

# SQL AI EASY SCAN



# Introduction

**SQLAI Easy Scan** is an advanced AI-powered OCR data entry solution that instantly transforms your hand-written bill, receipts and electronic accounting documents into perfectly structured accounting entries— auto-extracting vital data, identifying document types, and assigning the correct expense accounts with extreme accuracy in seconds.

**SQLAI Easy Scan provides:**

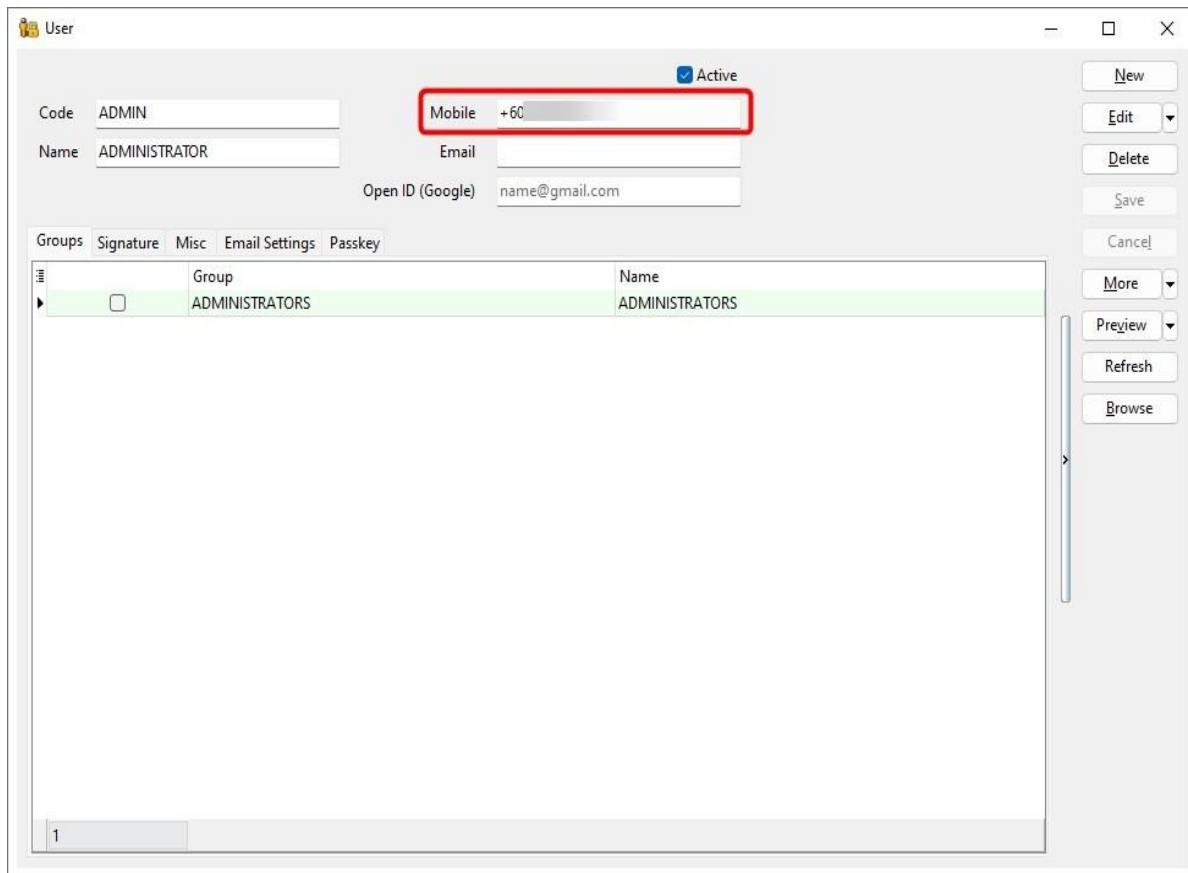
- Real-time document submission
- Powerful AI auto-extraction
- Auto-filling of document details
- Instant creation of sales, purchase, or payment entries

# 1. One-Time Setup

Easy Scan feature is supported in **SQL Version 890** & above.  
Please ensure your system is updated before proceeding.

## Register WhatsApp Scan Sender

Before clients can send documents, you must register their WhatsApp number. **(Tools>Maintain Users>enter Mobile Number)**



The screenshot shows a web application window titled "User". The interface includes a form for user details and a table for user groups. The "Mobile" field is highlighted with a red box.

Form fields:

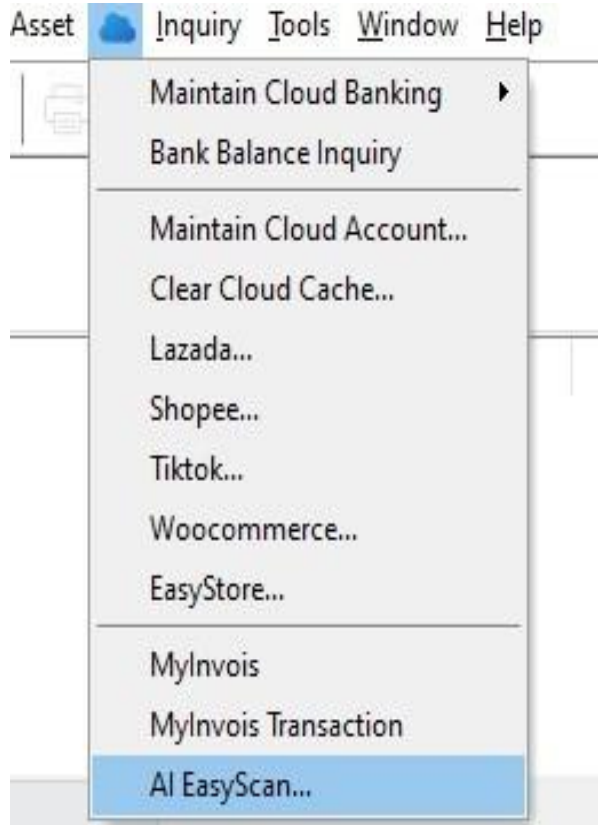
- Code: ADMIN
- Name: ADMINISTRATOR
- Mobile: +60 (highlighted)
- Email: (empty)
- Open ID (Google): name@gmail.com
- Active:

Table:

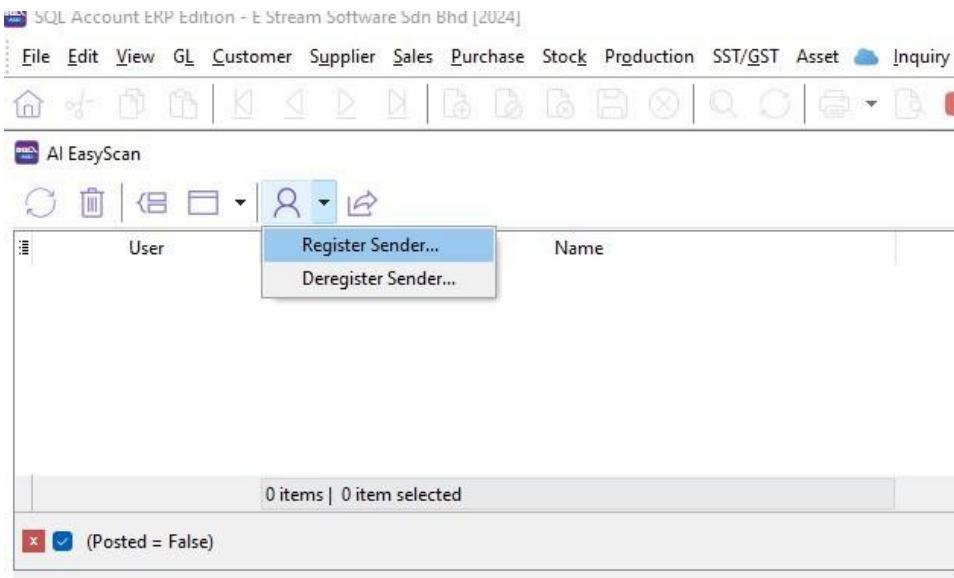
Group	Name
ADMINISTRATORS	ADMINISTRATORS

Buttons on the right: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse.

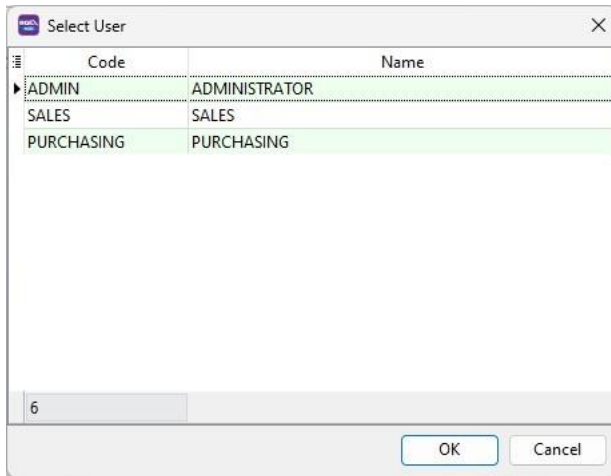
# 1. Choose AI Easy Scan



# 2. Click Register Sender.



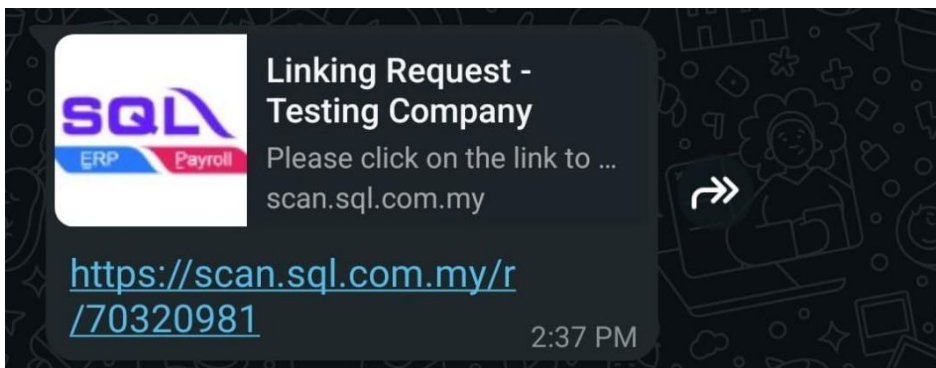
#### 4. Select the username.



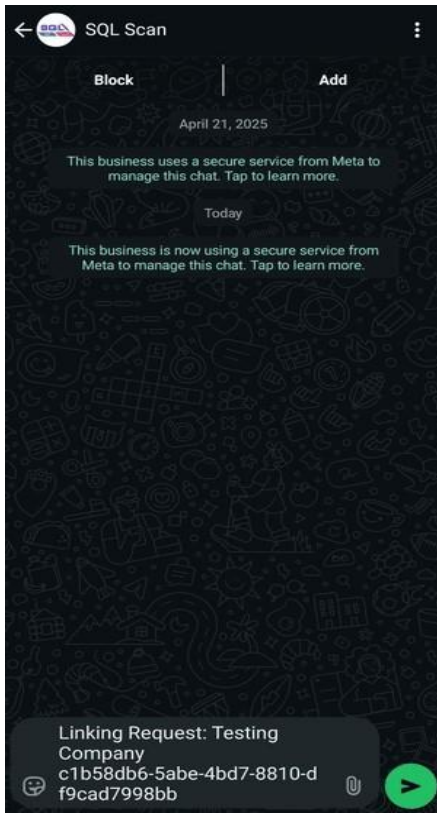
3. Click Copy Link or Share to get the registration link and send to user which registered mobile number in step 2.



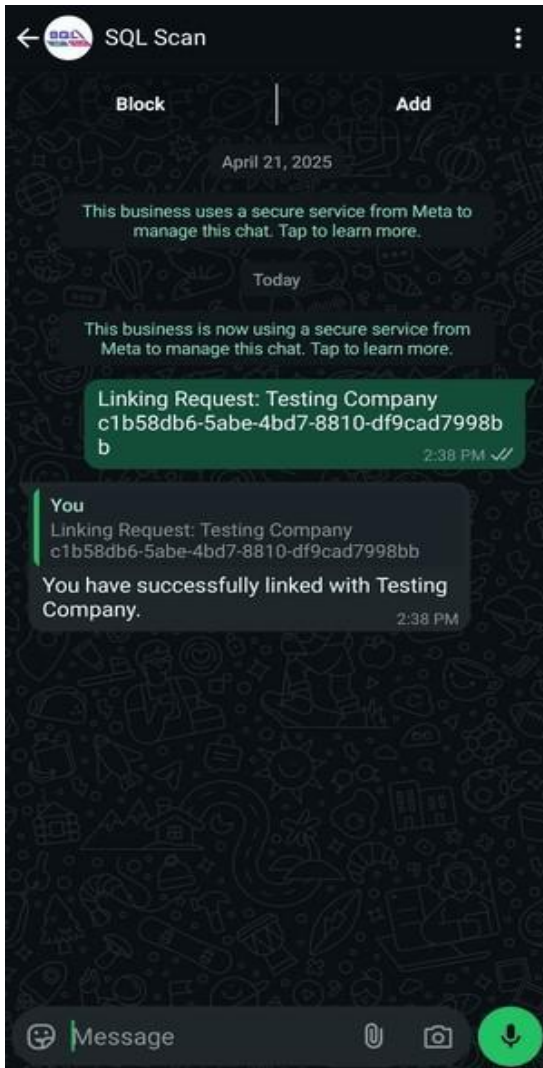
5. After the user received the link, the user is required to:
  - Click the link.



- Send the pre-filled message with the mobile number registered.



- Whatsapp replied You have successfully linked with Testing Company indicates registration completed.



## 2.Set AI OCR Category (GL Payment Voucher)

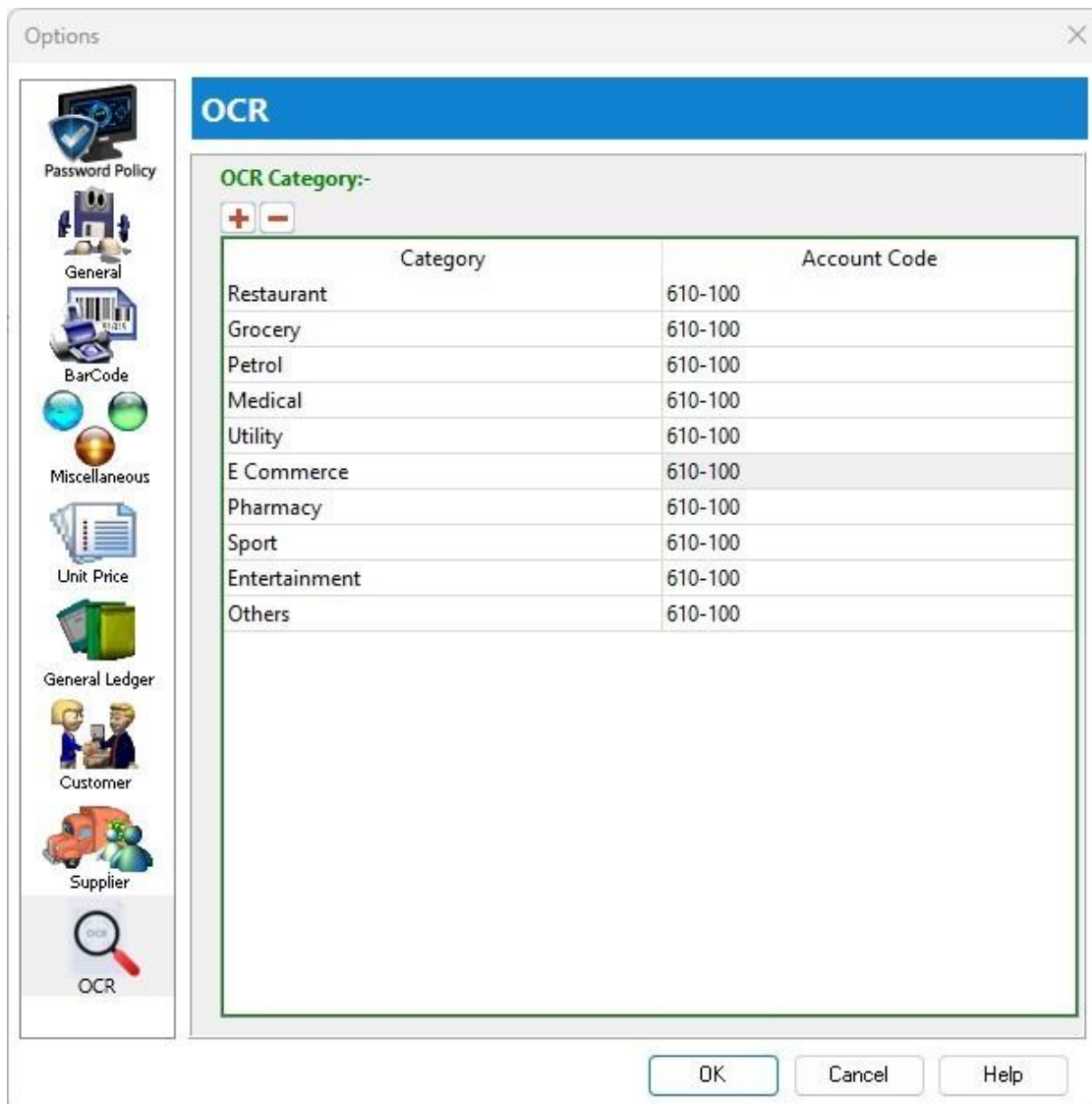
This setup helps AI correctly identify expense categories.

-Open **AI OCR Category** settings. **Tools>Options>OCR**

-Assign each category to its related account code.

Example:

- Category: Restaurant
- AI will auto-detect restaurant-related receipts
- System will apply the default account code automatically
- This ensures all transactions are posted to the correct account without manual selection.

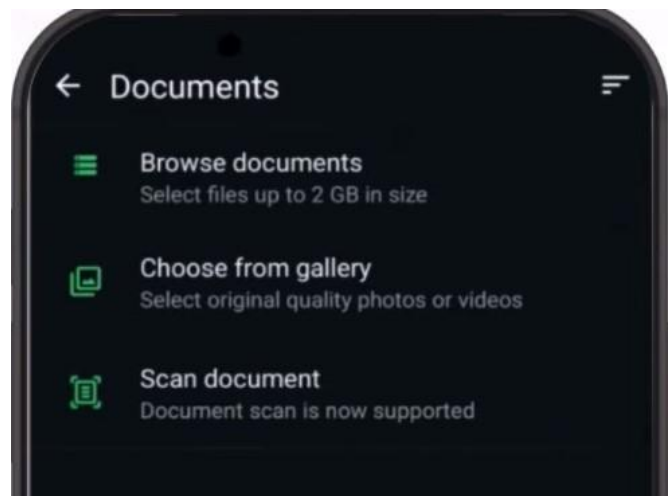
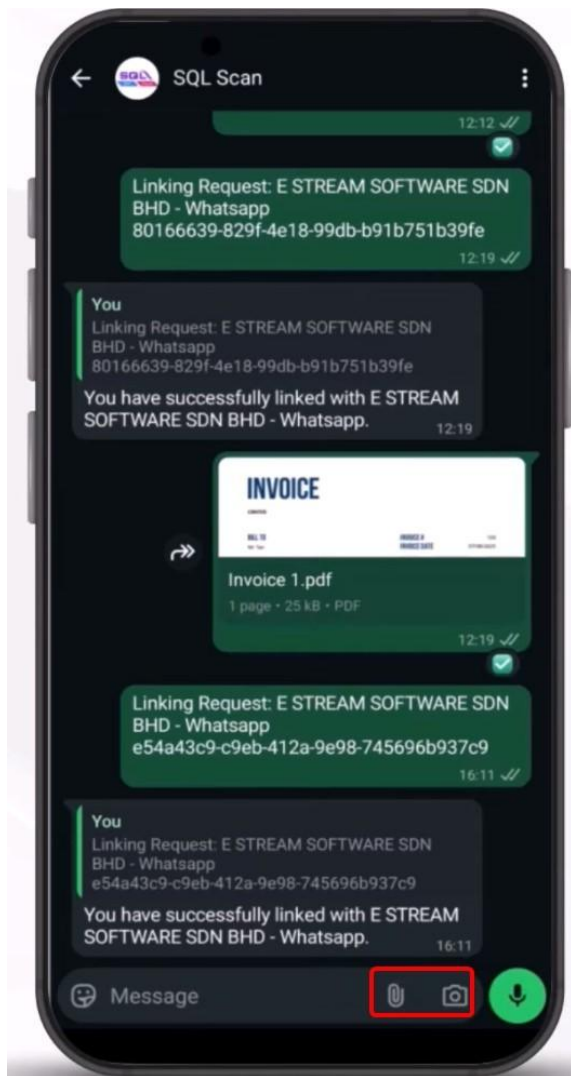


## 2. How SQLAI Easy Scan Works

### Step 1-Client Sends Documents

Clients can send documents using:

- Phone camera (snap & send)
- Uploading from gallery



### Upload Documents



### Phone Camera

## 2.How SQLAI Easy Scan Works

### Step 1-Client Sends Documents

They can also add a short note if needed.



Once a green tick appears, the file is successfully delivered into SQL Account.



# 2.How SQLAI Easy Scan Works

## Step 2-Load Incoming Documents

Click the load button, All received files will appear instantly

The screenshot shows the SQLAI Easy Scan application interface. At the top, there is a menu bar with options like File, Edit, View, GL, Customer, Supplier, Sales, Purchase, Stock, Production, SST/GST, Asset, Inquiry, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main window displays a table of scanned documents with columns: User, Name, Upload Date, Category, Doc Type, Company, Amount, and Caption. A red box highlights the 'Load' button (a circular arrow icon) in the toolbar. Below the table, there is a section for 'Attachments' showing a file named '30-10-25 21\_47\_56.jpeg'. The main area displays a detailed view of a 'Payment Voucher' document. The voucher number is '<<New>>', the date is '03/10/2025', and the payment is made to '[AI EasyScan: 30-10-25 21\_47\_56]'. The payment is by 'MAYBANK' with a currency of '---'. The 'Document Detail Grid' shows the following items:

G/L Code	GL Description	Description	Company Name	GST No.	Amount	Tax	Tax L.	Tax A.	Sub T...
924-000	ENTERTAINMENT	Heritage Kopitiam - Nasi Lemak Ayam Ren...			27.00			0.00	27.00
924-000	ENTERTAINMENT	Heritage Kopitiam - Panang Nibong Tebal ...			21.60			0.00	21.60
924-000	ENTERTAINMENT	Heritage Kopitiam - Bhun Siam Kari Ayam			10.30			0.00	10.30
924-000	ENTERTAINMENT	Heritage Kopitiam - Kon Lou Curry Noodle ...			12.30			0.00	12.30

## Step 3-AI Auto-Detection

Detect the document type automatically, Allow you to manually adjust the category and document type if needed

The screenshot shows the SQLAI Easy Scan application interface. The main window displays a table of scanned documents with columns: User, Name, Upload Date, Category, Doc Type, Company, Amount, and Caption. A purple box highlights the 'Category' column. Below the table, there is a section for 'Attachments' showing a file named '31-10-25 14\_34\_45.jpeg'. The main area displays a detailed view of a 'Payment Voucher' document. The voucher number is '<<New>>', the date is '10/06/2025', and the payment is made to '[AI EasyScan: 31-10-25 14\_34\_45]'. The payment is by 'MAYBANK' with a currency of '---'. The 'Document Detail Grid' shows the following items:

G/L Code	GL Description	Description	Company Name	GST No.	Amount	Tax	Tax L.	Tax A.	Sub T...
924-000	ENTERTAINMENT	PARAMOUNT VILLAGE KOPITIAM SDN BHD...			12.90			0.00	12.90
924-000	ENTERTAINMENT	PARAMOUNT VILLAGE KOPITIAM SDN BHD...			2.58			0.00	2.58
924-000	ENTERTAINMENT	PARAMOUNT VILLAGE KOPITIAM SDN BHD...			0.02			0.00	0.02
924-000	ENTERTAINMENT	PARAMOUNT VILLAGE KOPITIAM SDN BHD...			17.90			0.00	17.90

# 2.How SQLAI Easy Scan Works

## Step 4-Auto Extraction & Autofill

AI extracts important details and autofills the fields

The screenshot shows the SQLAI Easy Scan interface. At the top, there is a menu bar with options like File, Edit, View, GL, Customer, Supplier, Sales, Purchase, Stock, Production, SST/GST, Asset, Inquiry, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main window displays a list of scanned documents with columns for User, Name, Upload Date, Category, Doc Type, Company, Amount, and Caption. The list includes items like 'Lunch meeting with client', 'Purchase Invoice', and 'GL Payment Voucher' from various companies.

Below the list, there is a 'Payment Voucher' form. The form includes fields for Voucher No., Next No., Date, Project, and From Doc. The 'Payment To' field is filled with '[AI EasyScan: 30-10-25 21,47,56]'. The 'Payment By' field is set to 'MAYBANK'. The 'Currency' is '---'. The 'BANK Balance' is '6,060.90'. The 'Agent' and 'Area' fields are also present.

The 'Document Detail Grid' table is as follows:

G/L Code	GL Description	Description	Company Name	GST No.	Amount	Tax	Tax L.	Tax A.	Sub T.
924-000	ENTERTAINMENT	Heritage Kopitiam - Nasi Lemak Ayam Ren...			27.00			0.00	27.00
924-000	ENTERTAINMENT	Heritage Kopitiam - Panang Nibong Tebal ...			21.60			0.00	21.60
924-000	ENTERTAINMENT	Heritage Kopitiam - Bhan Siam Kari Ayam			10.30			0.00	10.30
924-000	ENTERTAINMENT	Heritage Kopitiam - Kon Lou Curry Noodle ...			12.30			0.00	12.30
924-000	ENTERTAINMENT	Heritage Kopitiam - 炸鸡材料 (Mee Only)			10.30			0.00	10.30
924-000	ENTERTAINMENT	Heritage Kopitiam - AI Adjustment			(6.70)			0.00	(6.70)
6 records									
Total:						74.80		0.00	74.80

Local Net Total: 74.80 Net Total (MYR): 74.80

Original file is attached automatically as audit proof

This screenshot is similar to the previous one, showing the 'Payment Voucher' form. However, in the 'Attachments' section on the left, the original scanned file '30-10-25 21,47,56.jpeg' is highlighted with a red box, indicating it is attached as an audit proof. The rest of the form and the 'Document Detail Grid' table are identical to the previous screenshot.

# 2. How SQLAI Easy Scan Works

You will see an instant preview of the receipt for verification

The screenshot displays the SQLAI EasyScan interface. At the top, a menu bar includes File, Edit, View, GL, Customer, Supplier, Sales, Purchase, Stock, Production, SST/GST, Asset, Inquiry, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main window is titled 'AI EasyScan' and contains a table of items with columns for User, Name, Upload Date, Category, Doc Type, Company, Amount, and Caption. The table lists several items, including 'Lunch meeting with client' and 'Purchase Invoice'. Below the table, there is a 'Payment Voucher' form with fields for Voucher No., Date, and Project. A 'Document Detail Grid' table is also visible, showing item details such as G/L Code, GL Description, Description, Company Name, GST No., Amount, Tax, and Sub Total. A small image of a receipt is shown in the bottom left corner of the form area.

User	Name	Upload Date	Category	Doc Type	Company	Amount	Caption
USER1	31-10-25 14.34.45	31/10/2025	Restaurant	GL Payment Voucher	PARAMOUNT VILLAGE KOPITL...	28.40	Lunch meeting with client
USER1	P1V00054.pdf	31/10/2025	Purchase	Purchase Invoice	KORIDOR PERKASA SDN BHD	1,512.00	
SALES	30-10-25 21.47.56	30/10/2025	Restaurant	GL Payment Voucher	Heritage Kopitiam	74.80	
SALES	30-10-25 13.35.39	30/10/2025	Others	GL Payment Voucher	STREAM SOFTWARE SDN BH...	78.35	
SALES	30-10-25 13.05.18	30/10/2025	E Commerce	GL Payment Voucher	PARKSON CORPORATION SDN ...	160.62	
USER1	Invoice S15365.pdf	30/10/2025	Sales	Sales Invoice	CRHTIS	700.00	

G/L Code	GL Description	Description	Company Name	GST No.	Amount	Tax	Tax L.	Tax A.	Sub T.
924-000	ENTERTAINMENT	Heritage Kopitiam - Nasi Lemak Ayam Ren...			27.00		0.00	27.00	
924-000	ENTERTAINMENT	Heritage Kopitiam - Panang Nibong Tebal ...			21.80		0.00	21.80	
924-000	ENTERTAINMENT	Heritage Kopitiam - Bhan Siam Kari Ayam			10.30		0.00	10.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - Kon Lou Curry Noodle ...			12.30		0.00	12.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - 韭菜炒肉 (Mee Only)			10.30		0.00	10.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - AI Adjustment			(6.70)		0.00	(6.70)	

\*You may edit any field manually before saving.

\*If the receipt has rounding or tax difference, the system will automatically generate AI adjustment records.

This screenshot is similar to the one above, but with a red box highlighting the 'AI Adjustment' record in the 'Document Detail Grid' table. The record shows a negative amount of (6.70) to adjust for rounding or tax differences.

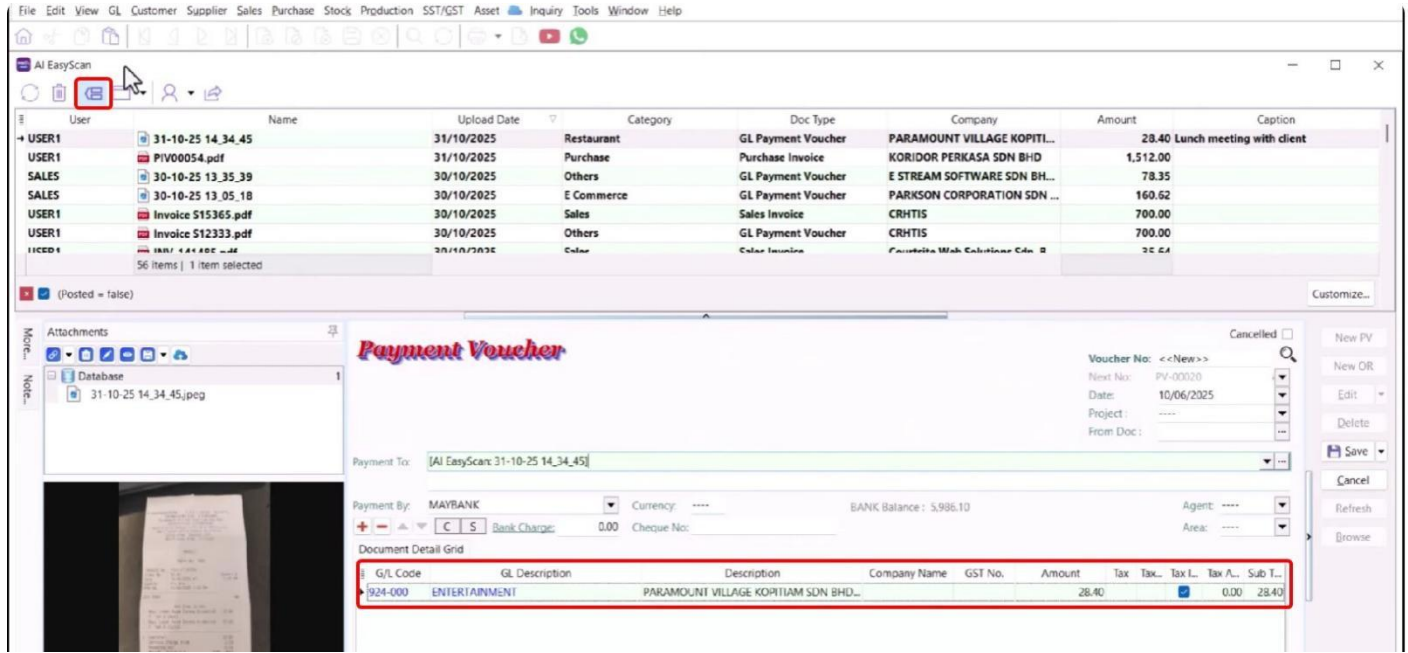
G/L Code	GL Description	Description	Company Name	GST No.	Amount	Tax	Tax L.	Tax A.	Sub T.
924-000	ENTERTAINMENT	Heritage Kopitiam - Nasi Lemak Ayam Ren...			27.00		0.00	27.00	
924-000	ENTERTAINMENT	Heritage Kopitiam - Panang Nibong Tebal ...			21.80		0.00	21.80	
924-000	ENTERTAINMENT	Heritage Kopitiam - Bhan Siam Kari Ayam			10.30		0.00	10.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - Kon Lou Curry Noodle ...			12.30		0.00	12.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - 韭菜炒肉 (Mee Only)			10.30		0.00	10.30	
924-000	ENTERTAINMENT	Heritage Kopitiam - AI Adjustment			(6.70)		0.00	(6.70)	

# 3. Advance Features

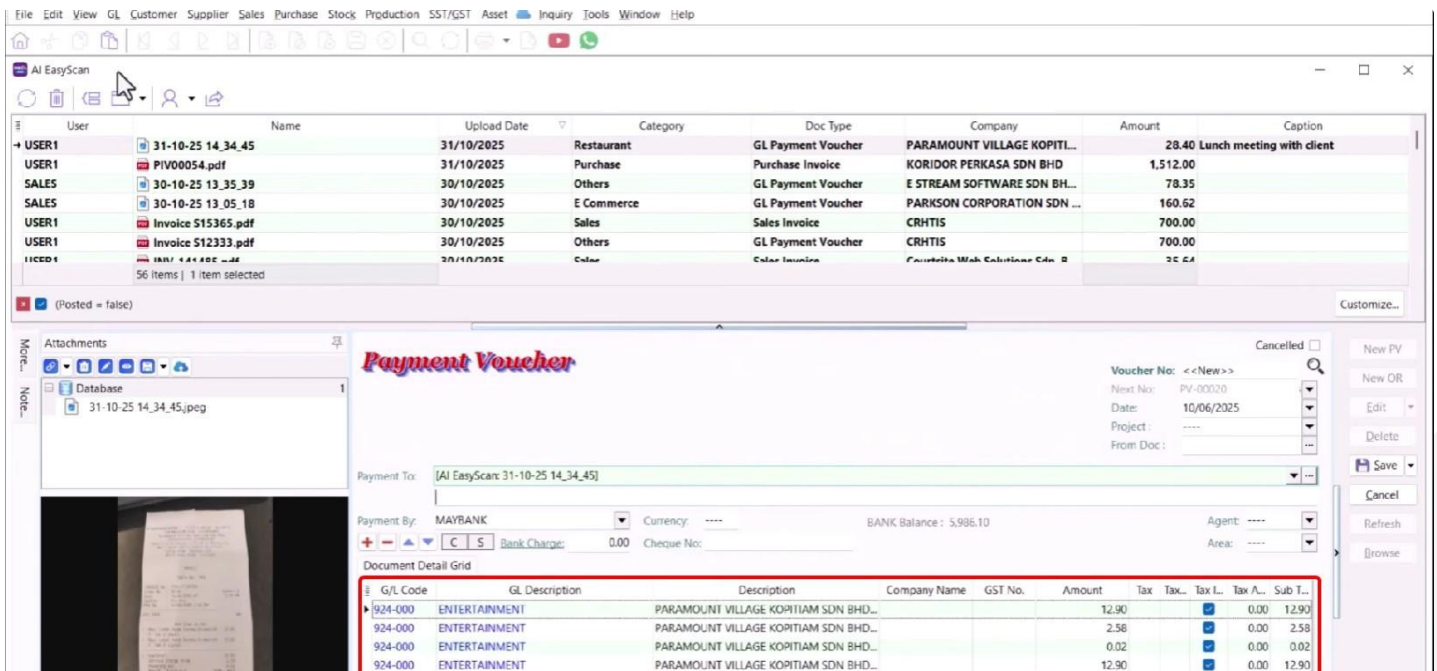
## Feature 1-Merge Toggle (Combine Item Details)

If you want a simpler view:

Turn on Merge, the system will combine item details into one line



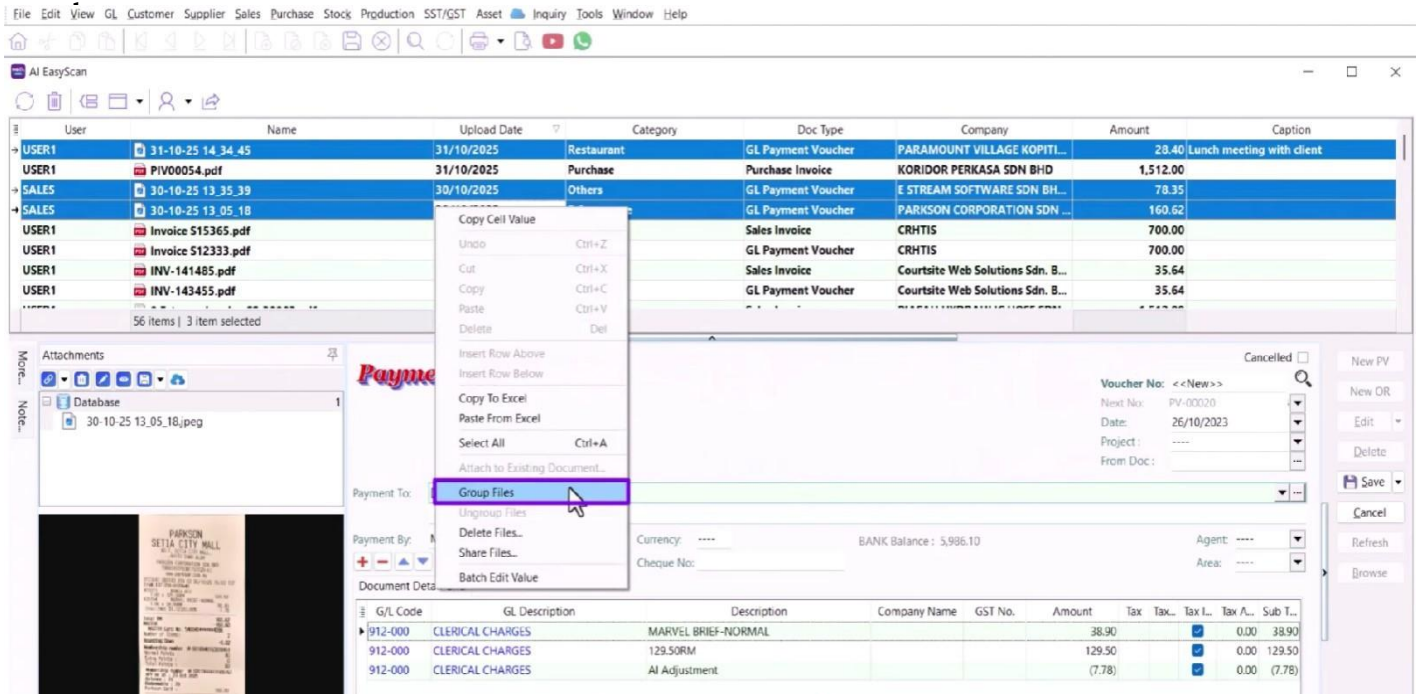
You can also unmerge anytime with one click



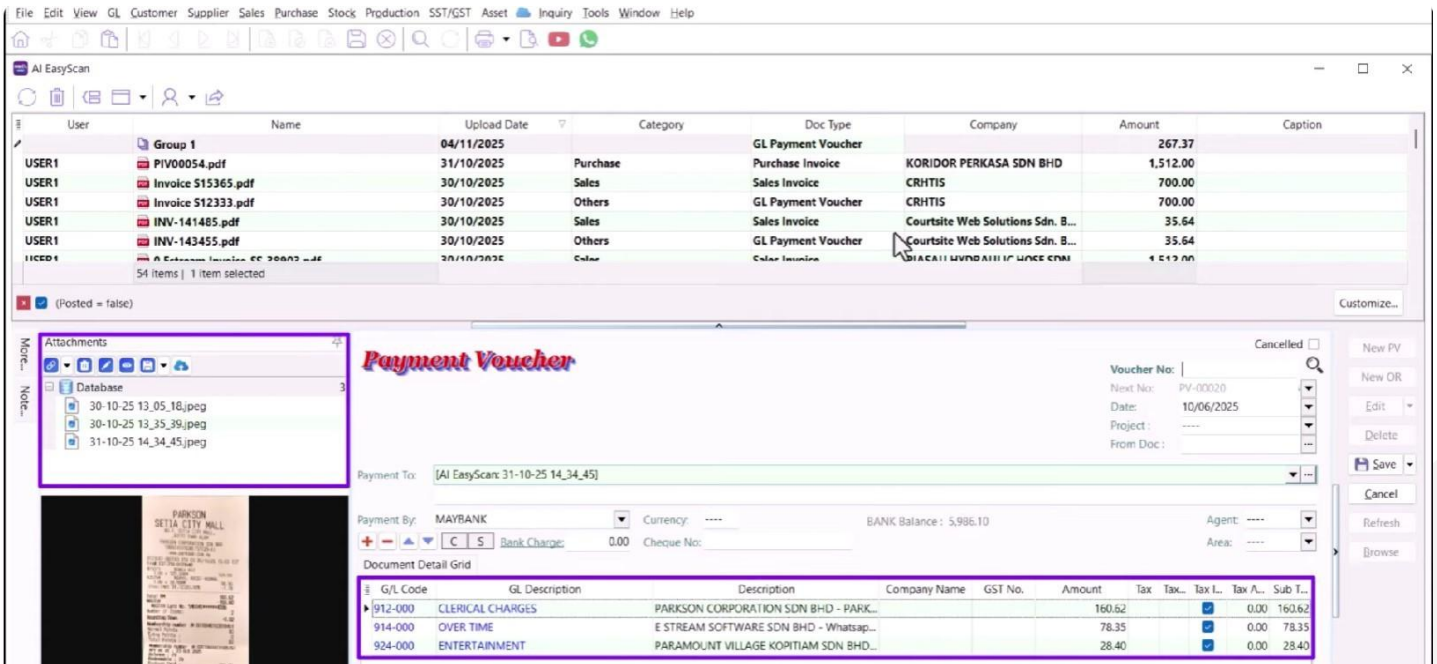
# 3. Advance Features

## Feature 2-Group Multiple Files into One Transaction

Press CTRL, select the related files> Right-click → Group Files>Choose



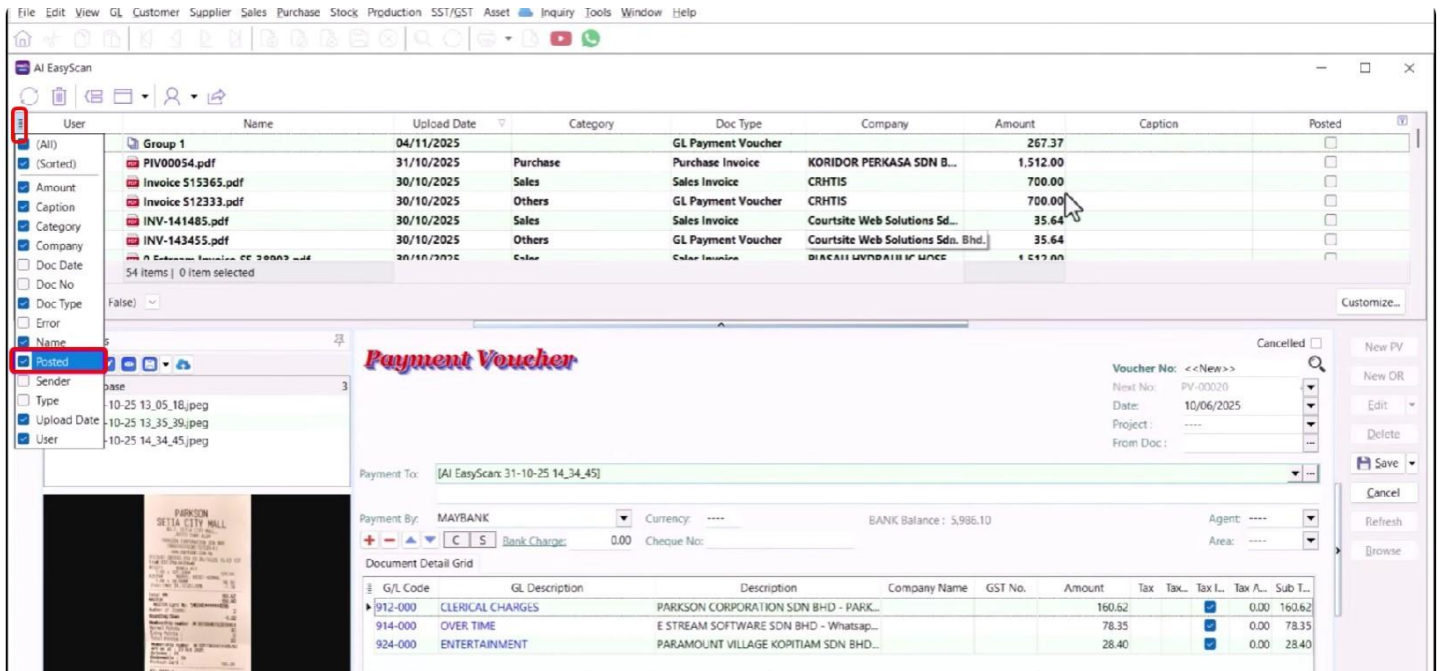
Combine them into one entry, Show each file as separate detail lines



# 3. Advance Features

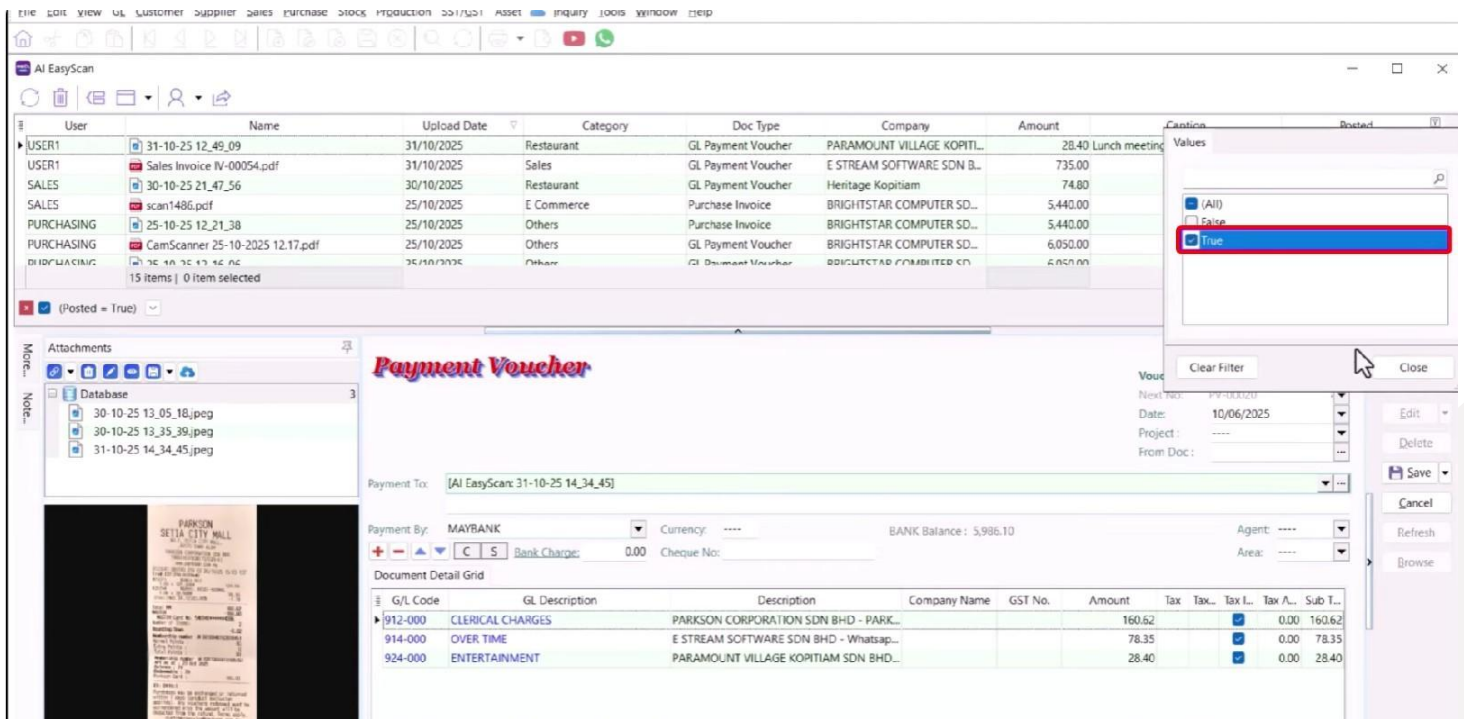
## Feature 3-View Hidden or Posted Transactions

Open Field Chooser, Add the **Posted** column



Set **Posted = True**

All posted transactions will appear instantly.



# 3. Advance Features

## Feature 4-Restore Deleted Transactions

Accidentally deleted something?

No worries — SQL marks them as unposted instead of removing them.

You can repost without losing data.

The screenshot shows the AI EasyScan interface with a table of transactions. A red box highlights the '53 Items' status at the bottom of the table. The table columns include User, Group, Name, Upload Date, Category, Doc Type, Company, Amount, and Caption. Below the table, there is a 'Payment Voucher' form with fields for Voucher No, Date, and Payment To. A document detail grid is also visible at the bottom.

User	Group	Name	Upload Date	Category	Doc Type	Company	Amount	Caption
USER1	Group 1	PIV00054.pdf	04/11/2025		GL Payment Voucher		267.37	
USER1		Invoice 512333.pdf	31/10/2025	Purchase	Purchase Invoice	KORIDOR PERKASA SDN BHD	1,512.00	
USER1		INV-141485.pdf	30/10/2025	Others	GL Payment Voucher	CRHTIS	700.00	
USER1		INV-141485.pdf	30/10/2025	Sales	Sales Invoice	Courtsite Web Solutions Sdn. B...	35.64	
USER1		INV-143455.pdf	30/10/2025	Others	GL Payment Voucher	Courtsite Web Solutions Sdn. B...	35.64	
USER1		0 Estream Invoice-SS-38903.pdf	30/10/2025	Sales	Sales Invoice	PIASAU HYDRAULIC HOSE SDN...	1,512.00	
USER1		0 Estream Invoice-SS-38903.pdf	30/10/2025	Color	Color Invoice	PIASAU HYDRAULIC HOSE SDN...	1,512.00	

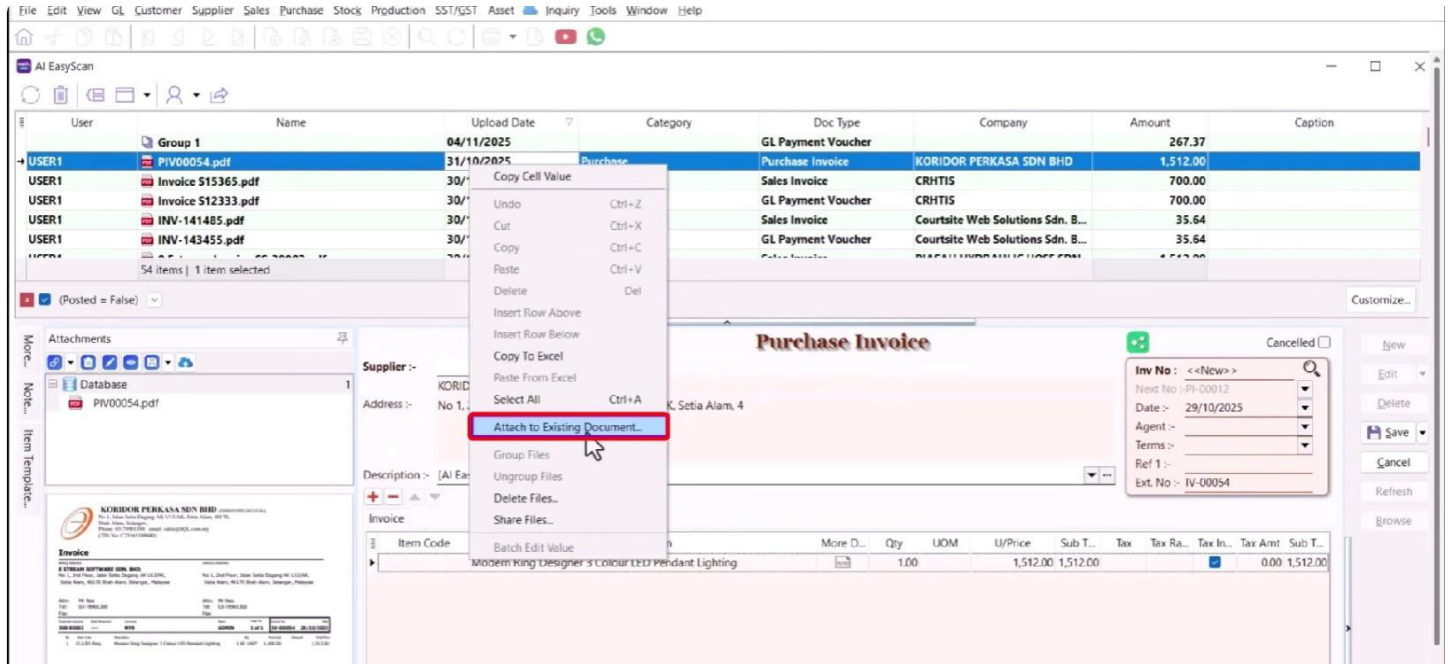
This screenshot is identical to the one above, but the red box now highlights '54 Items' at the bottom of the table, indicating that one more item has been added to the selection.

# 3. Advance Features

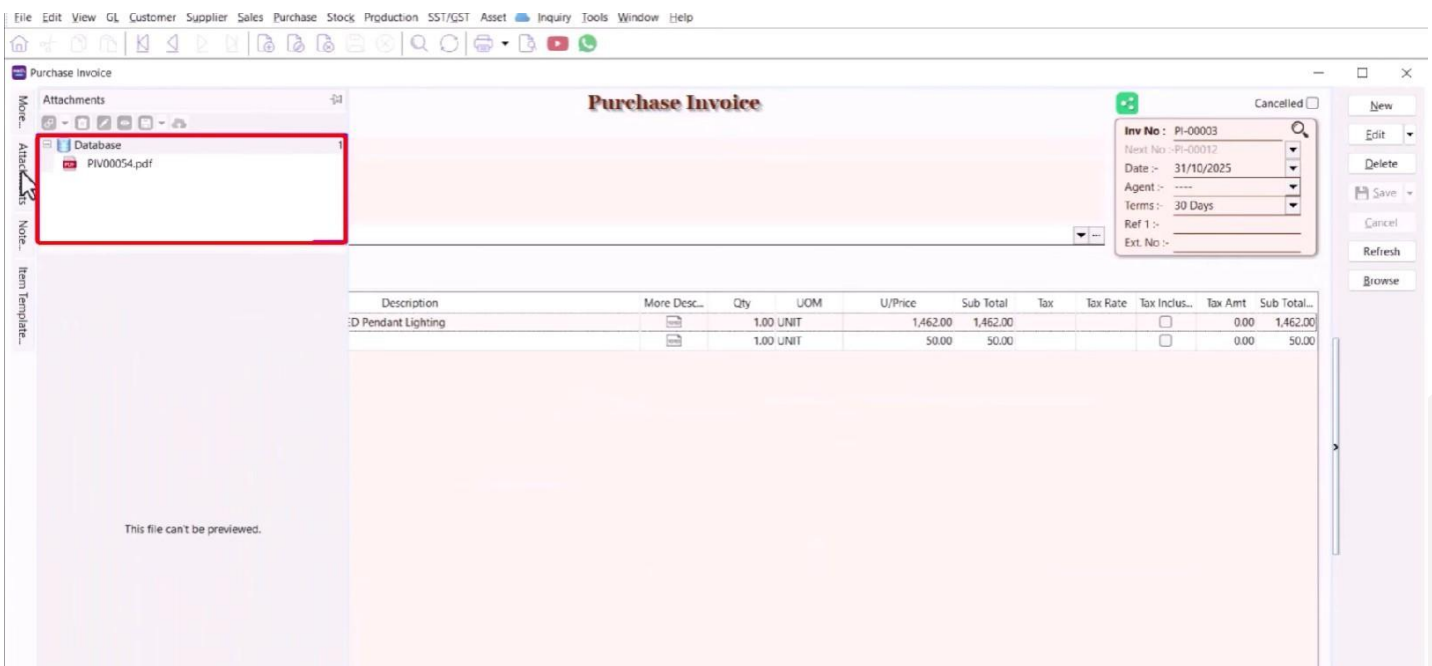
## Feature 5-Attach File to Existing Document

If you don't want AI to auto-extract:

Right-click the file, Select Attach to Existing Document, Choose the document number



The file will attach and stay as proper audit evidence.



# 3. Advance Features

## Feature 6-Duplicate Protection

SQL AI's intelligent detects duplicate documents and warns you before posting.

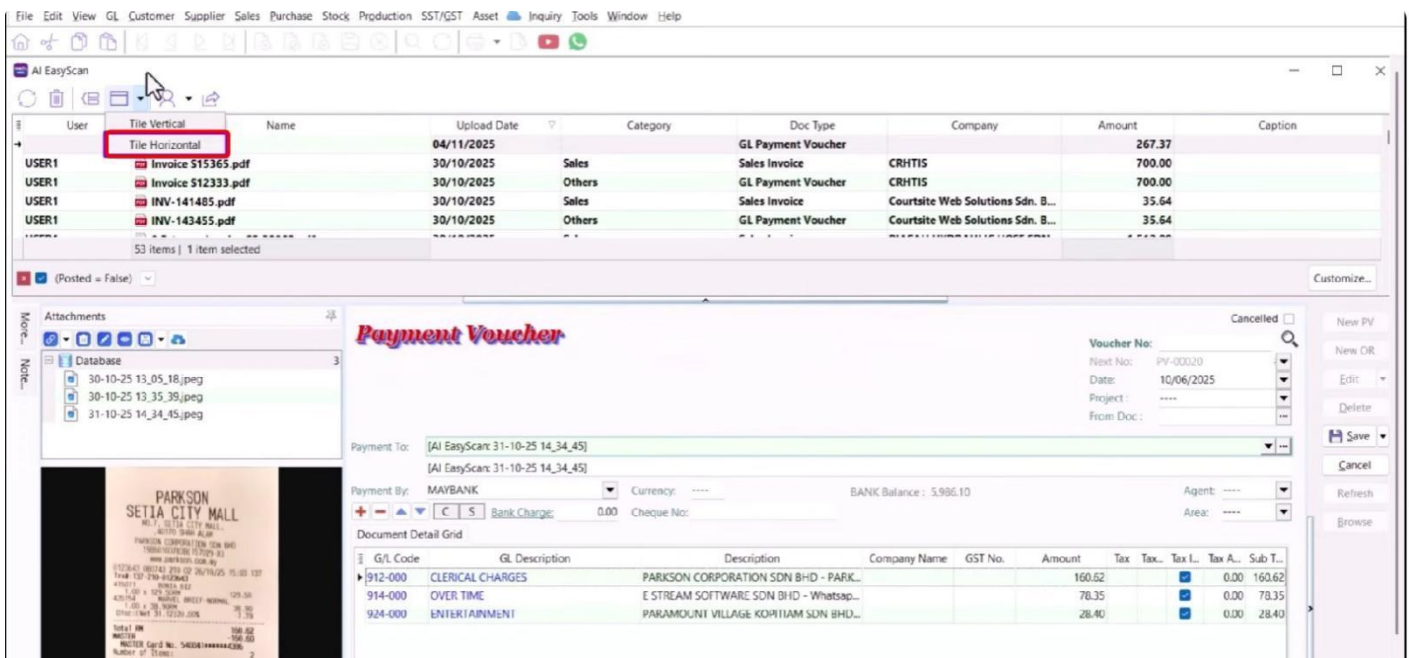
## Feature 7-AI that learns your habits

For example, if you previously categorised a company under "Petrol", the system will remember your preference and apply it automatically in future scans.

## Feature 8-Change Layout View

The default layout is Tile Horizontal, but you may switch anytime

### Tile Horizontal



### Tile Vertical

