



# **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.



## 2. Division 2

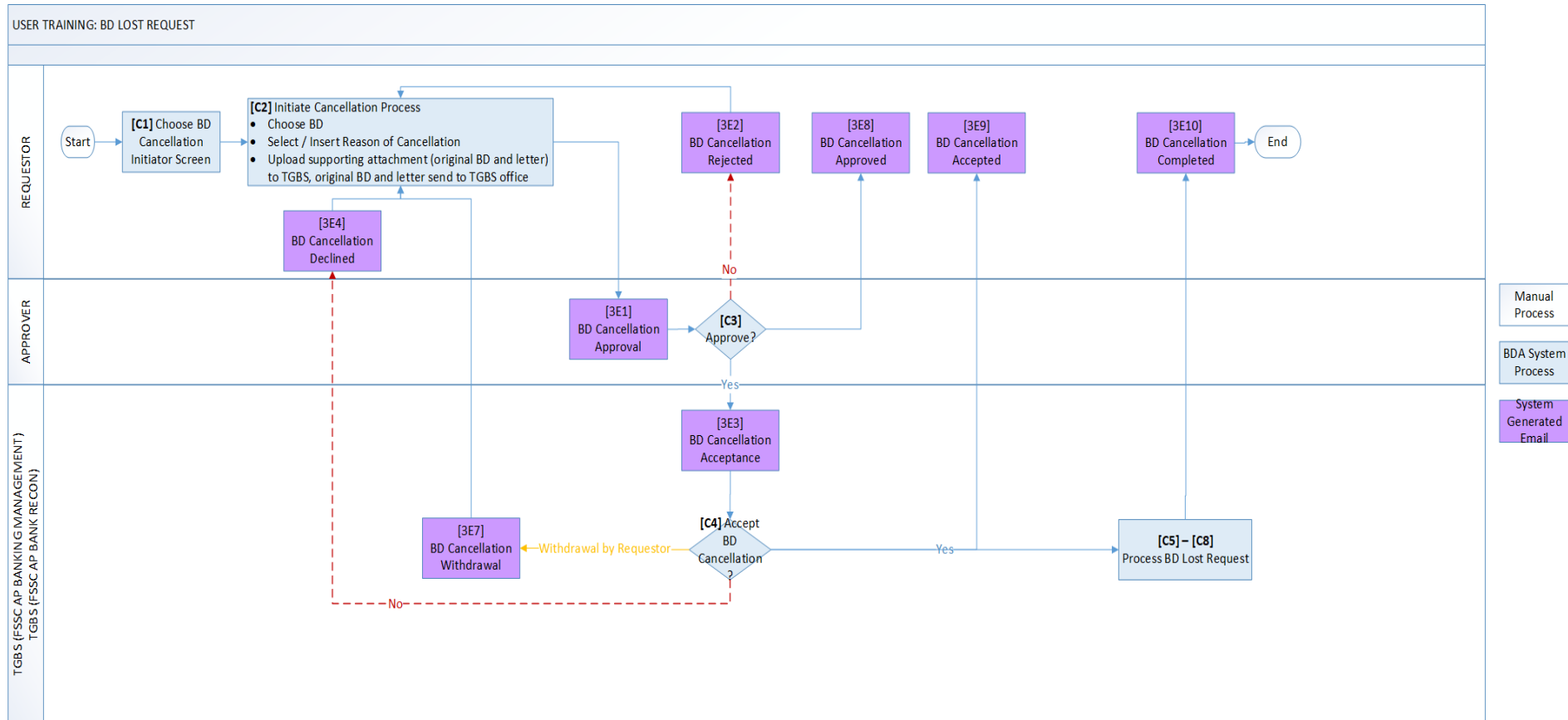
DIVISION 2	CANCELLATION	
	Request	Approve
User 1	D	
User 2	E	D
User 3	F	E
User 4		F

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





### 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*

TGBS 

Hello, reqDNEast 

**Home**

New Application  Cancel Application Recover Application Lost Application

**Summary**



Application Request 0

Lost Request 0

Cancellation Request 0

Recovery Request 0

**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.."/>	
No data available in table							

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

## 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.

### Supporting Document

No	Name	Action
1	Original Bank Draft (Scanned) * <i>*Original Bank Draft (Physical) must be delivered to TGBS AP Banking Management</i>	Choose File No file chosen
2	Memo (Scanned) <i>*optional</i>	Choose File No file chosen

### Approval

Approver \*

Nik Muhammad Khalil Arif B Husain

### Comment \*

Komen dan cadangan

Save as Draft Submit

- 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.

TGBS ☰ Hello, verifierDNEast

- Home
- Create Application
- My Request
- Manage Application
  - Application
  - Cancellation**
  - Recovery
  - Lost

### Bank Drafts Cancellation

Create New Cancellation

Pending Action | Action Taken

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	Co. Code	Business Area	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="v"/>	<input type="text" value="AI"/>	<input type="text" value="v"/>
TNB/WC/00363/C	BDreqDN	P_reqDN	MUHAMMAD HANIF BIN JAMIL	Requester DN East	6001 - Distribution Network	6401	500,000.00	Submitted	Approve	<b>View</b>

Showing 1 to 1 of 1 entries

Previous **1** Next

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

Home

Create Application

My Request

Manage Application

1

Original Bank Uratt (Scanned) \*

\*Original Bank Draft (Physical) must be delivered to TGBS AP Banking Management

bugs  
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

Reject

Approve

- 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.

**TGBS** Hello, reqDNEas

**My Cancellation**

Create New Cancellation

In Progress Completed

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	Co. Code	Business Area	BD Amount (RM)	Status	
<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.."/>	
TNB/WC/00363/C	BDreqDN	P_reqDN	MUHAMMAD HANIF BIN JAMIL	Requester DN East	6001 - Distribution Network	6401	500,000.00	Withdrawn	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

Previous **1** Next

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

Original Bank Draft (Scanned) \*

1

*\*Original Bank Draft (Physical) must be delivered to TGBS AP Banking Management*

bugs  
withdraw no  
comment\_7f06.jpg

Memo (Scanned)

2

*\*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

TCBS ☰ Hello, verifierDNEas

- Home
- Create Application
- My Request
- Manage Application
  - Application
  - Cancellation
  - Recovery
  - Lost

2	Memo (Scanned) *optional	
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**Approval**

Approver  
verifierDNEas

**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
Requester	reqDNEast - Requester DN East	sorry	Withdrawn	24-06-2020 03:55:33 PM
Requester	reqDNEast - Requester DN East	ok	Submitted	24-06-2020 04:12:29 PM

**Comment** \*

Komen dan cadangan

Reject Approve

- 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.

The screenshot shows the TGBS web application interface for managing cancellations. The sidebar on the left has a 'My Request' section with a 'Cancellation' tab highlighted. The main content area is titled 'My Cancellation' and includes a 'Create New Cancellation' button and tabs for 'In Progress' and 'Completed'. Below these is a table of cancellation requests.



Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	Co. Code	Business Area	BD Amount (RM)	Status	
TNB/WC/00363/C	BDreqDN	P_reqDN	MUHAMMAD HANIF BIN JAMIL	Requester DN East	6001 - Distribution Network	6401	500,000.00	Withdrawn	<a href="#">View</a>





Showing 1 to 1 of 1 entries

Previous 1 Next

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

TGBS  Hello, reqDNEast 

1 *\*Original Bank Draft (Physical) must be delivered to TGBS AP Banking Management*

2 Memo (Scanned)  
*\*optional*

Choose File No file chosen

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
Requester	reqDNEast - Requester DN East	sorry	Withdrawn	24-06-2020 03:55:33 PM

Comment \*

Komen dan cadangan

Save as Draft Submit

- 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.