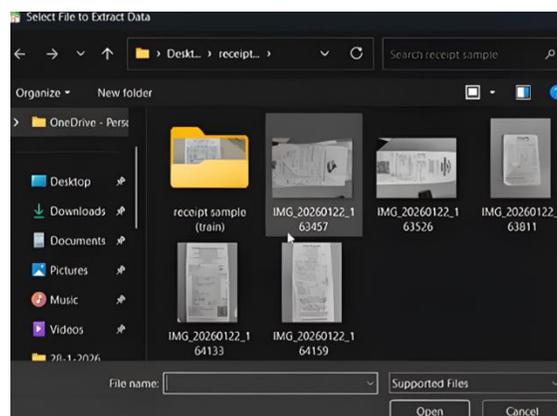


Figure 14. Browsing through files to select Purchase Invoice

## AutoCount Accounting Special Plugin- AI Auto Scan Analyser

### 4. Select item code.

**Purchase Invoice Analyser**

Hint: Extract data from image or pdf. Then, create delivery order from given data.

Date : 24/11/2025

Creditor : SERDANG MOTORCYCLE SDN. BHD.

Supplier ID :

Item Code	Description	Description 2	UOM	Qty	Unit Price
11656-0115	BRACKET MIRROR LH		Unit	1	25.00

Find

Item Code	Description
KAWA-SF-OTHER	BRACKET MIRROR

Figure 15. Selecting item code

### 5. Click on **Generate PI**.

**Purchase Invoice Analyser**

Hint: Extract data from image or pdf. Then, create delivery order from given data.

Date : 24/11/2025

Creditor : 400-0001 SERDANG MOTORCYCLE SDN. BHD.

Supplier ID :

Item Code	Description	Description 2	UOM	Qty	Unit Price
KAWA-SF-OTHER	11656-0115 BRACKET MIRROR LH		pcs	1	25.00
KAWA-SF-OTHER	11656-0115 BRACKET MIRROR LH		pcs	1	25.00

Generate PI

Figure 16. Selecting Generate Purchase Invoice button

## AutoCount Accounting Special Plugin-AI Auto Scan Analyser

6. Purchase Invoice generated successfully.

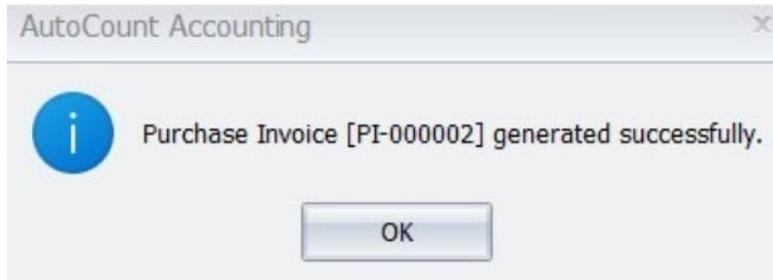


Figure 17. Success notification pop-up

Note:

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

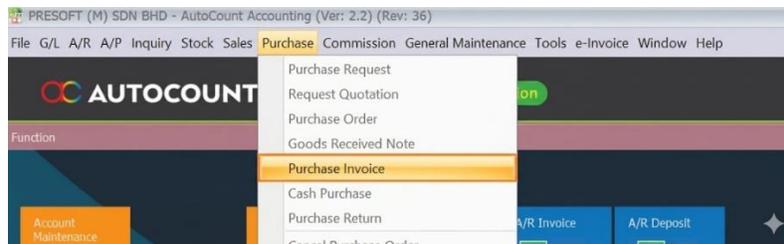


Figure 18. Opening Purchase Invoice list

- Newly generated Purchase Invoice appeared on list.

**Purchase Invoice**

Hint: In this Purchase Invoice window, you can create, modify, or delete Purchase Invoice for your supplier.

New Edit View Find Preview Print Print Listing Delete Refresh View Flow

Drag a column header here to group by that column

Doc. No.	Supplier Invoice	Supplier D/O	Date	Creditor Code	Creditor Name	Agent	Total	Outstanding	Cancelled	Is From Analyser ?
PI-000002			24/11/2023	400-0001	ABC COMPANY SDN BHD		50.00	50.00		Y
PI-000001			24/11/2023	400-0001	ABC COMPANY SDN BHD		50.00	50.00		Y

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*