BANK DRAFT AUTOMATION SYSTEM

(BDA)

BDA Admin User Manual

Version 1

September 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 admin guideline for Bank Draft Automation (BDA) System.

2   SCOPE OF THE DOCUMENT

2.1   SCOPE

This document will focus on admin to manage application (Wang Cagaran, Wang Hangus, Lost, Cancellation, Recovery), Reporting and also admin settings.
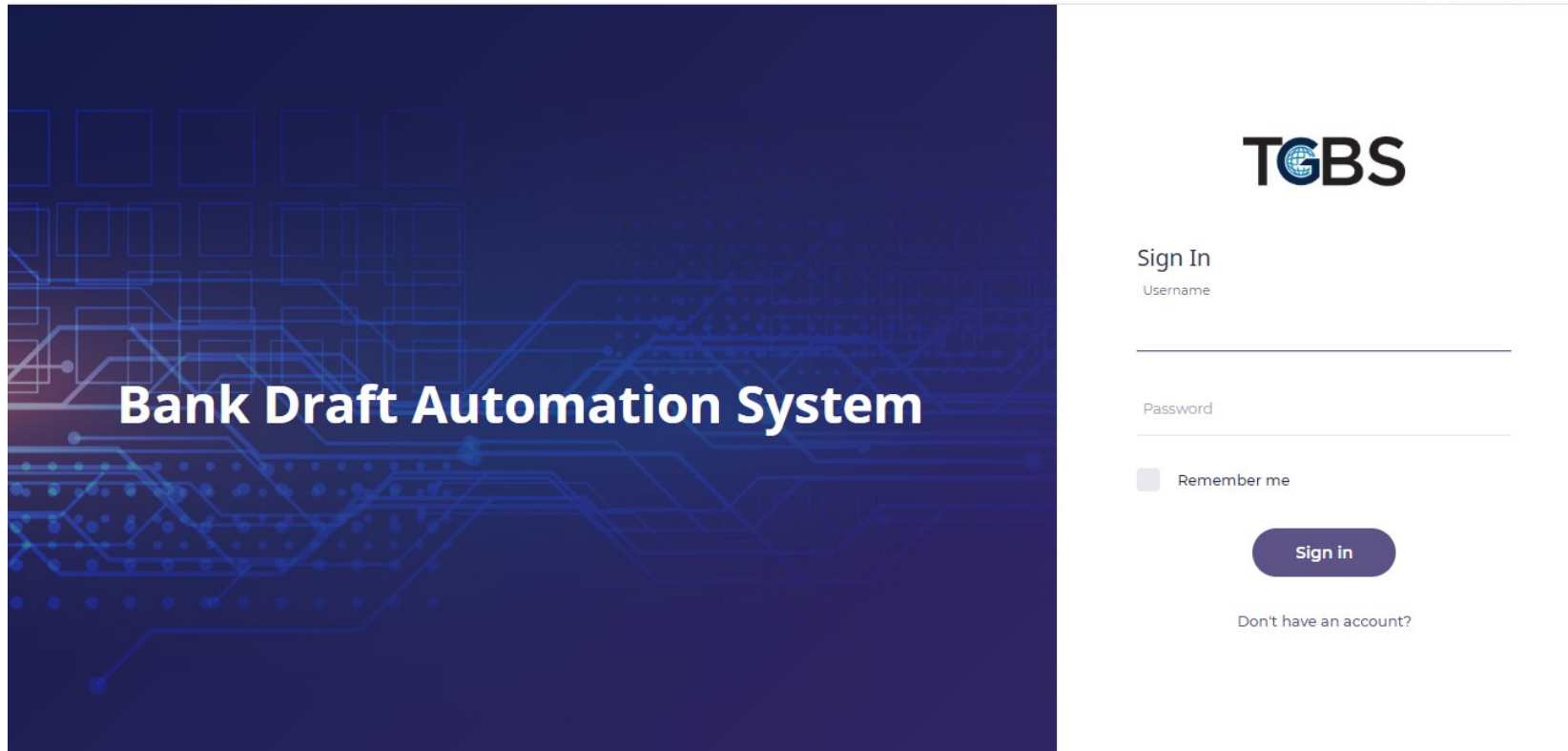
2.2   LIST OF FIELD DESCRIPTION

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   USER SETTINGS

- ➢ Select 'Settings' tab at the left pane and choose 'User' in the drop down list.
- ➢ Click 'Create New User' button to add new user.

- In Login Type, choose 'Active Directory' to add user from AD.
- Input 'Staff No' and click 'Fetch AD Info' button.

- Details of user will be fetch from Active Directory.
- Fill in all details such as Unit, Designation, Division and Office Phone No.
- Click 'Save' button.

➤ Click 'Assign Role' button to assign user role.
➤ Choose Role from dropdown list.

- Fill in all related details from dropdown list.
- Click 'Add' button.
- Successfully add new user.

3.3 DIVISION SETTINGS

> ➢ Select 'Settings' tab at the left pane and choose 'Division' in the drop down list.
> ➢ Click 'Add New Division' button to add new division.

> ➢ Fill in all details.
> ➢ Click 'Add' button.

TGBS

- Home
- Manage Application ‹
- Reports ‹
- Settings ⌄
  - User
  - Division
  - Function
  - Zone
  - Business Area
  - Unit
  - Bank Details
  - Email Template
  - Admin Console

Divisions

Add New Division

Company Code	Name	Division Type	Status	Action
Search..	Search..	All	All	
Hehe		1	InActive	Edit
123	123	0	Active	Edit
Corporate	Corporate	2	Active	Edit
Corporate1	Corporate1	2	Active	Edit
Distribution Network	Distribution Network	1	Active	Edit
Division1	Division1	1	Active	Edit
Division2	Division2	2	Active	Edit
Generation	Generation	2	Active	Edit

➢ Admin can search for division based on filter function.
➢ Click 'Edit' button to edit division details.

3.4   FUNCTION SETTINGS

➢ Select 'Settings' tab at the left pane and choose 'Function' in the drop down list.
➢ Click 'Add New Function' button to add new function.

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

- Admin can search for Function based on filter function.
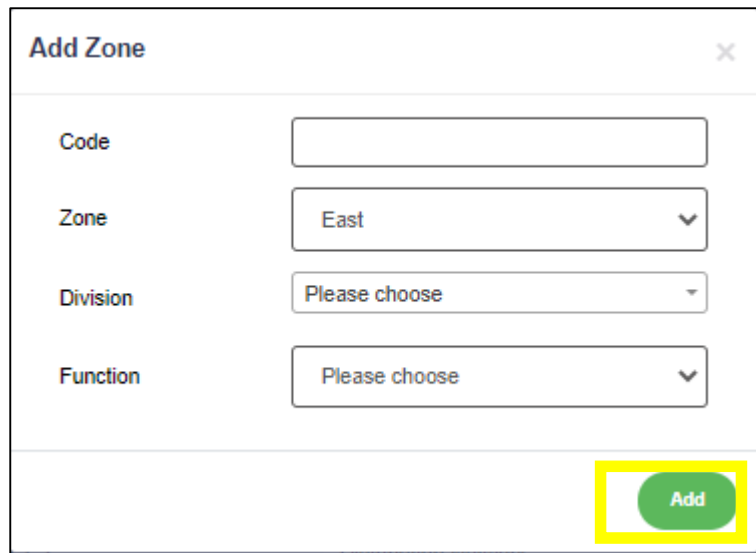- Click 'Edit' button to edit Function details.

3.5   ZONE SETTINGS

➤ Select 'Settings' tab at the left pane and choose 'Zone' in the drop down list.
➤ Click 'Add New Zone' button to add new zone.

> ➤ Fill in the details.
> ➤ Click 'Add' button.

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Zones

Add New Zone

Code	Name	Division	Function	Status	Action
Search..	Search..	Search..	Search..	All	
31	31	Distribution Network	Asset Development	Active	Edit
AD East	AD East	Distribution Network	Asset Development	Active	Edit
AD KL	AD KL	Distribution Network	Asset Development	Active	Edit
AD North	AD North	Distribution Network	Asset Development	Active	Edit
AD SEL, PJ, CJ	AD SEL, PJ, CJ	Distribution Network	Asset Development	Active	Edit
AD South	AD South	Distribution Network	Asset Development	Active	Edit
BP Regulated Business	BP Regulated Business	Retail	BP Regulated Business	Active	Edit
Careline1	Careline1	test1	function2	Active	Edit

➢ Admin can search for Zone based on filter function.
➢ Click 'Edit' button to edit Zone details.

3.6   BUSINESS AREA SETTINGS

➢ Select 'Settings' tab at the left pane and choose 'Business Area' in the drop down list.
➢ Click 'Add New Business Area' button to add new business area.

- ➢ Fill in the details.
- ➢ Click 'Add' button.

- ➢ Admin can search for Business Area based on filter function.
- ➢ Click 'Edit' button to edit Business Area details.

3.7   UNIT SETTINGS

- ➤ Select 'Settings' tab at the left pane and choose 'Unit' in the drop down list.
- ➤ Click 'Add New Unit' button to add new unit.

- ➤ Fill in the details.
- ➤ Click 'Add' button.

Units

TGBS

Hello, admin

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Add New Unit

Code	Name	Division	Function	Zone	Status	Action
Search..	Search..	Search..	Search..	Search..	All	
Maintenance Executor - Subzone K1	Maintenance Executor - Subzone K1	Distribution Network	Operation & Maintenance	O&M North	Active	Edit
Project Implementation 33kv/Rehab	Project Implementation 33kv/Rehab	Distribution Network	Asset Development	AD East	Active	Edit
33 kV Maintenance Executor	33 kV Maintenance Executor	Distribution Network	Operation & Maintenance	O&M East	Active	Edit
33 kV Maintenance Executor	33 kV Maintenance Executor	Distribution Network	Operation & Maintenance	O&M KL	Active	Edit
33kV Maintenance Executor- North	33kV Maintenance Executor- North	Distribution Network	Operation & Maintenance	O&M North	Active	Edit
BP Regulated Business	BP Regulated Business	Retail	BP Regulated Business	BP Regulated Business	Active	Edit
BP Regulated Business	BP Regulated Business	Retail1	Retail1	Selangor	Active	Edit
Careline Units1	Careline Units1	Generation1	Generation1	North	Active	Edit

➢ Admin can search for Unit based on filter function.
➢ Click 'Edit' button to edit Unit details.

3.8 BANK DETAILS SETTINGS

> - Select 'Settings' tab at the left pane and choose 'Bank Details' in the drop down list.
> - Click 'Add New Bank Details' button to add new bank details.

Add Bank Details

Field	
Type	Application
Bank Name	
Bank PIC	
BankPIC Position	
Address Line 1	
Address Line 2	
Street	
State	
Account No 1	
Account No 2	
Account No 3	
Charge Account No	
Email	

Add

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

3.9   EMAIL TEMPLATES SETTINGS

- ➢ Select 'Settings' tab at the left pane and choose 'Email Template' in the drop down list.
- ➢ Select template type from the dropdown list.
- ➢ Fill in all details.
- ➢ Click 'Save Template' button.