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

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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 AP Banking and AP Recon training guideline for Bank Draft Automation (BDA) System – *Recovery Application.*
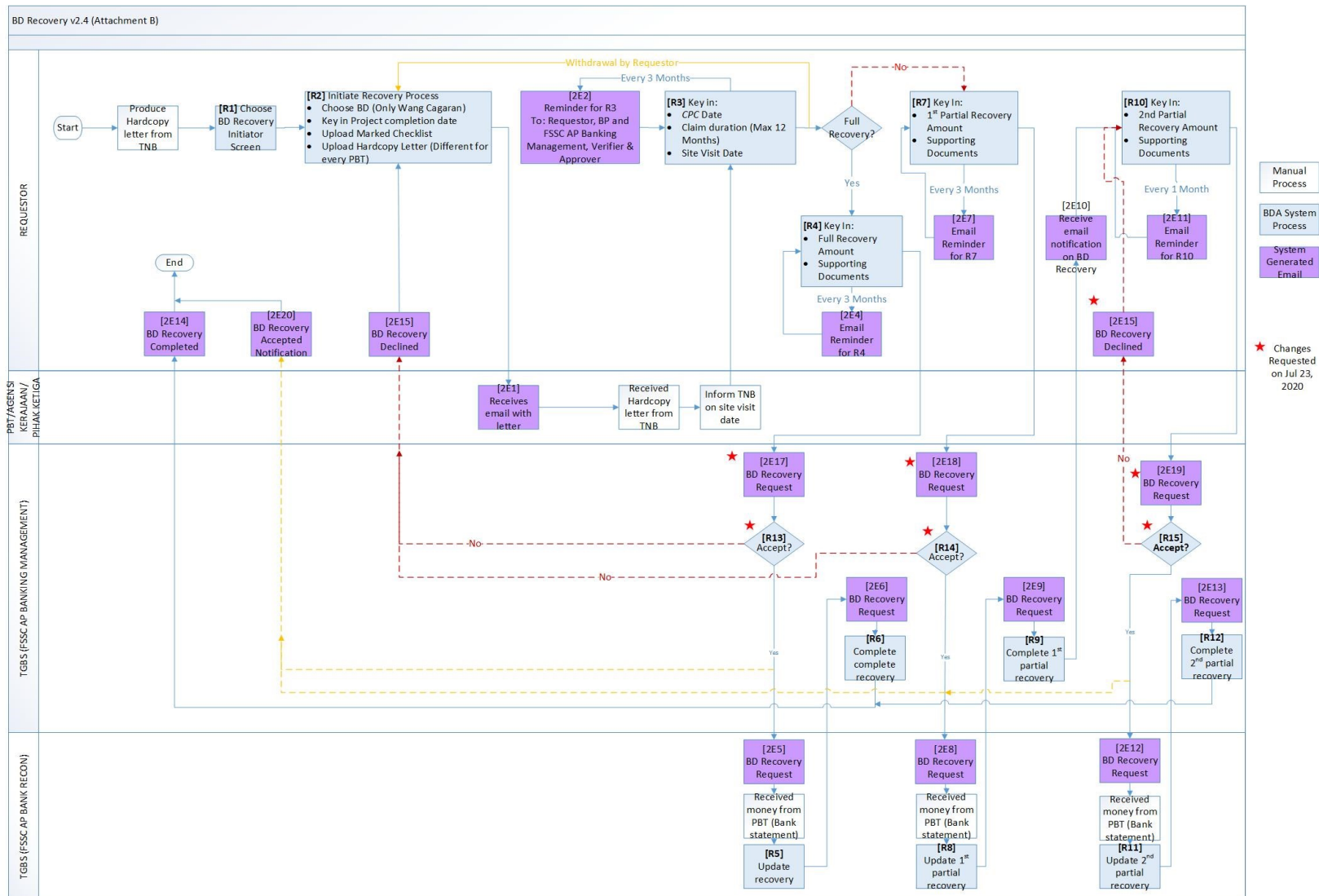
2   SCOPE OF THE DOCUMENT

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

BD Recovery v2.4 (Attachment B)

Legend:
- Manual Process
- BDA System Process
- System Generated Email
- ★ Changes Requested on Jul 23, 2020

REQUESTOR

Start → Produce Hardcopy letter from TNB → **[R1]** Choose BD Recovery Initiator Screen → **[R2]** Initiate Recovery Process
- Choose BD (Only Wang Cagaran)
- Key in Project completion date
- Upload Marked Checklist
- Upload Hardcopy Letter (Different for every PBT)

Withdrawal by Requestor

[2E2] Reminder for R3 — Every 3 Months — To: Requestor, BP and FSSC AP Banking Management, Verifier & Approver

[R3] Key in:
- CPC Date
- Claim duration (Max 12 Months)
- Site Visit Date

Full Recovery? — No / Yes

[R7] Key In:
- 1st Partial Recovery Amount
- Supporting Documents

[R10] Key In:
- 2nd Partial Recovery Amount
- Supporting Documents

[R4] Key in:
- Full Recovery Amount
- Supporting Documents

Every 3 Months — **[2E7]** Email Reminder for R7

[2E10] Receive email notification on BD Recovery

Every 1 Month — **[2E11]** Email Reminder for R10

Every 3 Months — **[2E4]** Email Reminder for R4

[2E14] BD Recovery Completed

[2E20] BD Recovery Accepted Notification

[2E15] BD Recovery Declined

End

[2E15] BD Recovery Declined

PBT/AGENSI KERAJAAN/ PIHAK KETIGA

[2E1] Receives email with letter → Received Hardcopy letter from TNB → Inform TNB on site visit date

TGBS (FSSC AP BANKING MANAGEMENT)

[2E17] BD Recovery Request → **[R13]** Accept? — No

[2E18] BD Recovery Request → **[R14]** Accept?

[2E19] BD Recovery Request → **[R15]** Accept?

[2E6] BD Recovery Request → **[R6]** Complete complete recovery

[2E9] BD Recovery Request → **[R9]** Complete 1st partial recovery

[2E13] BD Recovery Request → **[R12]** Complete 2nd partial recovery

TGBS (FSSC AP BANK RECON)

[2E5] BD Recovery Request → Received money from PBT (Bank statement) → **[R5]** Update recovery

[2E8] BD Recovery Request → Received money from PBT (Bank statement) → **[R8]** Update 1st partial recovery

[2E12] BD Recovery Request → Received money from PBT (Bank statement) → **[R11]** Update 2nd partial recovery

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 TGBS AP BANKING *ACCEPTS* RECOVERY APPLICATION

➤ 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

TGBS

Hello, apbanking2

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	
Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	⌄	⌄	
TNB/WC/01762/A/R	BD_FAT7_217	D-JRT-S19-0691	29/05/2020	N_FAT7_217	t2user1div1	6001	6000	Full	287,175.00	Submitted	Accept	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	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	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	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	View
TNB/WC/00868/A/R	hyuhhjj7	J612362143	24/06/2020	Test	Requester1	6001	6000	Full	1,000.00	Submitted	Accept	View
TNB/WC/00299/R	R06	R06	26/06/2020	Yusuf	t2user1div1	7001 - Grid/Transmission	6535	Full	2,000,000.00	Submitted	Accept	View
TNB/WC/00300/R	R07	R07	26/06/2020	Qistinaa	t2user1div1	6001 - Distribution	6101	FirstPartial(RM15,000.00)	30,000.00	Submitted	Accept	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.

- 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

➢ 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.

TGBS

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	
Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	⌄	⌄	
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	View

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Seconds :

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

> ➢ 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

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

- ➢ 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

- ➢ 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.

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