



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA User Manual - Wang Cagaran Application

Version 1

Oct 2020

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DOCUMENT REVIEW AND HISTORY

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BUILT STATUS

Version	Date	Description	Release
1.0	29/09/2020	First Release	First

1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the user manual for Bank Draft Automation (BDA) System – *Wang Cagaran Application*.

2 SCOPE OF THE DOCUMENT

2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Wang Cagaran* application for Division 1 and Division 2. The application for this division will cover below pattern:

1. Division 1

DIVISION 1	APPLICATION					
	Wang Cagaran <=5M			Wang Cagaran >5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager/SM (that is not HOZ)		A		B		
3 HOZ			A		B	
4 HOU						B

Divisional user access level for Division 1 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Head of Zone** to **approve** bank draft application once manager has approved BD application.



Divisional user access level for Division 1 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Manager/ Senior Manager** level to **request** and submit bank draft application.
- **Head of Zone** level to **verify** bank draft application.
- **Head of Unit** to **approve** bank draft application once Head of Zone has approved BD application.

2. Division 2

DIVISION 2	APPLICATION					
	Wang Cagaran <= 5M			Wang Cagaran > 5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager		A		B		
3 SM			A		B	
4 GM/SGM						B

Divisional user access level for Division 2 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Senior Manager** to **approve** bank draft application once manager has approved BD application.

Divisional user access level for Division 2 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Senior Manager** level to **request** and submit bank draft application.
- **Senior Manager** level to **verify** bank draft application.
- **General Manager or Senior General Manager** to **approve** bank draft application once Senior Manager has approved BD application.

2.2 SYSTEM WORKFLOW

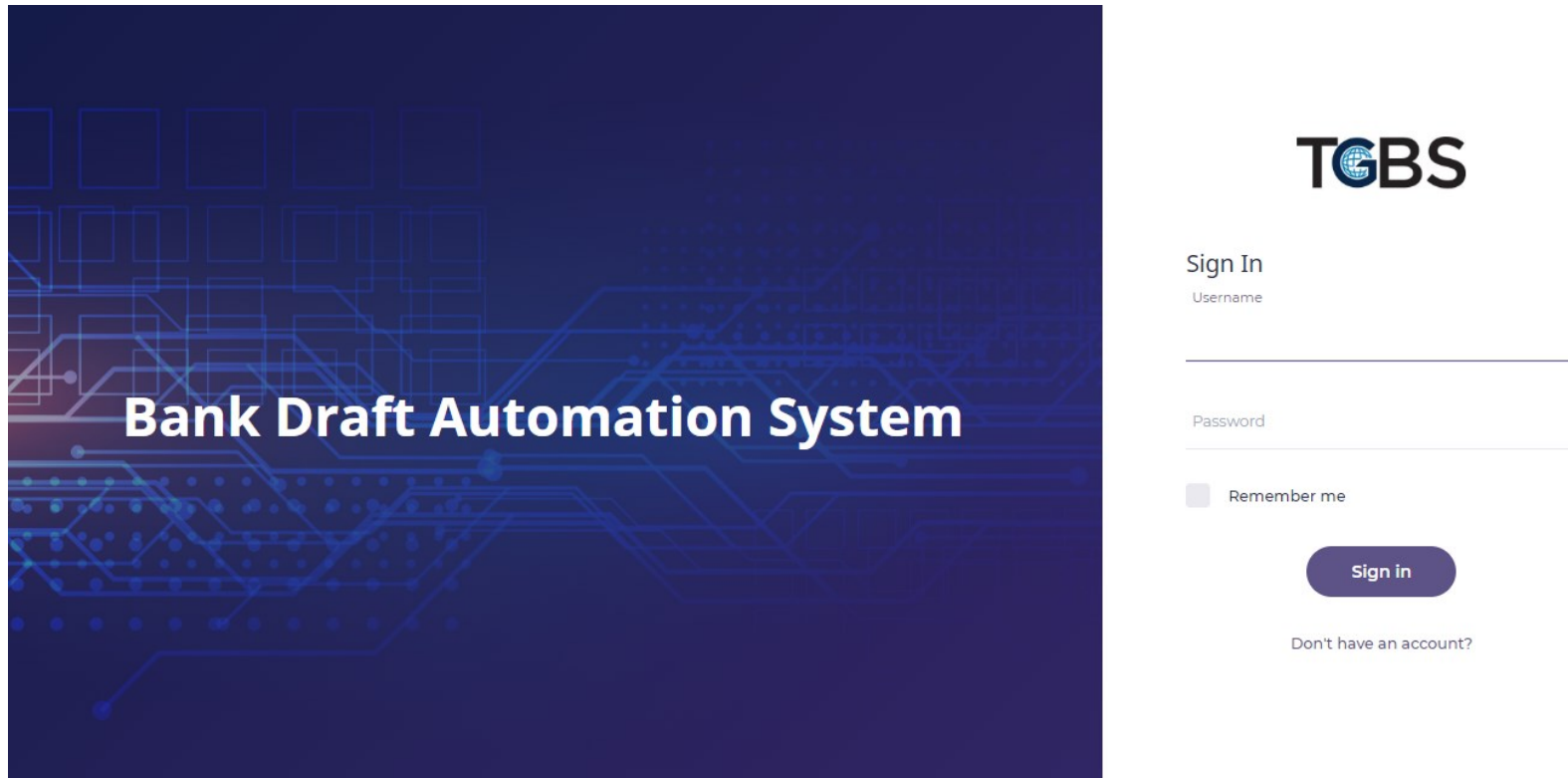


2.3 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
ERMS Document No.	No dokumen pancangan dalam sistem ERMS
Posting Date	Tarikh pancangan dalam sistem ERMS
Requester/Initiator	Nama pemula
Date	Tarikh
Address 1	Alamat pejabat pemula
Address 2	Alamat pejabat pemula (Jika perlu)
City	Bandar alamat pejabat pemula
Postcode	Poskod alamat pejabat pemula
State (PBT)	Negeri Pihak Berkuasa Tempatan (PBT) - Contoh Majlis Bandaraya Shah Alam Negeri PBT = Selangor
Business Area	Business Area
Company Code	Company Code ie: 6001, 6003 etc
Job description	Keterangan kerja yang dijalankan (Seperti dalam surat PBT)
Work involving JKR	Kerja yang melibatkan kawasan JKR
Total (RM)	Jumlah wang cagaran
Charge Code	Caj kod/kos peruntukan untuk projek dicagarkan. Sila pastikan ianya wujud dan bajet mencukupi ie: D-BAN-S20-0099-411
Name on Bank Draft	Nama PBT/JKR yang akan dicagarkan (Nama atas Deraf Bank)
Project No. (WBS)	No projek (WBS) ie: D-BAN-S20-0099
Surat asal kelulusan kerja/permit dan syarat-syarat Pihak Berkuasa Tempatan/Agensi Kerajaan	Surat sokongan daripada PBT/Agensi Kerajaan berkaitan jumlah wang cagaran yang diperlukan.
Utility Mapping (UMAP)	Lampiran sokongan (Jika berkaitan)

3 USER GUIDELINES

3.1 LOGIN PAGE



Bank Draft Automation System

TGBS

Sign In

Username

Password



☐ Remember me










Sign in


Don't have an account?

- Launch BDA system, <https://bda.tnb.com.my>
- In the login panel, enter the Staff No and Password in the required field.
- Click the 'Sign In' button to continue.
- User able to view BDA Homepage.

3.2 REQUESTOR SUBMITS WANG CAGARAN

TCBS  Hello, t2user1div1 

Home  Create Application  Wang Cagaran  Wang Hangus  Cancel Application  Recover Application  Lost Application  My Request  Manage Application 



Permohonan Deraf Bank - Wang Cagaran  New Application - Wang Cagaran


Application Status

1 Draft 2 Submitted 3 Verified 3 Approved 4 TGBS Accepted 5 TGBS Processed 6 BD Issued 7 Complete

Main Application Bank Details Bank Draft Issued Bank Draft Acceptance

Reference No.

ERMS Document No.  Posting Date 

Requester/Initiator Date 

Address 1 * Address 2

City * Postcode *

State (PBT) * Business Area *

Company Code *

- Select 'Create Application' tab at the top pane and choose 'Wang Cagaran' in the drop down list.

TGBS

Hello, t2user1div1

Home

Create Application

Wang Cagaran

Wang Hangus

Cancel Application

Recover Application

Lost Application

My Request

Manage Application

Total (RM) *

Charge Code *

Name on Bank Draft *

Project No. (WBS) *

Supporting Document

No	Name	Action
1	Surat asal kelulusan kerja/permit dan syarat-syarat Pihak Berkuasa Tempatan/Agensi Kerajaan * atau Salinan yang diakui sah (Certified True Copy) oleh Pemula yang memperakui atau meluluskan *	<div>Choose File</div> <div>No file chosen</div>
2	Utility Mapping (UMAP) <i>*optional</i>	<div>Choose File</div> <div>No file chosen</div>

Additional Document *

No	Name	Attachment
No data available in table		

Add Attachment

Approval

- User fill in the forms and complete all the compulsory fields.

The screenshot displays the TGBS (Tenaga Nasional Berhad) application interface. On the left is a dark blue sidebar with navigation options: Home, Create Application (with a dropdown menu containing Wang Cagaran, Wang Hangus, Cancel Application, Recover Application, and Lost Application), My Request, and Manage Application. The main content area is white and features a table at the top with columns 'No', 'Name', and 'Attachment'. The table is currently empty, displaying 'No data available in table'. Below the table is an 'Add Attachment' button. The 'Approval' section contains two dropdown menus: 'Verifier *' (selected as 't2user2div1') and 'Approver *' (selected as 't2user3div1'). Below these is a 'Komen' section with a text area containing the placeholder text 'Komen dan cadangan'. At the bottom of the form are two buttons: 'Save as Draft' and 'Submit'. A footer at the bottom of the page reads 'Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.'

TGBS

Hello, t2user1div1

No	Name	Attachment
No data available in table		

Add Attachment

Approval

Verifier *

t2user2div1

Approver *

t2user3div1

Komen

Komen dan cadangan

Save as Draft Submit

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- Fill in 'Komen' field.
- Click 'Submit' button.
- Click 'Sure' button.

3.3 VERIFIER VERIFIES WANG CAGARAN

Once Requestor submit BD application, Verifier will receive email for verification.

TGBS Hello, tuser2div1,8

Manage Application

Pending Action | Action Taken

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
TNB/WC/00249	tuser1div1		P12345	100.00	WangCagaran	04-05-2020	Submitted	Verify View
TNB/WC/00177	tuser2div1		411	9,000,000.00	WangCagaran	06-04-2020	Rejected	Resubmit View

Showing 1 to 2 of 2 entries

Previous 1 Next

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- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.

TGBS

Hello, t3user2div2

Home

Create Application

My Request

Manage Application

Approval

Verifier
t3user2div2

Approver
t3user3div2

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t3user1div2 - t3user1div2		Submitted	04-05-2020 04:52:23 PM

Comment *

Komen dan cadangan

Reject Verify

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- Fill in the 'Comment' field.
- Click 'Verify' button. Next, click 'Sure' button.

3.4 APPROVER APPROVES WANG CAGARAN

Once Verifier has verified BD application, Approver will receive email for approval.

TGBS Manage Application

Hello, tuser3div1@

Manage Application

Pending Action Action Taken

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
TNB/WH/00379	tuser1div1				WangHangus	05-06-2020	Submitted	Approve
TNB/WH/00376	tuser1div1				WangHangus	05-06-2020	Submitted	Approve
TNB/WH/00375	tuser1div1				WangHangus	05-06-2020	Submitted	Approve
TNB/WH/00304	tuser1div1		N001 C001	2,380.00	WangHangus	30-04-2020	Withdrawn	Resubmit
TNB/WH/00295	tuser1div1		C0001	17,900.00	WangHangus	22-04-2020	Submitted	Approve
TNB/WC/00263	tuser1div1		PR0010	10,000,000.00	WangCagaran	12-05-2020	Submitted	Verify
TNB/WC/00252	tuser1div1		PR0909	400,000.00	WangCagaran	04-05-2020	Verified	Approve
TNB/WC/00248	tuser1div1		PI2345	70,000.00	WangCagaran	04-05-2020	Verified	Approve

- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.

TGBS ≡ Hello, t1user3div1

[Home](#)
[Create Application](#)
[My Request](#)
[Manage Application](#)

Approver
t1user3div1

Senarai Aktiviti

Action Role	Action By	Comment	Action Type	Action Date
Requester	t1user1div1 - t1user1div1		Submitted	04-05-2020 04:23:11 PM
Requester	t1user1div1 - t1user1div1		Withdrawn	04-05-2020 04:24:47 PM
Requester	t1user1div1 - t1user1div1		Submitted	04-05-2020 04:25:45 PM
Requester	t1user1div1 - t1user1div1		Withdrawn	04-05-2020 04:28:20 PM
Requester	t1user1div1 - t1user1div1		Submitted	04-05-2020 04:28:49 PM
Verifier	t1user2div1 - t1user2div1	ok	Verified	04-05-2020 04:34:30 PM

Comment *

Komen dan cadangan

Reject
Approve

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- Fill in the 'Comment' field.
- Click 'Approve' button. Next, click 'Sure' button.

Once Approver has approved BD application, TGBS AP Banking will receive email for acceptance of BD application. TGBS AP Banking will proceed to accept, process and issue BD application to Requestor.

3.5 REQUESTOR COMPLETES THE BD APPLICATION CYCLE


Requestor will receive original Bank Draft from TGBS AP Banking once issued. Requestor then to update acceptance of original Bank Draft.


The screenshot displays the TGBS 'Manage Application' interface. On the left sidebar, the 'My Request' menu is expanded, and the 'Application' sub-tab is selected. The main area shows a table of applications with columns: Reference No., Requester, BD No., Project No., Amount (RM), Application Type, Submission Date, Status, and Action Needed. Two applications are listed, both with a status of 'Issued'. The 'Action Needed' column for both applications shows 'Accept BD' and a 'View' button. A yellow box highlights the 'Accept BD' and 'View' buttons for the first application (Reference No. TNB/WC/00214).

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
TNB/WC/00214	t3user1div2	P100	P55	3,000,000.00	WangCagaran	21-04-2020	Issued	Accept BD View
TNB/WC/00189	t3user1div2	P100	123	2,000,000.00	WangCagaran	10-04-2020	Issued	Accept BD View


Showing 1 to 2 of 2 entries

- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.

TCBS 

Hello, t3user1div2 

Permohonan Deraf Bank - Wang Cagaran New Application - Wang Cagaran


Sending to Requestor! This application is waiting for Requestor Acceptance. 

Application Status


1 Draft — 2 Submitted — 3 Verified — 3 Approved — 4 TCBS Accepted — 5 TCBS Processed — 6 **BD Issued** — 7 Complete

Main Application Bank Details Bank Draft Issued **Bank Draft Acceptance**

Bank Draft Acceptance

Date of Acceptance * 

Receipt

Receipt No * Evidence  *

- Fill in the forms and complete all the compulsory fields.
- Click 'Complete Application' button. Next, click 'Sure' button.

4 USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)

4.1 REQUESTOR WITHDRAWS WANG CAGARAN

Requestor can withdraw BD application before Verifier takes any action on BD application.

The screenshot shows the TGBS web application interface. On the left sidebar, the 'My Request' tab is selected under the 'Create Application' section. The main content area displays the 'Pengesahan' (Approval) section with fields for Verifier (t3user2div2) and Approver (t3user3div2). Below this is a table titled 'Senarai Aktiviti' (Activity List) showing a single record for a 'Submitted' action on 04-05-2020. A 'Comment' field is present below the table. At the bottom of the main content area, a green 'Withdraw' button is highlighted with a yellow box.

Action Role	Action By	Comment	Action Type	Action Date
Requester	t3user1div2 - t3user1div2		Submitted	04-05-2020 04:52:23 PM

Comment *

Komen dan cadangan

Withdraw

- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.
- Click 'Withdraw' button. Next, click 'Sure' button.

Verifier will receive email on BD application withdrawal.

4.2 VERIFIER REJECTS WANG CAGARAN

TCBS

Hello, t3user2div2

Home

Create Application

My Request

Manage Application

Add Attachment

Pengesahan

Verifier
t3user2div2

Approver
t3user3div2

Senarai Aktiviti

Action Role	Action By	Comment	Action Type	Action Date
Requester	t3user1div2 - t3user1div2		Submitted	04-05-2020 04:52:23 PM

Comment *

Komen dan cadangan

Reject Verify

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- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.
- Fill in the 'Comment' field.
- Click 'Reject' button. Next, click 'Sure' button.

Requestor will receive email on BD application verification rejection.

4.3 APPROVER REJECTS WANG CAGARAN

TGBS ☰ Hello, t3user4div2

☰

☰

Pengesahan

Verifier
t3user3div2

Approver
t3user4div2

Senarai Aktiviti

Action Role	Action By	Comment	Action Type	Action Date
Requester	t3user1div2 - t3user1div2	ok	Submitted	10-04-2020 03:13:53 PM
Verifier	t3user3div2 - t3user3div2	ok	Verified	10-04-2020 03:17:07 PM

Comment *

Komen dan cadangan

Reject

Approve

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- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.
- Fill in the 'Comment' field.
- Click 'Reject' button. Next, click 'Sure' button.

Requestor will receive email on BD application approval rejection.

4.4 REQUESTOR RESUBMITS WANG CAGARAN

Requestor can resubmit Wang Cagaran application after withdrawal and rejected by Verifier, Approver and TGBS AP Banking.

The screenshot displays the TGBS 'Manage Application' interface. On the left, a sidebar contains navigation links: 'Home', 'Create Application', 'My Request' (highlighted with a yellow box), and 'Manage Application'. The main area is titled 'Manage Application' and features two tabs: 'Pending Action' and 'Action Taken'. Below the tabs is a table with columns: Reference No., Requester, BD No., Project No., Amount (RM), Application Type, Submission Date, Status, and Action Needed. The table contains one entry with Reference No. TNB/WC/00330, Requester t3user1div2, Project No. P_FAT7_20, Amount (RM) 10,000,000.00, Application Type WangCagaran, Submission Date 29-05-2020, and Status Withdrawn. The 'Action Needed' column for this entry shows 'Withdrawn', 'Resubmit', and a 'View' button (all highlighted with a yellow box). Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination links: 'Previous', '1', and 'Next'.

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
TNB/WC/00330	t3user1div2		P_FAT7_20	10,000,000.00	WangCagaran	29-05-2020	Withdrawn	Resubmit View

Showing 1 to 1 of 1 entries

Previous 1 Next

- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.

TGBS ≡ Hello, t3user1div2

Pengesahan

Verifier *
 t3user3div2

Approver *
 t3user4div2

Senarai Aktiviti

Action Role	Action By	Comment	Action Type	Action Date
Requester	t3user1div2 - t3user1div2		Submitted	29-05-2020 02:38:03 PM
Requester	t3user1div2 - t3user1div2		Withdrawn	29-05-2020 04:05:18 PM

Comment *

Komen dan cadangan

Save as Draft Submit

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- Update the forms and complete all the compulsory fields.
- Click 'Submit' button. Next, click 'Sure' button.

Verifier will receive email for BD application verification.