



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

**BDA AP Banking User Manual - Reporting**

**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

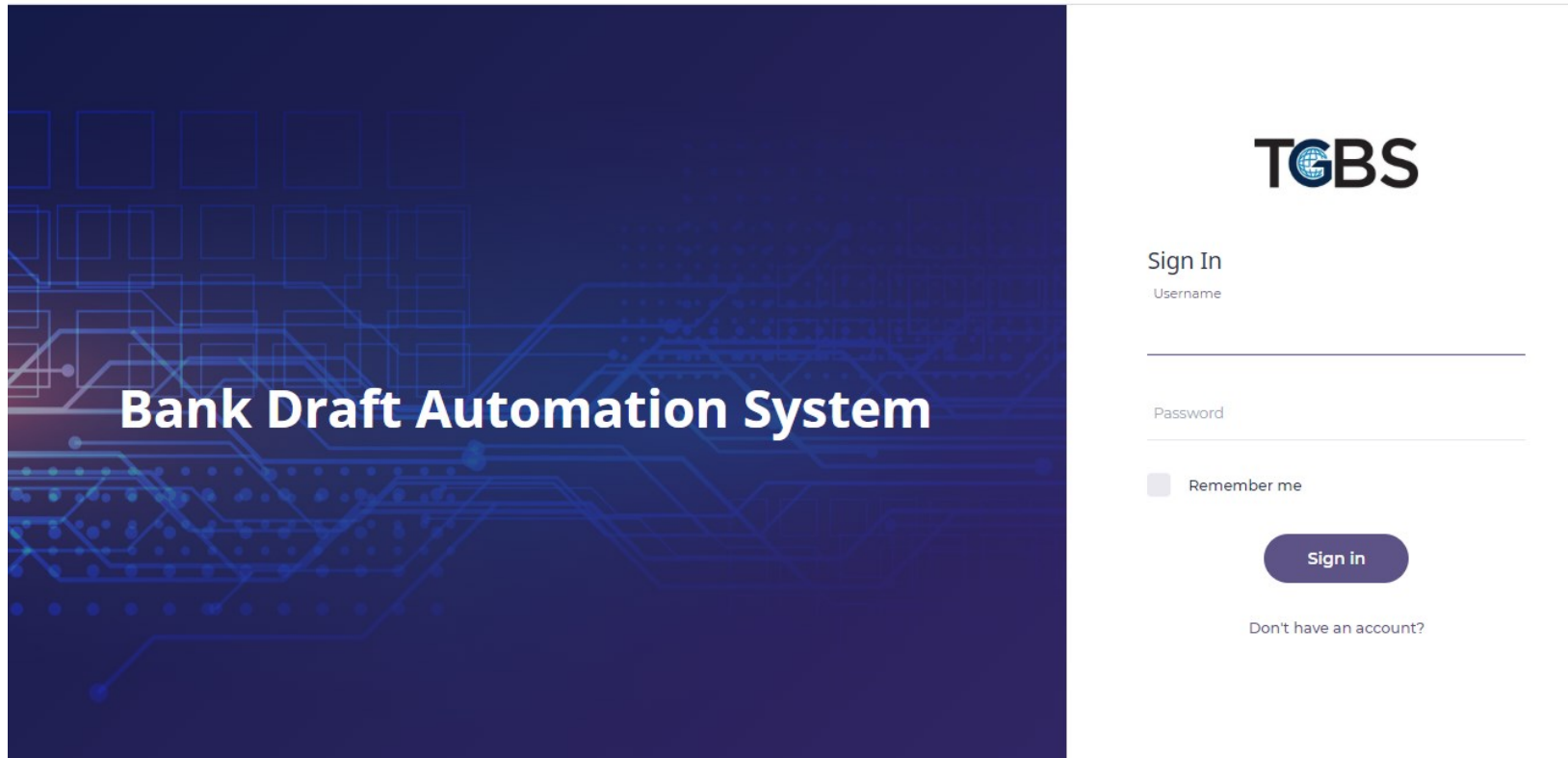


## 1 PURPOSE & SCOPE OF THIS DOCUMENT

The purpose of this document is to outline the AP Banking guideline for Bank Draft Automation (BDA) System – *Reporting* module.

## 2 USER GUIDELINES

### 2.1 LOGIN PAGE



**Bank Draft Automation System**

**TCBBS**

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 Username and Password in the required field.
- Click the 'Sign in' button to continue.
- User able to view BDA Homepage.

## 2.2 LAMPIRAN 1: SUMMARY OF BD ISSUED AND RECOVERED REPORT

The purpose of this report is to generate summary of accumulated Bank Draft Issued and Bank Draft Recovery report as at selected Month and Year.

**TGBS** Hello, apbanking2

**Reports**

**SUMMARY OF BD ISSUED & BD RECOVERY AS AT March 2020**

Lampiran 1

March 2020 6001 - Distribution Network

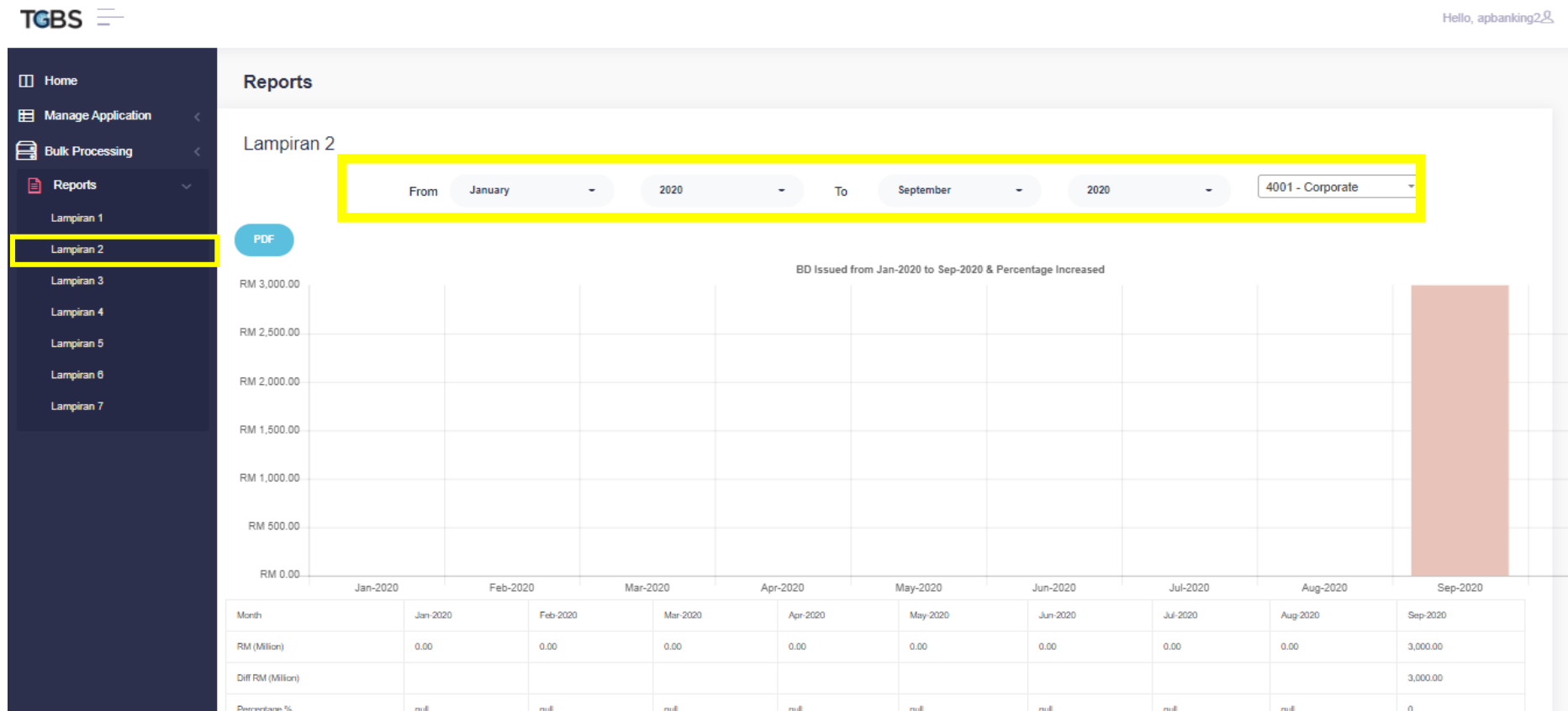
PDF

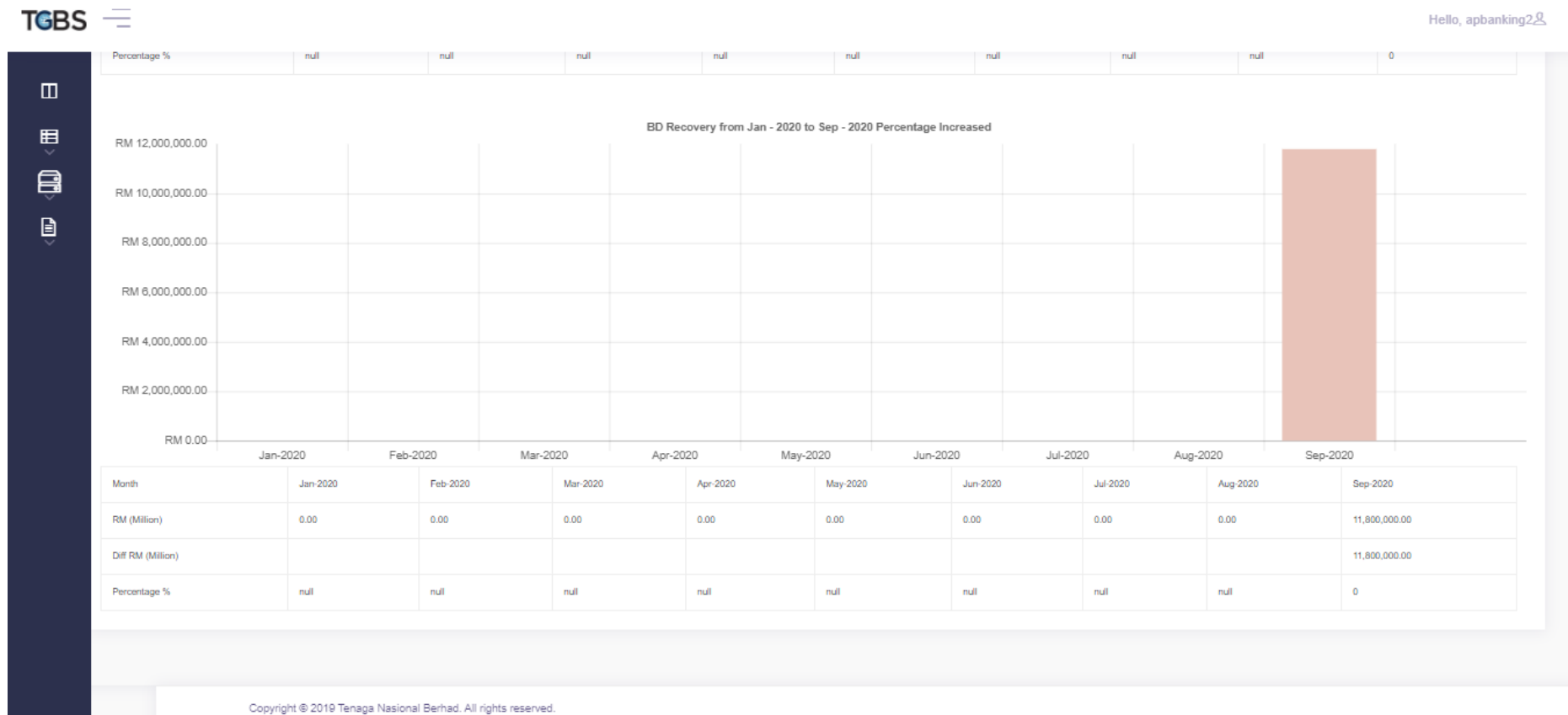
State	No. of BD Issued	Issued Amount (RM)	No. of BD Recovered	Recovered Amount (RM)	Total BD After Recovery	Total BD Amount After Recovery(RM)
HQ_6000	0	0.00	0	0.00	0	0.00
Johor	0	0.00	0	0.00	0	0.00
Kelantan	0	0.00	0	0.00	0	0.00
Negeri Sembilan	0	0.00	0	0.00	0	0.00
Perlis	0	0.00	0	0.00	0	0.00
Pulau Pinang	0	0.00	0	0.00	0	0.00
Putrajaya & Cyberjaya	0	0.00	0	0.00	0	0.00
Selangor	0	0.00	0	0.00	0	0.00
Terengganu	0	0.00	0	0.00	0	0.00
WP Kuala Lumpur	0	0.00	0	0.00	0	0.00
Melaka	8	1,273,547.00	0	0.00	8	1,273,547.00

- Select 'Reports' tab at the left pane and choose 'Lampiran 1' in the drop down list.
- User will be able to view Lampiran 1 page.
- User can filter Month, Year and Division through filter function.
- Click 'PDF' button to export report to PDF file.

### 2.3 LAMPIRAN 2: MONTHLY BANK DRAFT ISSUED / RECOVERED & PERCENTAGE INCREASED REPORT

The purpose of this report is to generate the total amount of **Bank Draft Issued / Recovered** within range of selected period of Month and Year. This report will also generate comparison between total amount of Bank Draft issued / recovered in a month with total amount on the previous month.



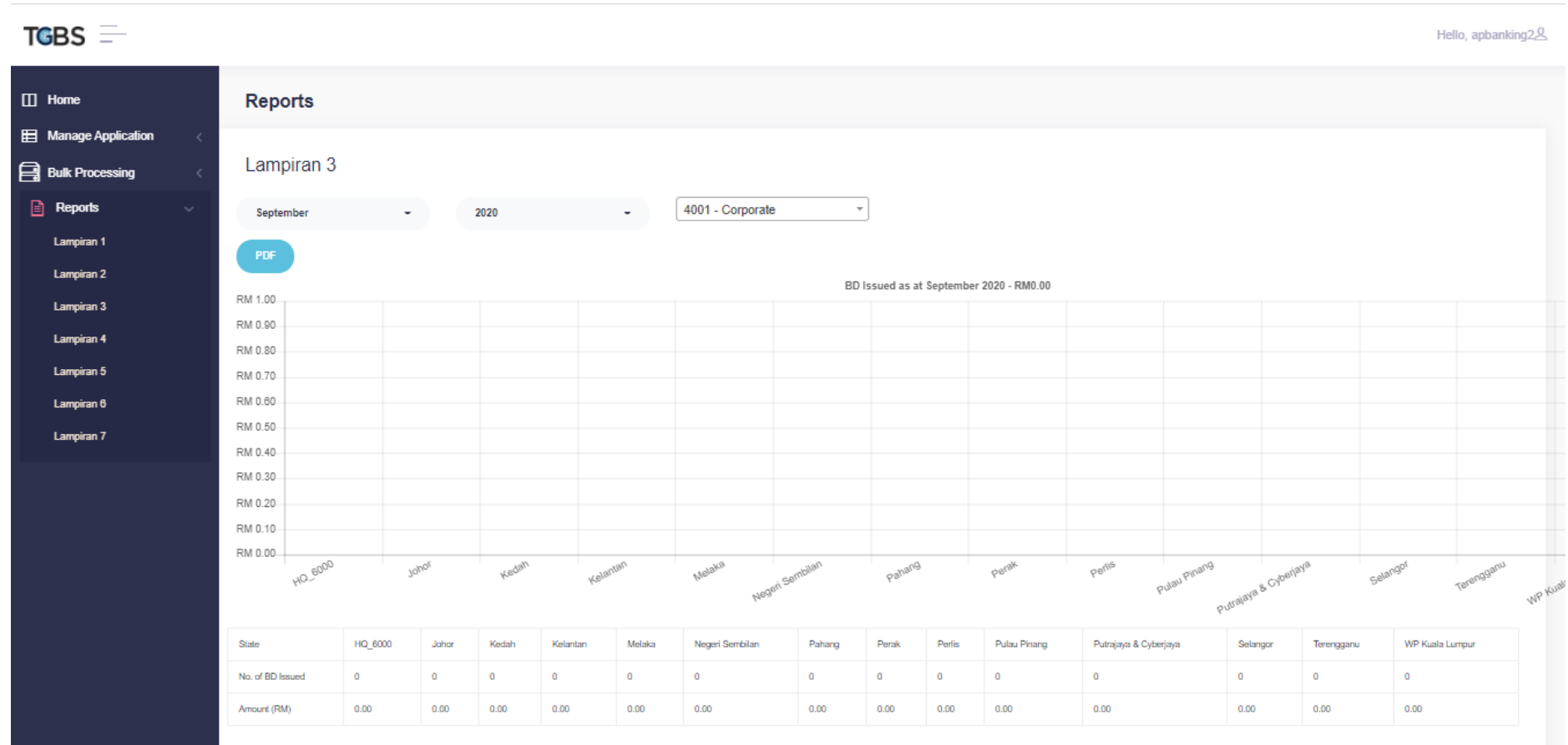


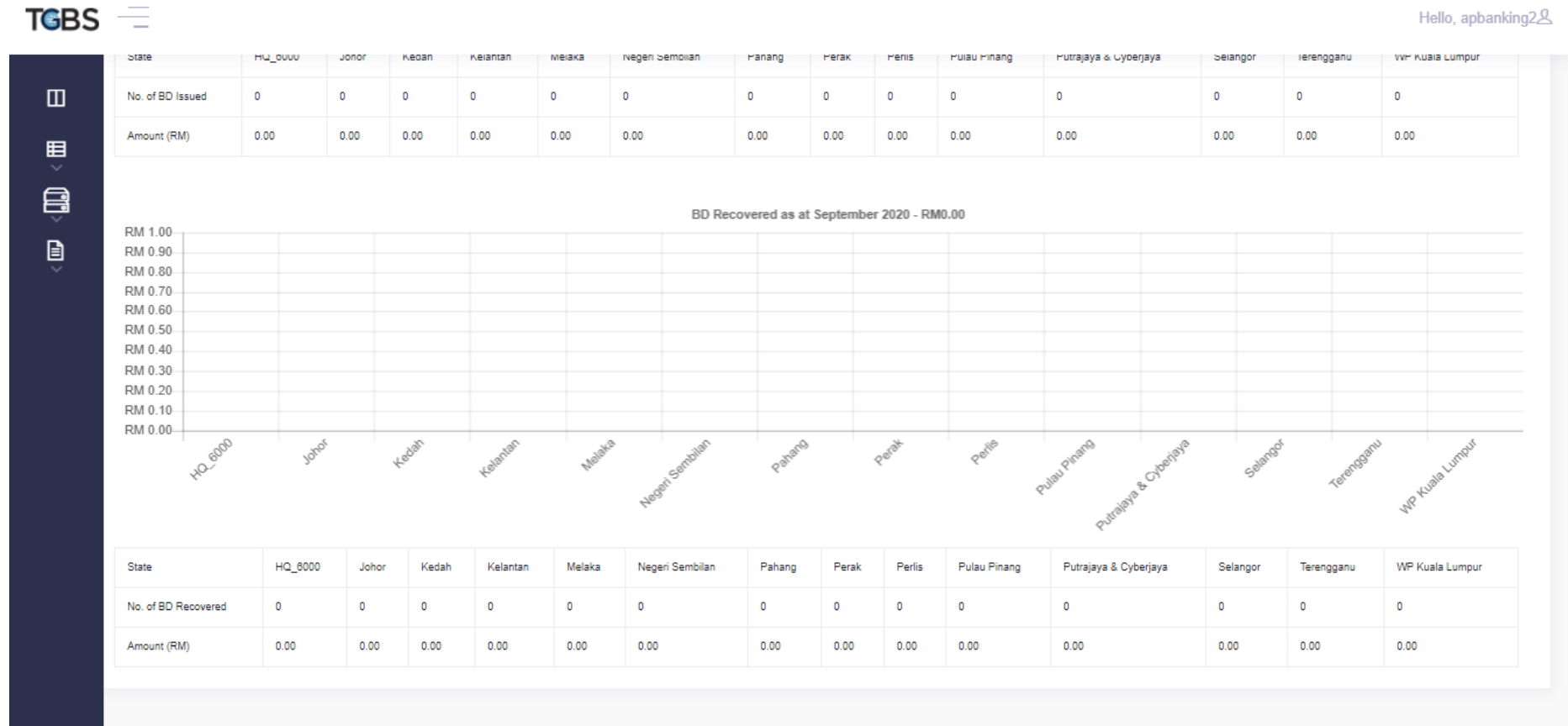
- Select 'Reports' tab at the left pane and choose 'Lampiran 2' in the drop down list.
- User will be able to view Lampiran 2 page.
- User can select range by filter Month, Year and Division through filter function.
- Click 'PDF' button to export report to PDF file.



## 2.4 LAMPIRAN 3: BANK DRAFT ISSUED & RECOVERY REPORT

The purpose of this report is to generate the accumulated amount of **Bank Draft Issued / Recovered** of selected period of Month and Year. Amount is grouped by state.





- Select 'Reports' tab at the left pane and choose 'Lampiran 3' in the drop down list.
- User will be able to view Lampiran 3 page.
- User can select range by filter Month, Year and Division through filter function.
- Click 'PDF' button to export report to PDF file.

## 2.5 LAMPIRAN 4: BANK DRAFT ISSUED YEARLY COMPARISON REPORT

The purpose of this report is to generate yearly comparison report of accumulated Bank Draft Issued, group by state.

**TGBS** Hello, apbanking2

**Reports**

Lampiran 4

September 2020 4001 - Corporate PDF

Monthly BD Issued by State as at September 2020

State	Year	No. of BD Issued	Amount (RM)
<b>HQ_6000</b>			
HQ_6000	2015	0	0.00
HQ_6000	2016	0	0.00
HQ_6000	2017	0	0.00
HQ_6000	2018	0	0.00
HQ_6000	2019	0	0.00
HQ_6000	2020	0	0.00
<b>HQ_6000 Total</b>		<b>0</b>	<b>0.00</b>
<b>Johor</b>			
Johor	2015	0	0.00
Johor	2016	0	0.00

- Select 'Reports' tab at the left pane and choose 'Lampiran 4' in the drop down list.
- User will be able to view Lampiran 4 page.
- User can select range by filter Month, Year and Division through filter function.
- Click 'PDF' button to export report to PDF file.

## 2.6 LAMPIRAN 5: BANK DRAFT RECOVERY YEARLY COMPARISON REPORT

The purpose of this report is to generate yearly comparison report of accumulated Bank Draft Recovered, group by state.

**TGBS** Hello, apbanking2

**Reports**

Lampiran 5

September 2020 4001 - Corporate PDF

Monthly BD Recovery by State as at September 2020

State	Year	No.of BD Recovered	Recovered Amount (RM)
<b>HQ_6000</b>			
HQ_6000	2015	0	0.00
HQ_6000	2016	0	0.00
HQ_6000	2017	0	0.00
HQ_6000	2018	0	0.00
HQ_6000	2019	0	0.00
HQ_6000	2020	0	0.00
<b>HQ_6000 Total</b>		<b>0</b>	<b>0.00</b>
<b>Johor</b>			
Johor	2015	0	0.00
Johor	2016	0	0.00

- Select 'Reports' tab at the left pane and choose 'Lampiran 5' in the drop down list.
- User will be able to view Lampiran 5 page.
- User can select range by filter Month, Year and Division through filter function.
- Click 'PDF' button to export report to PDF file.

## 2.7 LAMPIRAN 6: BANK DRAFT DETAILS REPORT

The purpose of this report is to generate Bank Draft details report.

**Reports**

Lampiran 6

BD Details

6003 - Retail PDF

7001 - Grid

	Assignment	DocumentNo	BusA	State	PK	Doc Date	Posting Date	Amount (RM)	Name
1	TNB/WC/00295	R02	6534	Kedah	40	19/05/2020	19/05/2020	1,000,000.00	Recover 2
2	TNB/WC/00297	R04	6535	WP Kuala Lumpur	40	19/05/2020	19/05/2020	20,000.00	Recovery 4
3	TNB/WC/00313	ERMS_EAST_4	6532	Melaka		29/05/2020	29/05/2020	200,000.00	OK
4	TNB/WC/00315	ERMS_EAST_6	6532	Pulau Pinang		29/05/2020	29/05/2020	90,000.00	KERJA
5	TNB/WC/00340	ERMS_EAST_30	6534	Perak		29/05/2020	29/05/2020	223,100.00	OPS
6	TNB/WC/00345	ERMS_EAST_35	6535	Perak		29/05/2020	29/05/2020	51,800.00	OPS
7	TNB/WC/00347	ERMS_EAST_37	6535	Selangor		29/05/2020	29/05/2020	5,230,010.00	OPS
8	TNB/WC/00353	ERMS901	6534	Perak		31/05/2020	31/05/2020	30,000.00	wc 02
9	TNB/WC/00361	ERMS1906	6535	Perak		19/06/2020	19/06/2020	1,000,000.00	wang cagaran dev try

- Select 'Reports' tab at the left pane and choose 'Lampiran 6' in the drop down list.
- User will be able to view Lampiran 6 page.
- User can select Division through filter function.
- Click 'PDF' button to export report to PDF file.

## 2.8 LAMPIRAN 7: BANK DRAFT DATES LOG REPORT

The purpose of this report is to generate Bank Draft dates log report.

**TGBS** ≡ Hello, apbanking28

**Reports**

Lampiran 7

BD Dates Log

4001 - Corporate PDF

Requester				TGBS AP Banking		
Ref. No	Date Submitted	Date Verified	Date Approved	Date Accepted	Date Receive Original BD & Update BD Info	Date Set Status as BD Issued & Postage No.
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

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Seconds :

- Select 'Reports' tab at the left pane and choose 'Lampiran 7' in the drop down list.
- User will be able to view Lampiran 7 page.
- User can select Division through filter function.
- Click 'PDF' button to export report to PDF file.