



# **BANK DRAFT AUTOMATION SYSTEM (BDA)**

**BDA AP Banking & AP Recon User Manual**

**Recovery Application**

**Version 1**

**Oct 2020**



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**DOCUMENT REVIEW AND HISTORY****PREPARED BY**

<b>Name</b>	<b>Project Title</b>	<b>Department</b>	<b>Signature</b>	<b>Date</b>
Nur Amalia Irdina bt Ibrahim	System Analyst	Project Delivery (DevOps), ICT Development, TNB ICT		

**REVIEWED BY**

<b>Name</b>	<b>Project Title</b>	<b>Department</b>	<b>Signature</b>	<b>Date</b>
Tunku Azuin Tunku Hanizar	Project Manager	Project Delivery (DevOps), ICT Development, TNB ICT		

**BUILT STATUS**

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Release</b>
1.0	29/09/2020	First Release	First

## 1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the AP Banking and AP Recon training guideline for Bank Draft Automation (BDA) System – *Recovery Application*.

## 2 SCOPE OF THE DOCUMENT

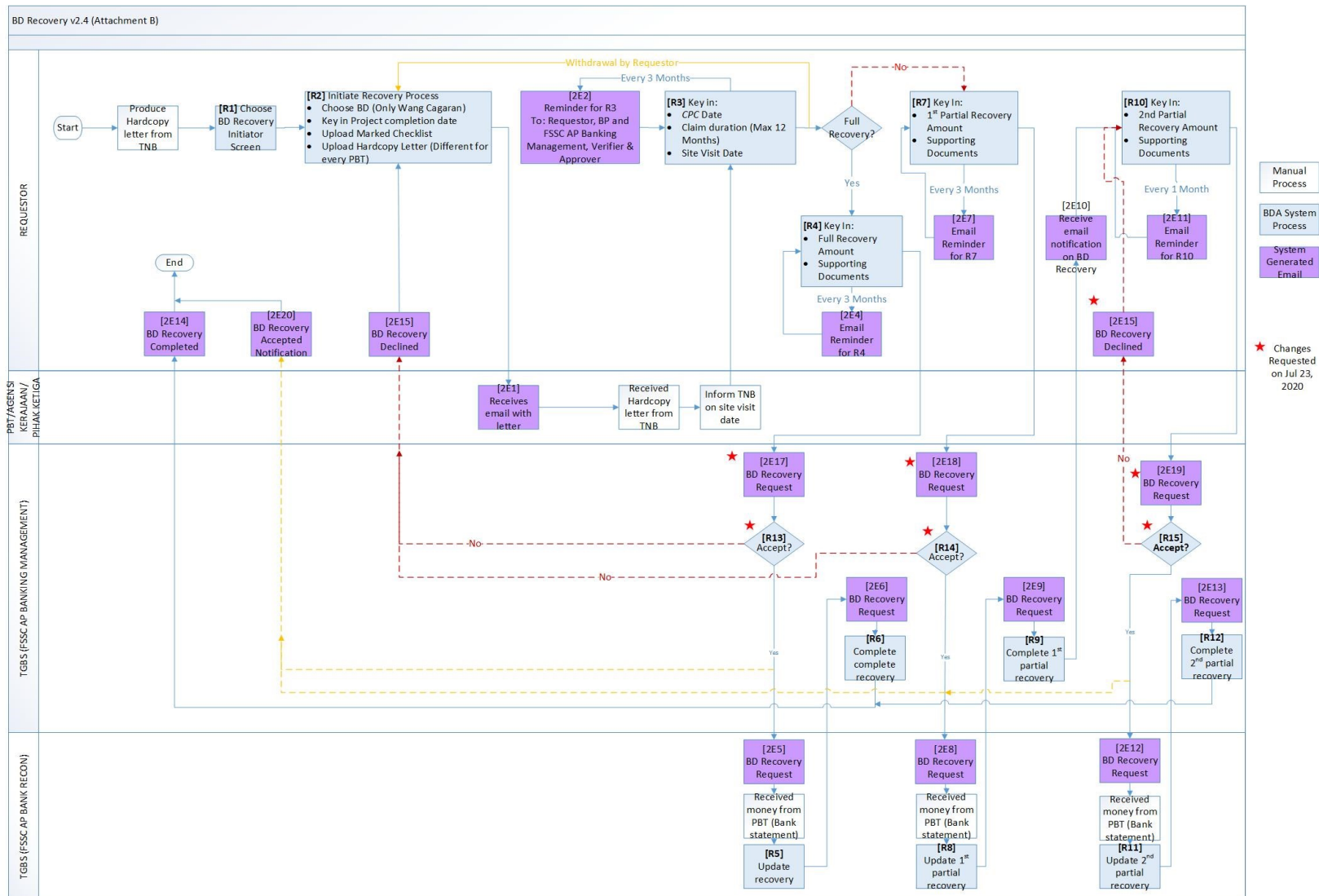
### 2.1 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Ref No.	No rujukan permohonan BD dalam sistem BDA
Proj No/Assignment/BD No/Ref No.	Masukkan nombor yang berkaitan untuk mencari / menarik maklumat sedia ada
Project completion date	Masukkan tarikh bila projek/kerja-kerja akan selesai
BD No	Masukkan Nombor Bank Deraf
ERMS Doc No	No dokumen pancangan dalam ERMS (Tanggungjawab Banking FSSC)
Company Code	Company code (ie: 6001, 6003 atau yang berkaitan)
Business Area	nombor Business Area
Name on BD	Nama atas Bank Deraf
BD Requestor's Name	Isikan Nama pemula asal yang memohon BD
BD Amount	Masukkan amaun (RM) Bank Deraf
PBT Email Address	Masukkan alamat email PBT yang berkaitan
Supporting Documents - Marked checklist	Memuatnaik dokumen yang berkaitan
Supporting Documents - Recovery Letter	Memuatnaik dokumen JKR/PBT yang berkaitan
Site visit date	Nyatakan Tarikh lawatan di tapak kerja
Complete Project Certificate (CPC) Date	Tarikh CPC



Claim duration	Masukan tempoh tuntutan semula yang akan dibuat
Recovery type: full refund @ partial refund	Nyatakan Jenis pemulangan RM yang akan dilakukan. Contoh Samada JKR akan bayar 50% ataupun 100%
Total Recovery amount	Nyatakan Jumlah asal RM wang cagaran yang telah dikeluarkan kepada PBT/JKR
Amount (first partial)	Nyatakan Jumlah RM pemulangan wang cagaran yang pertama yang akan dipulangkan oleh PBT
Supporting document	Muat turunkan dokumen sokongan yang berkaitan
Amount (second partial)	Nyatakan Jumlah RM pemulangan yang kali kedua yang akan dipulangkan oleh JKR.

## 2.2 SYSTEM WORKFLOW



### 3 USER GUIDELINES

#### 3.1 LOGIN PAGE



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 TGBS AP BANKING ACCEPTS RECOVERY APPLICATION

**TGBS** ☰ Hello, apbanking2

- Home
- Manage Application
  - Application
  - Cancellation
  - Recovery**
  - Lost
- Bulk Processing
- Reports

### Home

Summary

**Application Request**
91

**Lost Request**
7

**Cancellation Request**
23

**Recovery Request**
22

Recent History

Reference No.	BD No.	Project No.	Application Type	Submission Date	Status	Status Date	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	All	<input type="text" value="Search.."/>	All	<input type="text" value="Search.."/>	
TNB/WC/01401/A		D-CHL-S18-0482-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>

- Select 'Manage Application' tab at the left pane and choose 'Recovery' in the drop down list. **OR**
- Choose 'Recovery Request' summary tab at the homepage





## Bank Drafts Recovery

Pending Action Action Taken

Ref No.	BD No.	Proj No	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount(RM)	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Submitted"/>	<input type="text" value="Accept"/>	<input type="text" value="View"/>
TNB/WC/01762/A/R	BD_FAT7_217	D-JRT-S19-0891	29/05/2020	N_FAT7_217	t2user1div1	6001	6000	Full	287,175.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/01763/A/R	BD_FAT7_218	D-JRT-C19-0677	29/05/2020	N_FAT7_218	t2user1div1	6001	6000	Full	175,560.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/01764/A/R	BD_FAT7_219	DIPOC174737	29/05/2020	N_FAT7_219	t2user1div1	6001	6000	Full	199,500.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/01765/A/R	BD_FAT7_220	DTGRS171504411	29/05/2020	N_FAT7_220	t2user1div1	6001	6000	Full	598,500.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/00888/R	BD_NORTH_196	P_NORTH_196	20/07/2020	N_NORTH_196	reqDNNorth	6001 - Distribution	6535	SecondPartial(RM500,000.00)	1,000,000.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/00868/A/R	hyuhhj7	J612362143	24/06/2020	Test	Requester1	6001	6000	Full	1,000.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/00299/R	R06	R06	26/06/2020	Yusuf	t2user1div1	7001 - Grid/Transmission	6535	Full	2,000,000.00	Submitted	Accept	<input type="button" value="View"/>
TNB/WC/00300/R	R07	R07	26/06/2020	Qistinaa	t2user1div1	6001 - Distribution	6101	FirstPartial(RM15,000.00)	30,000.00	Submitted	Accept	<input type="button" value="View"/>

Showing 1 to 8 of 8 entries

Previous 1 Next

- Able to view Pending Action list.
- Filter 'Status' as 'Submitted' or 'Action Needed' tab as 'Accept'.
- Click 'View' on the respective application.

Recovery Stages

1 Create (Requester) 2 Process (Requester) 3 Submit (Requester) 4 Accept (AP Banking - TGBS) 5 Receive (Recon Team - TGBS) 6 Confirm (AP Banking - TGBS) 7 Complete

Create Details Process Details Submit Details Complete Details

Recovery Type <sup>?</sup> Full Refund Total recovery amount (RM) <sup>?</sup> RM287,175.00

Full Recovery

Supporting Document <sup>?</sup>

No	Name	Attachment
1	Document	Recovery Attachment_b72b.pdf

Add Attachment

Comment <sup>?</sup>

Komen dan cadangan

Decline Accept

- In 'Submit Details' tab, fill in 'Comment' field
- Click 'Accept' button to accept application OR click 'Decline' button to reject application.
- Next, click 'Sure' button.

Requestor will receive email on the rejection/ acceptance of BD Recovery request. Meanwhile, TGBS AP Recon will proceed to process BD Recovery request.

3.3 TGBS AP RECON *RECEIVES* RECOVERY APPLICATION

The screenshot displays the TGBS AP RECON application interface. On the left sidebar, the 'Manage Application' tab is selected, and the 'Recovery' option is highlighted with a yellow box. The main content area shows the 'Home' dashboard with a 'Summary' section containing four cards: 'Application Request' (5088), 'Lost Request' (0), 'Cancellation Request' (4), and 'Recovery Request' (1). The 'Recovery Request' card is highlighted with a yellow box. Below the summary is a 'Recent History' table with columns for Reference No., BD No., Project No., Application Type, Submission Date, Status, Status Date, and Action. The table contains four rows of data, all with a status of 'Complete' and a submission date of 9/12/2019.

Reference No.	BD No.	Project No.	Application Type	Submission Date	Status	Status Date	Action
TNB/WC/01401/A		D-CHL-S18-0482-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01399/A		D-CHL-S18-0486-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>

- Select 'Manage Application' tab at the left pane and choose 'Recovery' in the drop down list. **OR**
- Choose 'Recovery Request' summary tab at the homepage.

**Bank Drafts Recovery**

Pending Action | Action Taken

Ref No.	BD No.	Proj No	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount(RM)	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	<input type="text" value="v"/>	
TNB/WC/00310/R	BD_EAST_1	P_EAST_1	29/06/2020	N_EAST_1	Siti Rohani Binti Abd. Hamid	6001 - Distribution	6532	FirstPartial(RM5,000,000.00)	10,000,000.00	Accepted	Receive	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

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Seconds :

- Able to view Pending Action list.
- Filter 'Status' as 'Accepted' or 'Action Needed' tab as 'Receive'.
- Click 'View' on the respective application.

TGBS

Hello, aprecon1

### Recovery Stages

- 1 Create (Requester)
- 2 Process (Requester)
- 3 Submit (Requester)
- 4 Accept (AP Banking - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Complete

Create Details Process Details Submit Details Complete Details

#### First Partial Recovery

Received Date \* 02/09/2020 Bank Statement \* Choose File No file chosen

ERMS Document No. \* Posting Date \* 02/09/2020

Comment \*


Komen dan cadangan

Submit to AP Banking

- Fill in the forms and complete all the compulsory fields.
- Fill in the 'Comment' field.
- Click 'Submit to AP Banking' button. Next, click 'Sure' button.

TGBS AP Banking will receive email notification to confirm the completion of recovery application.

3.4 TGBS AP BANKING *CONFIRMS* RECOVERY APPLICATION

TGBS  Hello, apbanking28

**Bank Drafts Recovery**

Pending Action **Action Taken**

Ref No.	BD No.	Proj No	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount(RM)	Status	Action Needed	
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	F ▾	A ▾	
TNB/WC/00120/R	BD303	P303	18/02/2020	MUHAMMAD HANIF BIN JAMIL	Requester1	null	null	Full	32,000.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01741/A/R	BD_D-TML-S19-2282	D-TML-S19-2282	29/05/2020	N_D-TML-S19-2282	t4user3div2	8001	8000	Full	538,382.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01768/A/R	BD_FAT7_101	DGAJC180130411	29/05/2020	N_FAT7_101	t1user1div1	8001	8000	Full	192,000.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01748/A/R	BD_FAT7_203	D-TML-S19-2302	29/05/2020	N_FAT7_203	t1user1div1	8001	8000	Full	1,349,806.50	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01749/A/R	BD_FAT7_204	D-MRN-S18-0293	29/05/2020	N_FAT7_204	t1user1div1	8001	8000	Full	318,150.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01750/A/R	BD_FAT7_205	D-TML-C19-2185	29/05/2020	N_FAT7_205	t1user1div1	8001	8000	Full	300,720.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01751/A/R	BD_FAT7_206	D-MRN-S18-0291	29/05/2020	N_FAT7_206	t1user1div1	8001	8000	Full	242,865.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01752/A/R	BD_FAT7_207	D-PZC-S18-0872	29/05/2020	N_FAT7_207	t1user1div1	8001	8000	Full	480,900.00	Received	Confirm BD	<a href="#">View</a>
TNB/WC/01753/A/R	BD_FAT7_208	D-TML-S18-2221	29/05/2020	N_FAT7_208	t1user1div1	8001	8000	Full	197,253.00	Received	Confirm BD	<a href="#">View</a>

- Able to view Pending Action list.
- Filter 'Status' as 'Received' or 'Action Needed' tab as 'Confirm BD'.
- Click 'View' on the respective application.

Bank Draft Recovery

Home - New Application - Recovery Application

Pending Confirmation! This application is waiting for TGBS Acceptance.

Recovery Stages

1

Create  
(Requester)

2

Process  
(Requester)

3

Submit  
(Requester)

4

Accept  
(AP Banking - TGBS)

5

Receive  
(Recon Team - TGBS)

6

Confirm  
(AP Banking - TGBS)

7

Complete

Create Details

Process Details

Submit Details

Complete Details

Full Recovery

Received Date \*

20/05/2020

Bank Statement \*

ERMS Document No. \*

Posting Date \*

02/09/2020

Comment \*



Komen dan cadangan

Complete

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

## 4 BULK PROCESSING



### 4.1 TGBS AP RECON *UPDATE BANK DRAFT* BY BULK

TGBS  Hello, aprecon1 

**Bulk Processing** Home - Bulk Processing - Update Bank Draft Recovery

Update Bank Draft Recovery

Action Pending Submitted

Doc No	BD No	ProjNo	ERMS Doc No	Proj. Completion Date	Name On BD	Requester	Comp. Code	Bus Area	Recovery Type	Recovery Amount	Received Date	ERMS Doc No (R)	Bank Statement	
														
IC/00310/R	BD_EAST_1	P_EAST_1	ERMS_EAST_1	29/06/2020	N_EAST_1	Siti Rohani Binti Abd. Hamid	6001 - Distribution	6532	FirstPartial	RM5,000,000.00				

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Seconds :

- Select 'Bulk Processing' tab at the left pane and choose 'Update Bank Draft (Recovery)' in the drop down list.
- In Action Pending tab, click 'Edit' icon on the right page.



Home

Manage Application

Bulk Processing

Update Bank Draft (Recovery)

Update Bank Draft (Cancellation)

Reports

Bulk Processing

Update Bank Draft Recovery

Update Bank Draft Recovery

Action Pending

Submitted

Reference No	BD No	ProjNo	ERMS Doc No	Proj. Completion Date	Name On BD	Requester	Comp. Code	Bus Area	Recovery Type	Recovery Amount	Received Date	ERMS Doc No (R)	Bank Statement	
C/00310/R	BD_EAST_1	P_EAST_1	ERMS_EAST_1	29/06/2020	N_EAST_1	Siti Rohani Binti Abd. Hamid	6001 - Distribution	6532	FirstPartial	RM5,000,000.00	07/09/2020			<div>Upload</div> <div>✓</div> <div>✗</div>

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Seconds :

- Fill in details for respective reference no.
- Upload Bank Statement by clicking 'Upload' button.
- Click 'Tick' icon on the right page to save details.