BANK DRAFT AUTOMATION SYSTEM

(BDA)

BDA AP Banking User Manual

Wang Hangus Application

Version 1

Oct 2020

TABLE OF CONTENTS

DOCUMENT REVIEW AND HISTORY

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BUILT STATUS

Version	Date	Description	Release
1.0	04/09/2020	First Release	First

1   PURPOSE OF THIS DOCUMENT

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

2   SCOPE OF THE DOCUMENT

2.1   DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Wang Hangus* application for Division 1 and Division 2. The application for this division will cover below pattern:

1. **Division 1**

DIVISION 1	APPLICATION			
	Wang Hangus <= 500K		Wang Hangus >500K	
	Request	Approve	Request	Approve
1 Exec	C			
2 Manager/SM (that is not HOZ)	C		C	
3 HOZ		C	C	
4 HOU				C

Divisional user access level for Division 1 for ***Wang Hangus <= 500K*** bank draft application:

- **Executive** and **Manager / Senior Manager** level to **request** and submit bank draft application.
- **Head of Zone** to **approve** bank draft application.

Divisional user access level for Division 1 for **Wang Hangus > 500K** bank draft application:

- **Manager/ Senior Manager** and **Head of Zone** level to **reques**t and submit bank draft application.
- **Head of Unit** to **approve** bank draft application.

2. **Division 2**

DIVISION 2	APPLICATION	
	Wang Hangus	
	Request	Approve
User 1	C	
User 2	C	
User 3	C	
User 4		C

Divisional user access level for Division 2 for *Wang Hangus* bank draft application:

- **User 1, User 2 and User 3** level to **request** and submit bank draft application.
- **User 4** to **approve** bank draft application.

2.2   SYSTEM WORKFLOW

USER TRAINING: BD (WANG HANGUS) APPLICATION
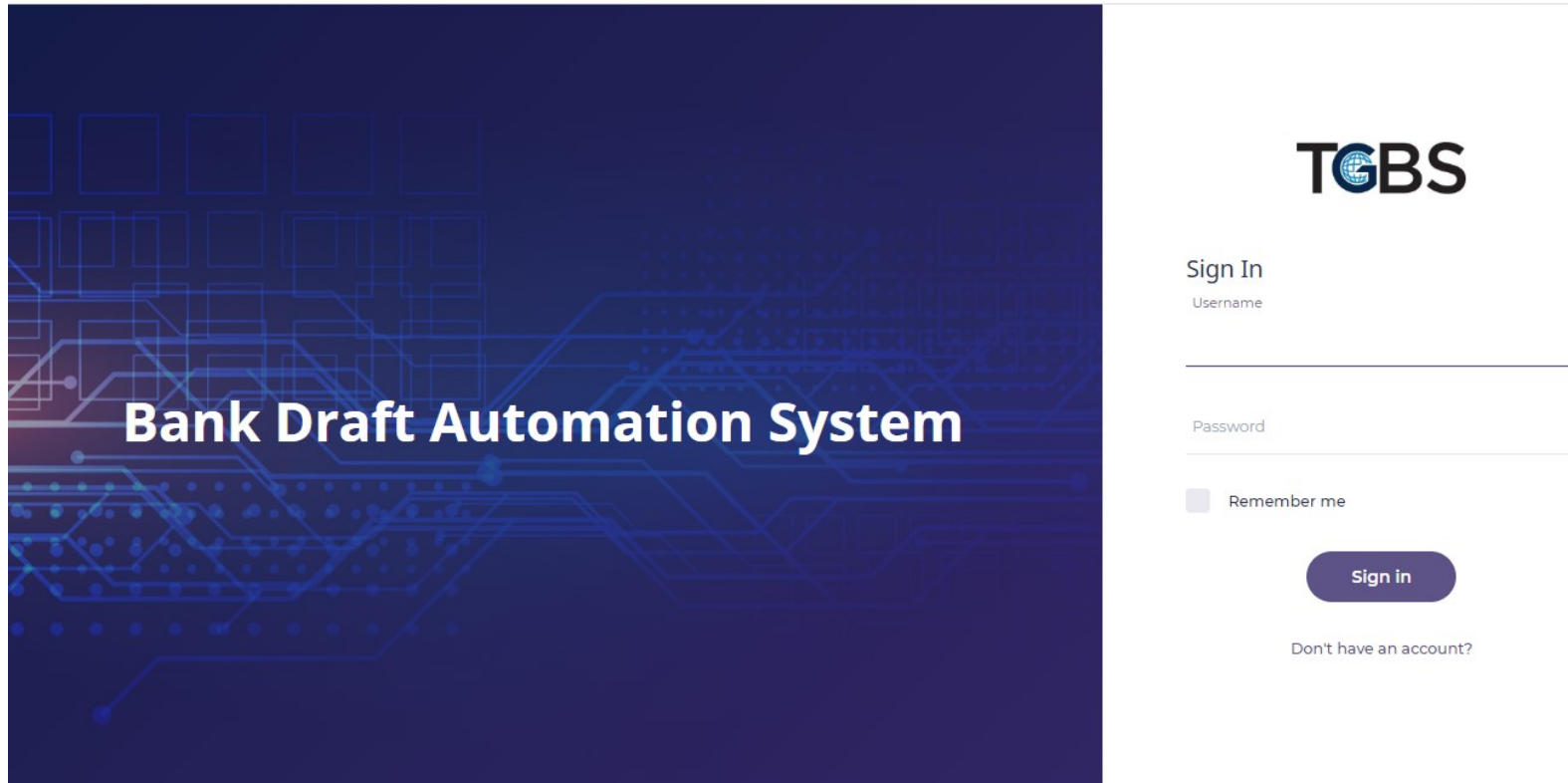
2.3 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
ERMS Document No.	No dokumen pancangan dalam sistem ERMS
Posting Date	Tarikh pancangan dalam sistem ERMS
Requester/Initiator	Nama pemula
Date	Tarikh
Invoice Number	Nombor Invois
State (PBT)	Negeri Pihak Berkuasa Tempatan (PBT) - Contoh Majlis Bandaraya Shah Alam Negeri PBT = Selangor
Business Area	Business Area
Company Code	Company Code ie: 6001, 6003 etc
Vendor No.	No vendor dalam ERMS
Vendor Name	Nama vendor yg akan dibayar (nama yang akan ditulis atas BD)
Bank Account	No bank account (jika ada) / biarkan kosong
Bank Country	Jika berkaitan / biarkan kosong
Description	Butiran pembayaran
Accounting table	Accounting table ini merupakan data yang perlu diisi sama seperti dalam coding form
DR/CR	Pembayaran menggunakan DR
GL Account	GL account yang digunakan untuk pembayaran
C/O/N/W	Pilih dan masukkan no cost center/Order/Network/WBS Element
Cost Object	Cost Object
Tax Code	Tax code (jika berkaitan sahaja)
Currency	Mata Wang (MYR)
Tax Amount (RM)	Jumlah amaun tax (jika berkaitan sahaja)
Amount (RM)	Jumlah pembayaran

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* WANG HANGUS APPLICATION

➢ Select 'Manage Application' tab at the left pane and choose 'Application' in the drop down list. **OR**

➢ Choose 'Application Request' summary tab at the homepage.

- Able to view Pending Action list.
- Filter by Reference No **or** 'Status' as 'Approved' **or** 'Action Needed' tab as 'Accept' **or** 'Application Type' as 'Wang Hangus'
- Click 'View' on the respective application.

Hello, apbanking2

Permohonan Deraf Bank - Wang Hangus

New Application - Wang Hangus

Pending Acceptance! This application is waiting for TGBS Acceptance. ✕

Application Status

| 1 Create (Requester) | 2 Approve (Approver) | 3 Accept (AP Banking - TGBS) | 4 Submit To Bank (AP Banking - TGBS) | 5 Issue BD (AP Banking - TGBS) | 6 Confirm (Requester) | 7 Complete |
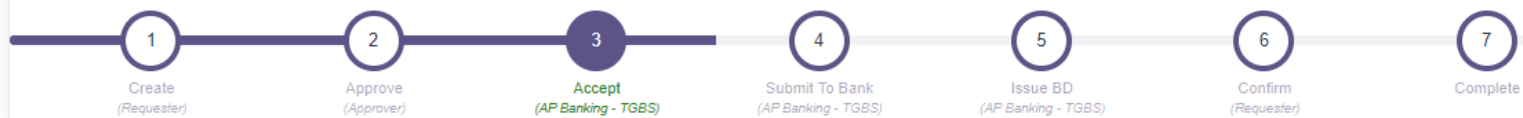
Main Application | Bank Details | Bank Draft Issued | Bank Draft Acceptance

Reference No.	TNB/WH/00446		
ERMS Document No. ⓘ *		Posting Date *	07/09/2020
PO Number ⓘ	4110212	Date ⓘ *	08/07/2020
Invoice Number ⓘ	1234	Business Area ⓘ *	
Company Code ⓘ *		State (PBT) *	Johor

➢ Fill in ERMS Document Number.

Hello, apbanking2

Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ℹ
Total Amount(include Tax): RM 1,200.00

Approval

Approver
Mohd Isran B Che Mustapha

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	10080997 - Amri bin Misri	mohon keluusan	Submitted	08-07-2020 10:29:37 AM
Approver	10027488 - Mohd Isran B Che Mustapha	ok	Approved	08-07-2020 12:16:17 PM

Comment *

Komen dan cadangan

Decline   Accept

- Fill in 'Comment' field.
- Click 'Accept' button to accept application **OR** click 'Decline' button to reject application.
- Next, click 'Sure' button.

3.3 TGBS AP BANKING *PROCESSES* WANG HANGUS APPLICATION

- ➢ Able to view Pending Action list.
- ➢ Filter by Reference No **or** 'Status' as 'Accepted' **or** 'Action Needed' tab as 'Process' **or** 'Application Type' as 'Wang Hangus
- ➢ Click 'View' on the respective application.

- In 'Bank Details' tab, AP Banking needs to generate Instruction Letter.
- Click 'Create New Letter' button.

- Fill in the details.
- Click 'Calculate Total' button to calculate amount written in letters.
- Click 'Save' button.

- Click 'View' to view Instruction Letter or click 'Edit' to edit Instruction Letter.
- Click 'Choose File' to upload signed Instruction Letter.
- Click 'Submit to Bank' button.

3.4   TGBS AP BANKING *ISSUES* BANK DRAFT

- Able to view Pending Action list.
- Filter by Reference No **or** 'Status' as 'Processed **or** 'Action Needed' tab as 'Issue' **or** 'Application Type' as 'Wang Hangus'
- Click 'View' on the respective application.

- In 'Bank Draft Issued' tab, AP Banking needs to generate covering memo.
- Click 'Create New Memo' button.

➢ Fill in the details.
➢ Click 'Save' button.

- Click 'View' to view Covering Memo or click 'Edit' to edit Covering Memo.
- Click 'Choose File' to upload signed Covering Memo.
- Fill in all the details.
- Click 'Submit to Requestor' button.

Requestor will receive original Bank Draft from TGBS AP Banking once issued. Requestor then to update acceptance of original Bank Draft in the next process.

4   BULK PROCESSING

4.1   TGBS AP BANKING *GENERATES INSTRUCTION LETTER* BY BULK

➢ Select 'Bulk Processing' tab at the left pane and choose 'Instruction Letter to Bank (Application)' in the drop down list.
➢ Click 'Create New Letter' button.

➢ Fill in the details.
➢ In Reference No field, select Reference No listed for bulk processing.

➢ Click 'Save' button.

TGBS

- Home
- Manage Application
- Bulk Processing
  - Instruction Letter to Bank (Application)
  - Instruction Letter to Bank (Cancellation)
  - Update Bank Draft (Application)
  - Cover Memo to Requestor
- Reports

TNB/LETTER/00235	TNB/WH/00494,TNB/WH/00495,TNB/WH/00496	Processed	
TNB/LETTER/00234	TNB/WH/00482,TNB/WH/00486,TNB/WH/00487,TNB/WH/00480,TNB/WH/00481,TNB/WH/00489,TNB/WH/00492 ,TNB/WH/00493	Processed	
TNB/LETTER/00233	TNB/WH/00491,TNB/WH/00490,TNB/WH/00488,TNB/WH/00484,TNB/WH/00485	Processed	
TNB/LETTER/00232	TNB/WC/01301	Processed	
TNB/LETTER/00231	TNB/WC/00992	Processing	
TNB/LETTER/00230	TNB/WC/00990	Processed	
TNB/LETTER/00229	TNB/WC/00997,TNB/WC/00998	Processed	
TNB/LETTER/00228	TNB/WC/00995,TNB/WC/00987,TNB/WC/00992,TNB/WC/00993	Processed	
TNB/LETTER/00227	TNB/WC/00988,TNB/WC/00989,TNB/WC/00991,TNB/WC/00994,TNB/WC/00996	Processed	
TNB/LETTER/00226	TNB/WC/00978	Processing	
TNB/LETTER/00225	TNB/WC/00986	Processed	
TNB/LETTER/00224	TNB/WC/00982,TNB/WC/00980,TNB/WC/00976,TNB/WC/00978,TNB/WC/00975	Processed	
TNB/LETTER/00223	TNB/WC/00979,TNB/WC/00985,TNB/WC/00983,TNB/WC/00984,TNB/WC/00986	Processed	
TNB/LETTER/00222	TNB/WH/00473,TNB/WH/00474,TNB/WH/00475	Processed	

- ➢ Filter by Reference No. or Letter No.
- ➢ Click 'Submit to Bank' icon on the right page.
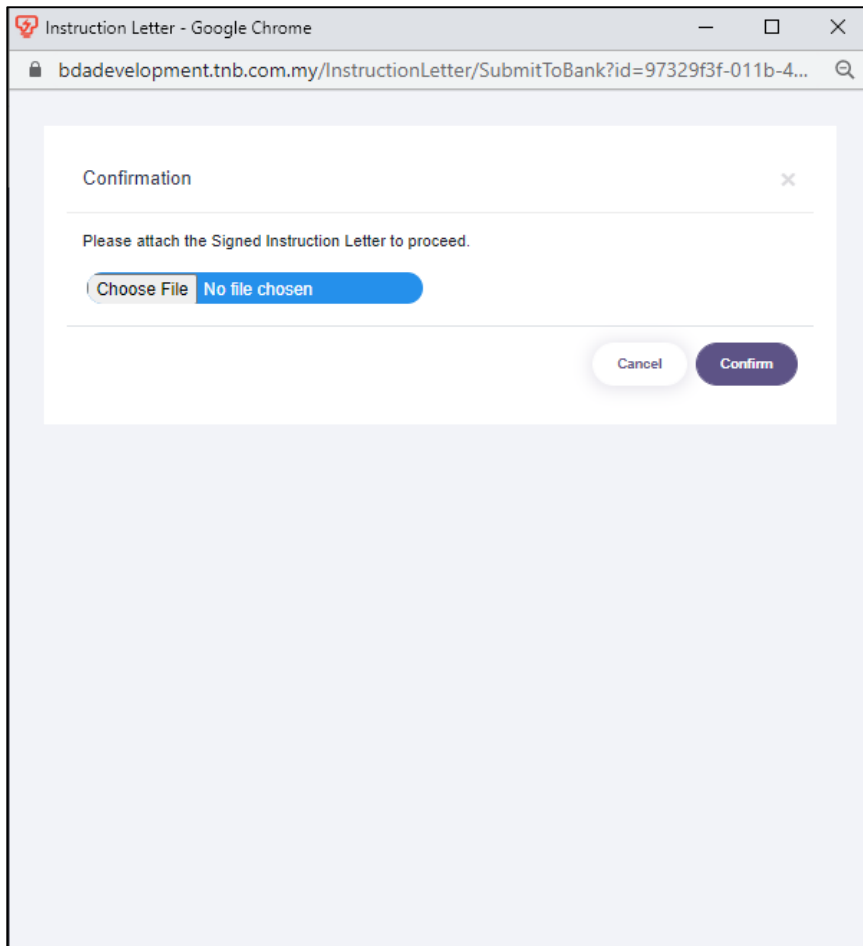
> ➢ Click 'Choose File' to upload signed instruction letter
> ➢ Click 'Confirm' button.

4.2   TGBS AP BANKING *UPDATE* BANK DRAFT BY BULK

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

TGBS ☰

- Home
- Manage Application <
- Bulk Processing <
- Reports <

| Action Pending | Submitted |

Reference No	Bank Draft Date	Sending Method	Postage No	Contact No	No Bank Draft	
		▼				🔍 ▽
TNB/WC/00992	22/07/2020	By Post	POST_NORTH	12345678	BD_NORTH_269	✏
TNB/WC/00986	21/07/2020	Self Collect	42245	12345678	BD123	✏
TNB/WC/00978	21/07/2020	Self Collect			721978	✏
TNB/WC/00403	04/09/2020	▼				✓ ✗
TNB/WC/00221	06/07/2020					✏
TNB/WC/00404	09/07/2020					✏
TNB/WH/00391	06/07/2020					✏
TNB/WH/00350	25/06/2020					✏
TNB/WH/00348	25/06/2020					✏
TNB/WH/00346	25/06/2020					✏
TNB/WH/00345	25/06/2020					✏
TNB/WH/00344	25/06/2020					✏
TNB/WH/00343	25/06/2020					✏
TNB/WH/00342	25/06/2020					✏
TNB/WH/00341	25/06/2020					✏

➢ Fill in details for respective reference no.
➢ Click 'Tick' icon on the right page to save details.

4.3   TGBS AP BANKING *SEND COVER MEMO TO REQUESTOR* BY BULK

➢ Select 'Bulk Processing' tab at the left pane and choose 'Cover Memo to Requester' in the drop down list.

➢ Click 'Create New Memo' button.

> ➢ In Type of Application field, choose 'Wang Hangus'.
> ➢ Selected requester name from dropdown list of Requester Name's field.
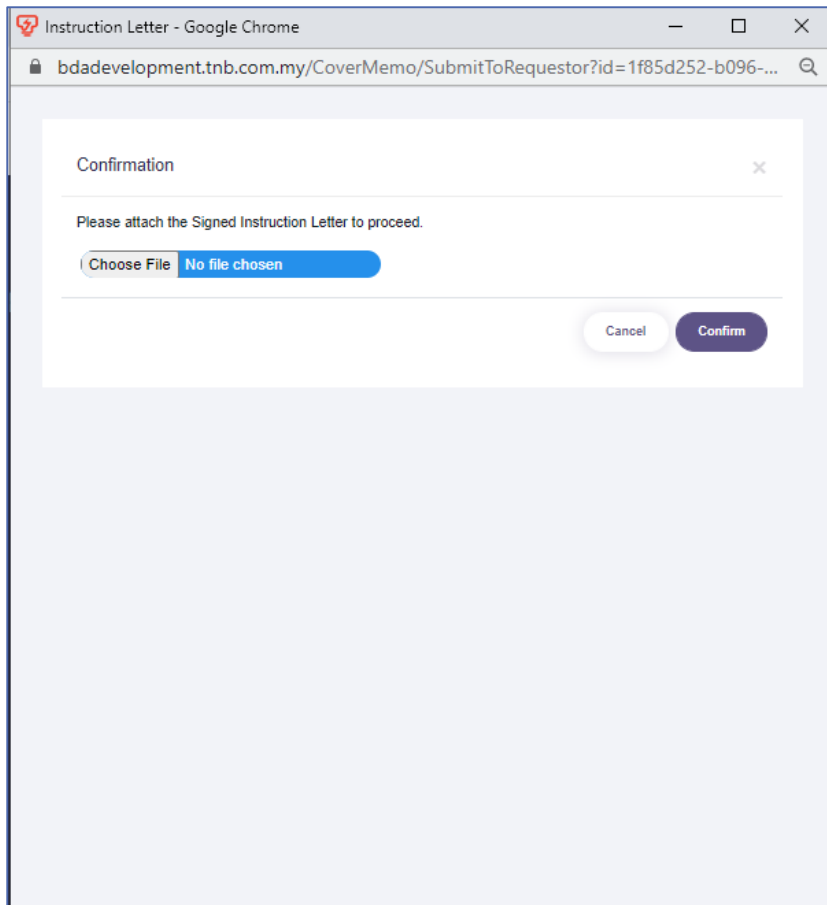> ➢ Fill in all details, then click 'Save'.

- ➤ Filter by Reference No. or Cover Memo No.
- ➤ Click 'Submit to Requestor' icon on the right page.

> ➢ Click 'Choose File' to upload signed covering memo.
> ➢ Click 'Confirm' button.

Requestor will receive email notification to complete Bank Draft Wang Hangus request.