



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA AP Banking User Manual

Wang Hagus Application

Version 1

Oct 2020

TABLE OF CONTENTS

DOCUMENT REVIEW AND HISTORY	3
1 PURPOSE OF THIS DOCUMENT	4
2 SCOPE OF THE DOCUMENT	4
2.1 DIVISIONAL USER ACCESS LEVEL GROUPS	4
2.2 SYSTEM WORKFLOW	6
2.3 LIST OF FIELD DESCRIPTION	7
3 USER GUIDELINES	8
3.1 LOGIN PAGE	8
3.2 TGBS AP BANKING <i>ACCEPTS</i> WANG HANGUS APPLICATION	9
3.3 TGBS AP BANKING <i>PROCESSES</i> WANG HANGUS APPLICATION	13
3.4 TGBS AP BANKING <i>ISSUES</i> BANK DRAFT	17
4 BULK PROCESSING	21
4.1 TGBS AP BANKING <i>GENERATES INSTRUCTION LETTER</i> BY BULK	21
4.2 TGBS AP BANKING <i>UPDATE</i> BANK DRAFT BY BULK	26
4.3 TGBS AP BANKING <i>SEND COVER MEMO TO REQUESTOR</i> BY BULK	28

DOCUMENT REVIEW AND HISTORY

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REVIEWED BY

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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 **request** 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

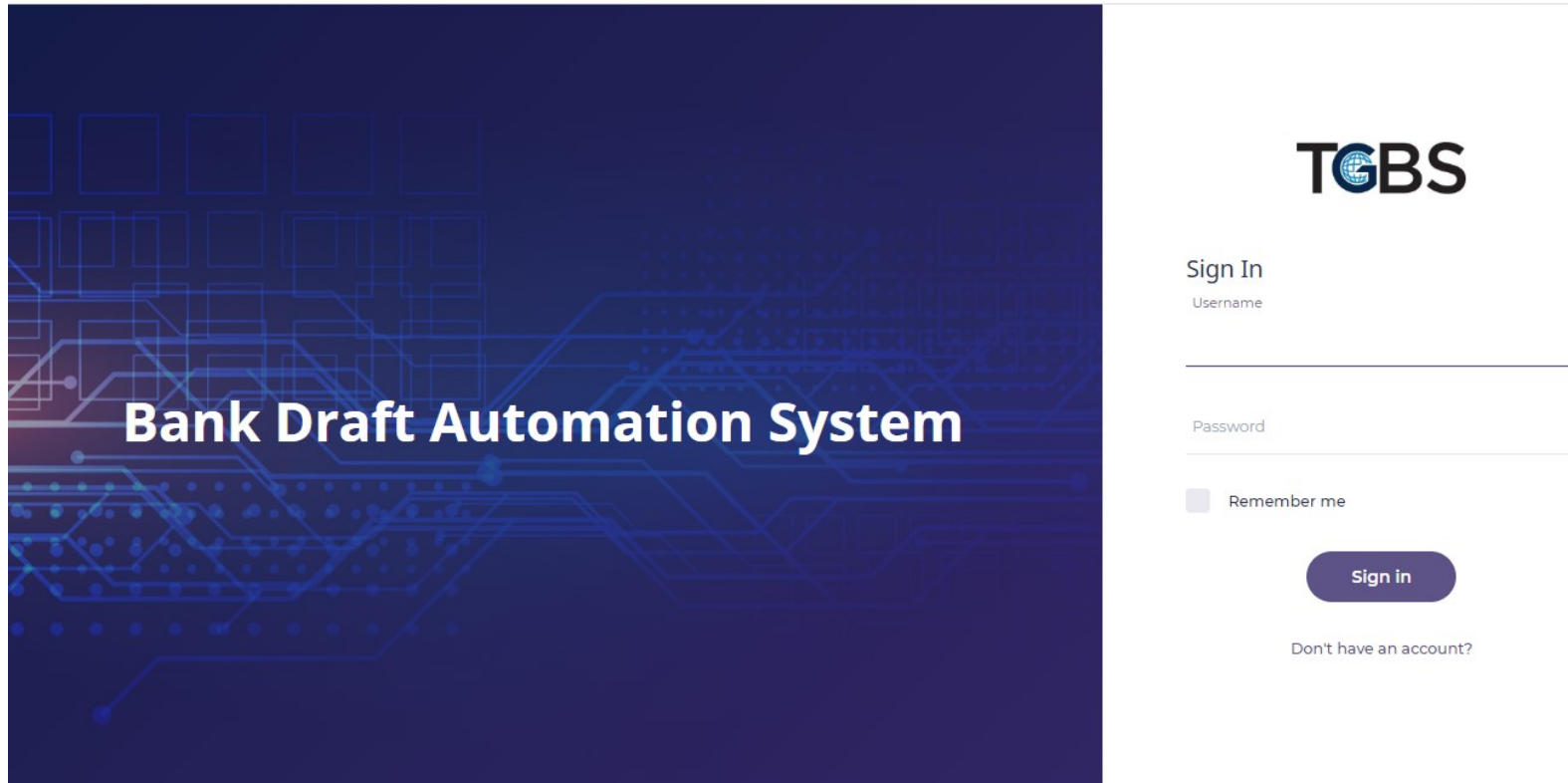


2.3 LIST OF FIELD DESCRIPTION

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



Bank Draft Automation System

TGBS

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 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

Summary

Application Request 91

Lost Request 7

Cancellation Request 23

Recovery Request 19

Recent History

Reference No.	BD No.	Project No.	Application Type	Submission Date	Status	Status Date	Action
TNB/WC/01401/A		D-CHL-S18-0482-3C	All	9/12/2019	Complete	9/12/2019	View
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	View

- 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.

- Home
- Manage Application
- Bulk Processing
- Reports

Manage Application

Pending Action

Action Taken

Reference No. ↑↓	Requester ↑↓	BD No. ↑↓	Name On BD ↑↓	Project No. ↑↓	Amount (RM) ↑↓	Application Type ↑↓	Submission Date ↑↓	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.."/>	Wang <input type="button" value="v"/>	<input type="text" value="Search.."/>	<input type="button" value="v"/>	<input type="button" value="v"/>	
TNB/WH/00446	Amri bin Misri		mbjb	43010	1,200.00	WangHangus	08-07-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00447	Emilda Samsi		MBJB	40310	1,100.00	WangHangus	08-07-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00436	reqDNSouth		training	121	10,100.00	WangHangus	08-07-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00275	t1user1div1		Vendor3		0.00	WangHangus	06-04-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00303	t1user2div1		Vendor1	o	20,000.00	WangHangus	29-04-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00299	t2user1div1		weh			WangHangus	29-04-2020	Approved	Accept	<input type="button" value="View"/>
TNB/WH/00311	t4user1div2		V_AMALINA	121	1,212,133,333.00	WangHangus	04-05-2020	Approved	Accept	<input type="button" value="View"/>

- 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.

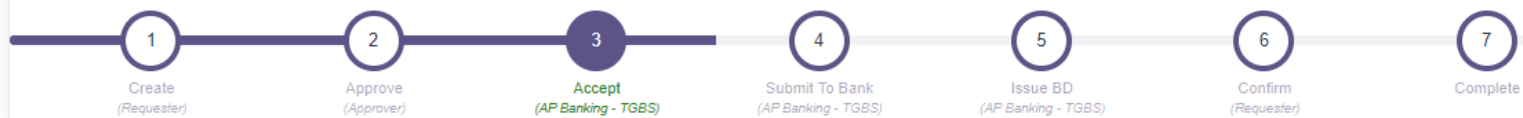
Hello, apbanking2

Permohonan Deraf Bank - Wang Hangus

New Application - Wang Hangus

Pending Acceptance! This application is waiting for TGBS Acceptance.

Application Status



Main Application

Bank Details

Bank Draft Issued

Bank Draft Acceptance

Reference No.

TNB/WH/00446

ERMS Document No. ⓘ *

PO Number ⓘ

Invoice Number ⓘ

Company Code ⓘ *

Posting Date *

Date ⓘ *

Business Area ⓘ *

State (PBT) *

07/09/2020

08/07/2020

Johor

➤ Fill in ERMS Document Number.

Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ⓘ
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 keluasan	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

TGBS 

Hello, apbanking2 

Manage Application

Pending Action | Action Taken

Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	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.."/>	Wang 	<input type="text" value="Search.."/>			
TNB/WH/00369	t1user1div1		N_FAT7_80	P_FAT7_80	80,765.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00367	t1user1div1		N_FAT7_79	P_FAT7_79	90,000.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00365	t1user1div1		N_FAT7_78	P_FAT7_78	76,770.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00364	t1user1div1		N_FAT7_77	P_FAT7_77	45,006.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00362	t1user1div1		N_FAT7_76	P_FAT7_76	90,600.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00361	t1user1div1		N_FAT7_75	P_FAT7_75	12,400.00	WangHangus	29-05-2020	Accepted	Process	View
TNB/WH/00358	t1user1div1		N_FAT7_74	P_FAT7_74	70,943.00	WangHangus	29-05-2020	Accepted	Process	View

- 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.

Hello, apbanking2

Permohonan Deraf Bank - Wang Hangus

Home - New Application - Wang Hangus

Processing.. This application is currently processing Instruction Letter to Bank.

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

Bank Details

Instruction Letter

Ins. Letter Ref No

Insert Letter Reference No

Create New Letter

Signed Letter *

Choose File No file chosen

Save Submit to Bank

bdadevelopment.tnb.com.my/.../3530da95-1e25-43f8-4230-08d8038c2a88

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

Instruction Letter - Google Chrome
bdadevelopment.tnb.com.my/IntructionLetter/Create?RefNo=TNB/WH/00355

Letter Details

Email ⓘ	Date ⓘ *
<input type="text" value="amaliairdina@tnb.com.my"/>	<input type="text" value="07/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga"/>	<input type="text" value="Tower 3"/>
State *	Value Date *
<input type="text" value="Selangor"/>	<input type="text" value="07/09/2020"/>

Application List

Reference No. ⓘ *

Amount written in letters ⓘ *

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

Permohonan Deraf Bank - Wang Hangus

Processing.. This application is currently processing Instruction Letter to Bank.

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

Instruction Letter


Ins. Letter Ref No TNB/LETTER/00176 View Edit Signed Letter * Choose File No file chosen

Save Submit to Bank


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- 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

TGBS 

Home Manage Application Bulk Processing Reports

Hello, apbanking2 

Manage Application

Pending Action Action Taken

Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	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..."/>	WangHangus	<input type="text" value="Search..."/>	<input type="text" value="Processed"/>	<input type="text" value="Issue"/>	
TNB/WH/00310	Intan Mastura binti Mohammad	300310	PENTADBIR TANAH DAERAH PONTIAN	C057160	550.00	WangHangus	30-04-2020	Processed	Issue	View
TNB/WH/00391	Requester DN East		Vendor1	C_2001	499,999.00	WangHangus	24-06-2020	Processed	Issue	View
TNB/WH/00200	Requester1			123	1,233.00	WangHangus	28-11-2019	Processed	Issue	View
TNB/WH/00198	Requester1	bg6789		123,123,	333.00	WangHangus	27-11-2019	Processed	Issue	View
TNB/WH/00130	Requester1			123	0.00	WangHangus	15-11-2019	Processed	Issue	View
TNB/WH/00075	Requester1	123	123	123	0.00	WangHangus	06-11-2019	Processed	Issue	View
TNB/WH/00350	t1user1div1		N_FAT7_70	P_FAT7_70	80,800.00	WangHangus	29-05-2020	Processed	Issue	View
TNB/WH/00348	t1user1div1		N_FAT7_69	P_FAT7_69	78,440.00	WangHangus	29-05-2020	Processed	Issue	View

- 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.

Hello, apbanking2

Permohonan Deraf Bank - Wang Hangus

Home - New Application - Wang Hangus

Pending Bank Draft! This application is currently processing for Bank Draft.

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

Bank Draft Information

Method Of Sending * SelfCollect Value Date 25/06/2020

No Bank Draft *

Cover Memo Ref No * Insert Memo Reference No **Create New Memo** Signed Covering Memo * Choose File No file chosen

Save Submit to Requestor

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

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create?RefNo=TNB/WH/00285

Date *

07/09/2020

Selected Bank Draft Application's Details

Type of Application *

☐ Wang Cagaran ☒ Wang Hangus

Requester Name *

t1user1div1

Reference No. *

TNB/WH/00285

Memo Details

Requester *

t1user1div1
Executive
Unit1

Approver *

U/P *

t1user3div1

Line 1 *

Surat dari Unit1, Division1 yang bertarikh 07 April 2020 adalah dirujuk.

Line 2 *

Bersama-sama ini disertakan 1 keping deraf bank yang berjumlah RM10,000.00 seperti berikut:

Save

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

Hello, apbanking2

Permohonan Deraf Bank - Wang Hangus

Home - New Application - Wang Hangus

Pending Bank Draft! This application is currently processing for Bank Draft.

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

Bank Draft Information

Method Of Sending * ByPos Value Date 30/04/2020

Postage No *

No Bank Draft * 300310 Contact No

Cover Memo Ref No * TNB/MEMO/00115 View Edit Signed Covering Memo * Choose File No file chosen

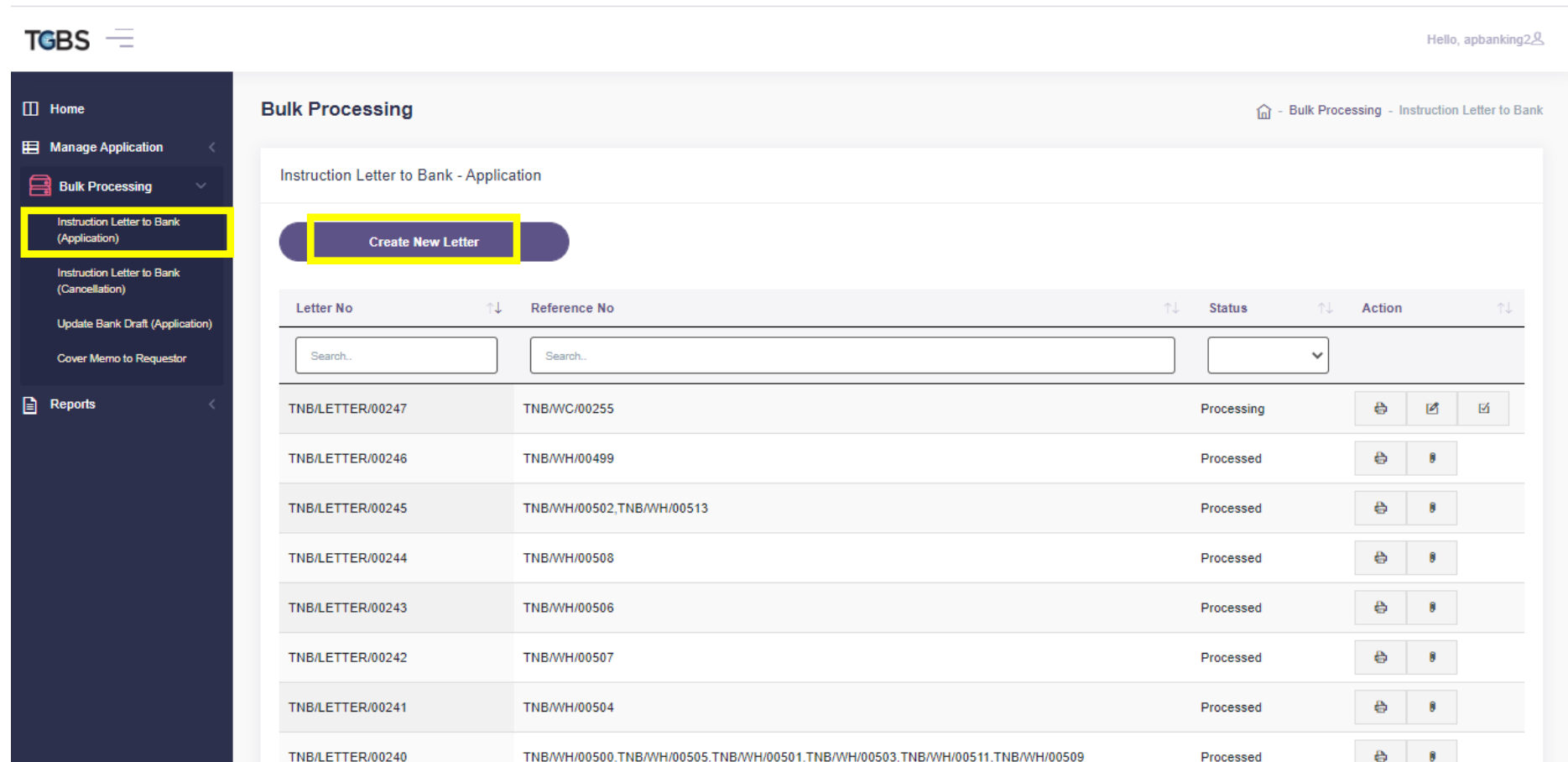
Save Submit to Requestor

- 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



TGBS ≡ Hello, apbanking2

Bulk Processing 🏠 - Bulk Processing - Instruction Letter to Bank

Instruction Letter to Bank - Application

Create New Letter

Letter No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value=""/>	
TNB/LETTER/00247	TNB/WC/00255	Processing	
TNB/LETTER/00246	TNB/WH/00499	Processed	
TNB/LETTER/00245	TNB/WH/00502, TNB/WH/00513	Processed	
TNB/LETTER/00244	TNB/WH/00508	Processed	
TNB/LETTER/00243	TNB/WH/00506	Processed	
TNB/LETTER/00242	TNB/WH/00507	Processed	
TNB/LETTER/00241	TNB/WH/00504	Processed	
TNB/LETTER/00240	TNB/WH/00500, TNB/WH/00505, TNB/WH/00501, TNB/WH/00503, TNB/WH/00511, TNB/WH/00509	Processed	

- 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.

Instruction Letter - Google Chrome
bdadevelopment.tnb.com.my/InstructionLetter/Create

Letter Details

Email ⓘ	Date ⓘ *
<input type="text" value="amaliairdina@tnb.com.my"/>	<input type="text" value="04/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga"/>	<input type="text" value="Tower A"/>
State *	Value Date *
<input type="text" value="Selangor"/>	<input type="text" value="04/09/2020"/>

Application List

Reference No. ⓘ *

Calculate Total ⓘ

Amount written in letters ⓘ *

Instruction Letter - Google Chrome
bdadevelopment.tnb.com.my/InstructionLetter/Create

Letter Details

Email ⓘ	Date ⓘ *
<input type="text" value="amaliairdina@tnb.com.my"/>	<input type="text" value="04/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga"/>	<input type="text" value="Tower A"/>

TNB/WC/00253

TNB/WC/00280

TNB/WC/00281

TNB/WH/00353

TNB/WH/00354

TNB/WH/00355

Calculate Total ⓘ

Amount written in letters ⓘ *

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

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/Create

Application List

Reference No. ⁱ *

ⁱ

Amount written in letters ⁱ *

Bank Details

Bank Name *

Bank Account *

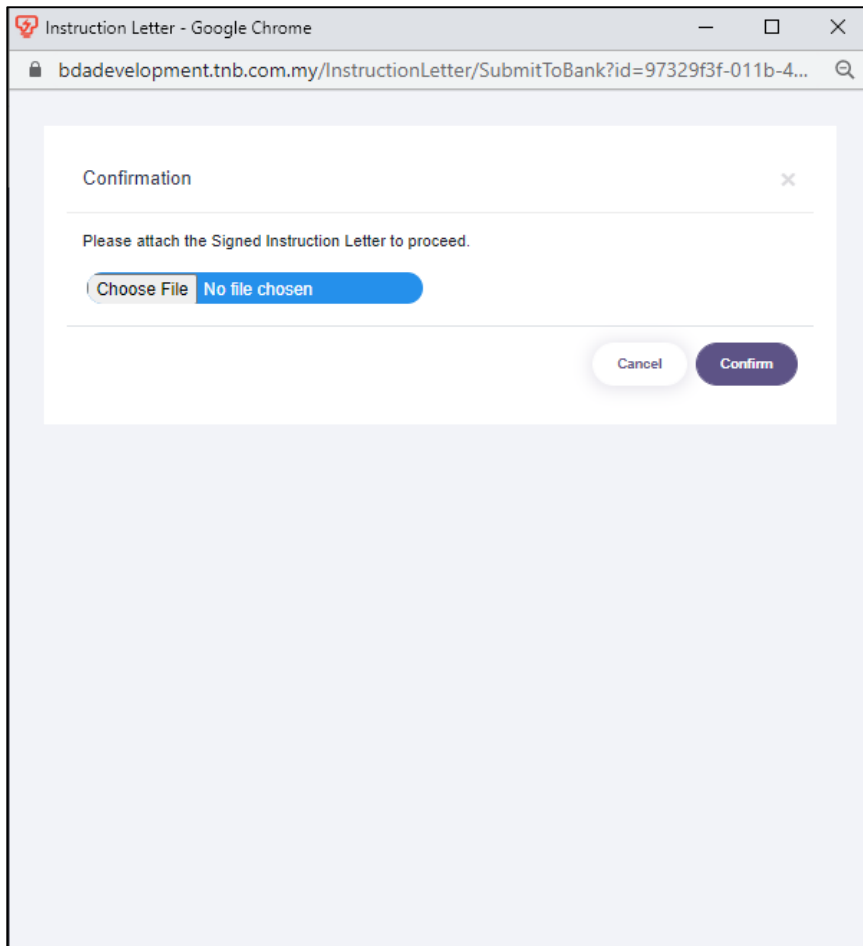
Bank Charges Account *

Ref/Remarks ⁱ

➤ Click 'Save' button.



Home	TNB/LETTER/00235	TNB/WH/00494,TNB/WH/00495,TNB/WH/00496	Processed		
Manage Application	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		
Bulk Processing	TNB/LETTER/00233	TNB/WH/00491,TNB/WH/00490,TNB/WH/00488,TNB/WH/00484,TNB/WH/00485	Processed		
Instruction Letter to Bank (Application)	TNB/LETTER/00232	TNB/WC/01301	Processed		
Instruction Letter to Bank (Cancellation)	TNB/LETTER/00231	TNB/WC/00992	Processing		
Update Bank Draft (Application)	TNB/LETTER/00230	TNB/WC/00990	Processed		
Cover Memo to Requestor	TNB/LETTER/00229	TNB/WC/00997,TNB/WC/00998	Processed		
Reports	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

TGBS  Hello, apbanking2 

Bulk Processing  - Bulk Processing - Update Bank Draft

Update Bank Draft

Action Pending **Submitted**

Reference No	Bank Draft Date	Sending Method	Postage No	Contact No	No Bank Draft	
<input type="text"/>		<input type="text" value="By Post"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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	06/07/2020					
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					

- 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.


- Home
- Manage Application
- Bulk Processing
- Reports


Action Pending Submitted


Reference No	Bank Draft Date	Sending Method	Postage No	Contact No	No Bank Draft	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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


















TGBS 

Hello, apbanking2 

Bulk Processing  - Bulk Processing - Cover Memo to Requestor

Cover Memo to Requestor

Create New Memo

Cover Memo No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	
TNB/MEMO/00348	TNB/WC/00404	Issuing	  
TNB/MEMO/00347	TNB/WH/00499	Issued	 
TNB/MEMO/00346	TNB/WH/00513	Issued	 
TNB/MEMO/00345	TNB/WH/00508	Issued	 
TNB/MEMO/00344	TNB/WH/00506	Issued	 
TNB/MEMO/00343	TNB/WH/00502	Issued	 
TNB/MEMO/00342	TNB/WH/00507	Issued	 
TNB/MEMO/00341	TNB/WH/00512	Issued	 

- Select 'Bulk Processing' tab at the left pane and choose 'Cover Memo to Requestor' in the drop down list.
- Click 'Create New Memo' button.

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create

Cover Memo

Date *

07/09/2020

Selected Bank Draft Application's Details

Type of Application *

☐ Wang Cagaran ☒ Wang Hangus

Requester Name *

Reference No. ⓘ *

Memo Details

Requester * Approver *

U/P *

Cover Memo - Google Chrome

bdadevelopment.tnb.com.my/CoverMemo/Create

Reference No. ⓘ *

Memo Details

Requester * Approver *

U/P *

Line 1 *

Line 2 *

Save

- 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'.

Bulk Processing

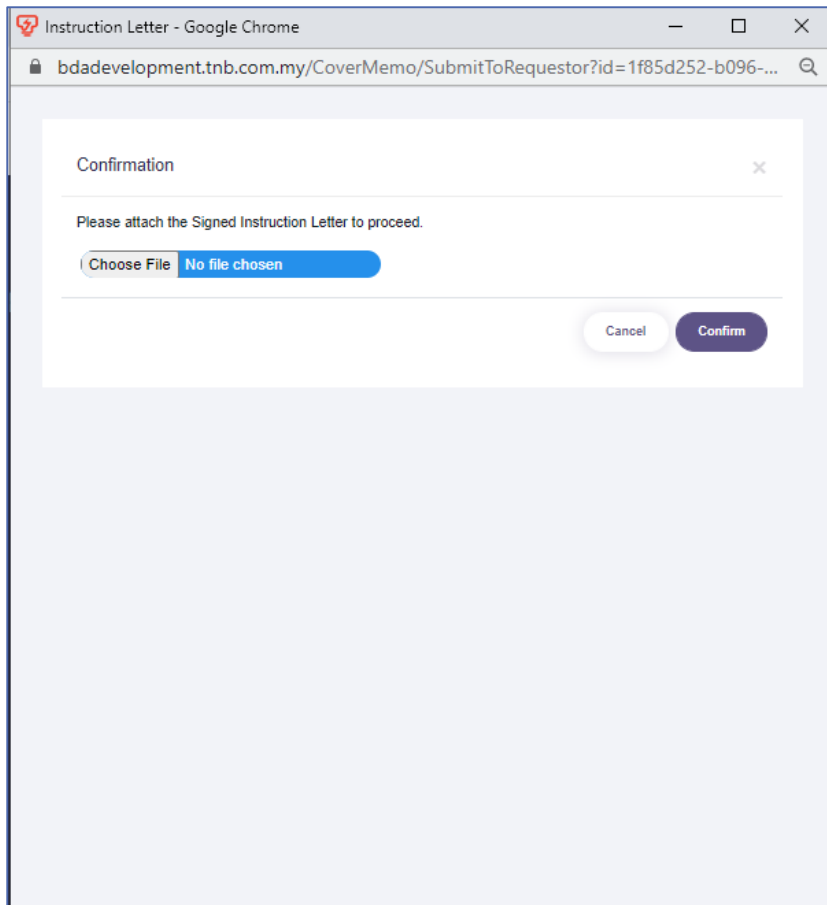
Bulk Processing - Cover Memo to Requestor

Cover Memo to Requestor

Create New Memo

Cover Memo No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="v"/>	
TNB/MEMO/00348	TNB/WC/00404	Issuing	  
TNB/MEMO/00347	TNB/WH/00499	Issued	 
TNB/MEMO/00346	TNB/WH/00513	Issued	 
TNB/MEMO/00345	TNB/WH/00508	Issued	 
TNB/MEMO/00344	TNB/WH/00506	Issued	 
TNB/MEMO/00343	TNB/WH/00502	Issued	 
TNB/MEMO/00342	TNB/WH/00507	Issued	 

- 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 Hagus request.