BANK DRAFT AUTOMATION SYSTEM

(BDA)

BDA User Manual – Bank Draft Cancellation Request

Version 1.0

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 – *Bank Draft Cancellation Request.*

2   SCOPE OF THE DOCUMENT

2.1   DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Bank Draft Cancellation request* for Division 1 and Division 2. The request for this division will cover below pattern:

1. **Division 1**

DIVISION 1	CANCELLATION	
	Request	Approve
1 Exec	D	
2 Manager/SM (that is not HOZ)	E	D
3 HOZ	F	E
4 HOU		F

Divisional user access level for Division 1 for BD cancellation request.
- **Executive, Manager/SM (that is not HOZ),** and **HOZ** level to **request** and submit BD cancellation request.
- **Manager/SM(that is not HOZ), HOZ,** and **HOU** level to approve BD cancellation request.
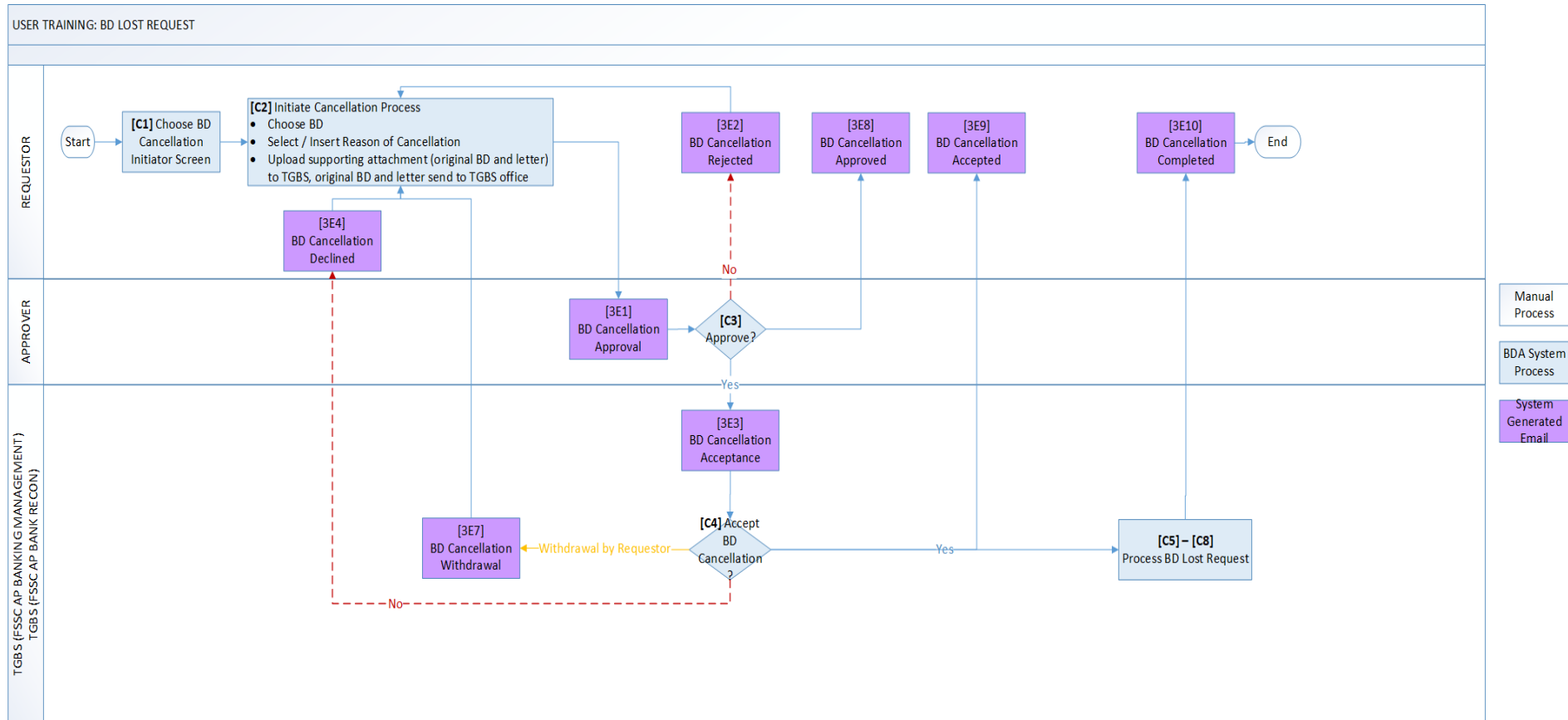
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2. **Division 2**

DIVISION 2	CANCELLATION	
	Request	Approve
User 1	D	
User 2	E	D
User 3	F	E
User 4		F

Divisional user access level for Division 2 for BD cancellation request.
- **User 1, User 2, User 3** to **request** and submit BD cancellation request.
- **User 2, User 3 and User 4** level to **approve** BD cancellation request.

2.2   SYSTEM WORKFLOW

USER TRAINING: BD LOST REQUEST

2.3   LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
Reason for Cancelling	Sila pilih sebab pembatalan Bank Deraf yg ingin dilakukan
Others	Masukkan sebab yg terperinci
Proj No/ Assignment/BD No/ Ref No	Masukkan nombor yang berkaitan untuk mencari/menarik maklumat sedia ada
BD No.	Masukkan nombor Bank Deraf
BD Requestor's Name	Nama pemula asal yang memohon Bank Deraf
ERMS Doc No.	No dokumen pancangan dalam ERMS
Business Area	Business Area
Company Code	Company Code ie: 6001, 6003 etc
Name on BD	Nama PBT/JKR yang dicagarkan (Nama atas Bank Deraf)
BD Amount	Amaun Bank Deraf
Original Bank Draft (Scanned)	Sila scan Bank Deraf yang ingin dibatalkan ke dalam sistem ini dan majukan ke pejabat TGBS AP Banking
Memo (Scanned)	Surat Memo atau surat drpd PBT (pilihan)

3   USER GUIDELINES

3.1   LOGIN PAGE

- ➢ 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 *BANK DRAFT CANCELLATION REQUEST*

➢ Select 'Create Application' tab at the top pane and choose 'Cancel Application' in the drop down list.

TGBS

Bank Draft Cancellation

🏠 - Cancel Application - Cancellation

Cancellation Stages

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

Create Details | Process Details | Submit Details

Ref No.

Reason for Cancelling *   Please Select ▼

Proj No/ Assignment/ BD No/ Ref No *   Search Proj No.   Search   BD No. *

BD Requestor's Name   ERMS Doc No.

Company Code *   Business Area *

Name on BD *   BD Amount *

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

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

3.3 APPROVER APPROVES *BANK DRAFT CANCELLATION REQUEST*

Once Requestor submit BD Cancellation request, Approver will receive email for approval.

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

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

Once Approver has approved BD Cancellation Request, TGBS AP Banking will receive email for acceptance of the request. TGBS AP Banking will proceed to accept, process the BD Cancellation Request, and TGBS AP Recon will complete the Request. Then, the completion of the BD Cancellation Request will be confirmed by TGBS AP Banking. Requestor will be notified after the completion.

4   USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)

4.1   REQUESTOR WITHDRAWS *BANK DRAFT CANCELLATION REQUEST*

Requestor can withdraw BD Cancellation request before Approver takes any action on the request.

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

	Original Bank Draft (Scanned) *	bugs
1	*Original Bank Draft (Physical) must be delivered to TGBS AP Banking Management	withdraw no comment_7f06.jpg
2	Memo (Scanned) *optional	

Approval

Approver

verifierDNEast

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	reqDNEast - Requester DN East	OK	Submitted	24-06-2020 03:20:16 PM

Comment *

Komen dan cadangan

Withdraw

➤ Click 'Withdraw' button. Next, click 'Sure' button.

Approver will receive email on BD Cancellation request withdrawal.

4.2 APPROVER REJECTS *BANK DRAFT CANCELLATION REQUEST*

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

Requestor will receive email on BD Cancellation request rejection.

4.3   REQUESTOR RESUBMITS *BANK DRAFT CANCELLATION REQUEST*

Requestor can resubmit BD Cancellation request after withdrawal and rejected by Approver and TGBS AP Banking.

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

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

Approver will receive email for BD Cancellation request approval.