



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA User Manual - Wang Hangus Application

Version 1.0

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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 user manual for Bank Draft Automation (BDA) System – *Wang Hangu Application*.

2 SCOPE OF THE DOCUMENT

2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

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

1. Division 1

DIVISION 1	APPLICATION			
	Wang Hangu <= 500K		Wang Hangu >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 Hangu* <= 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

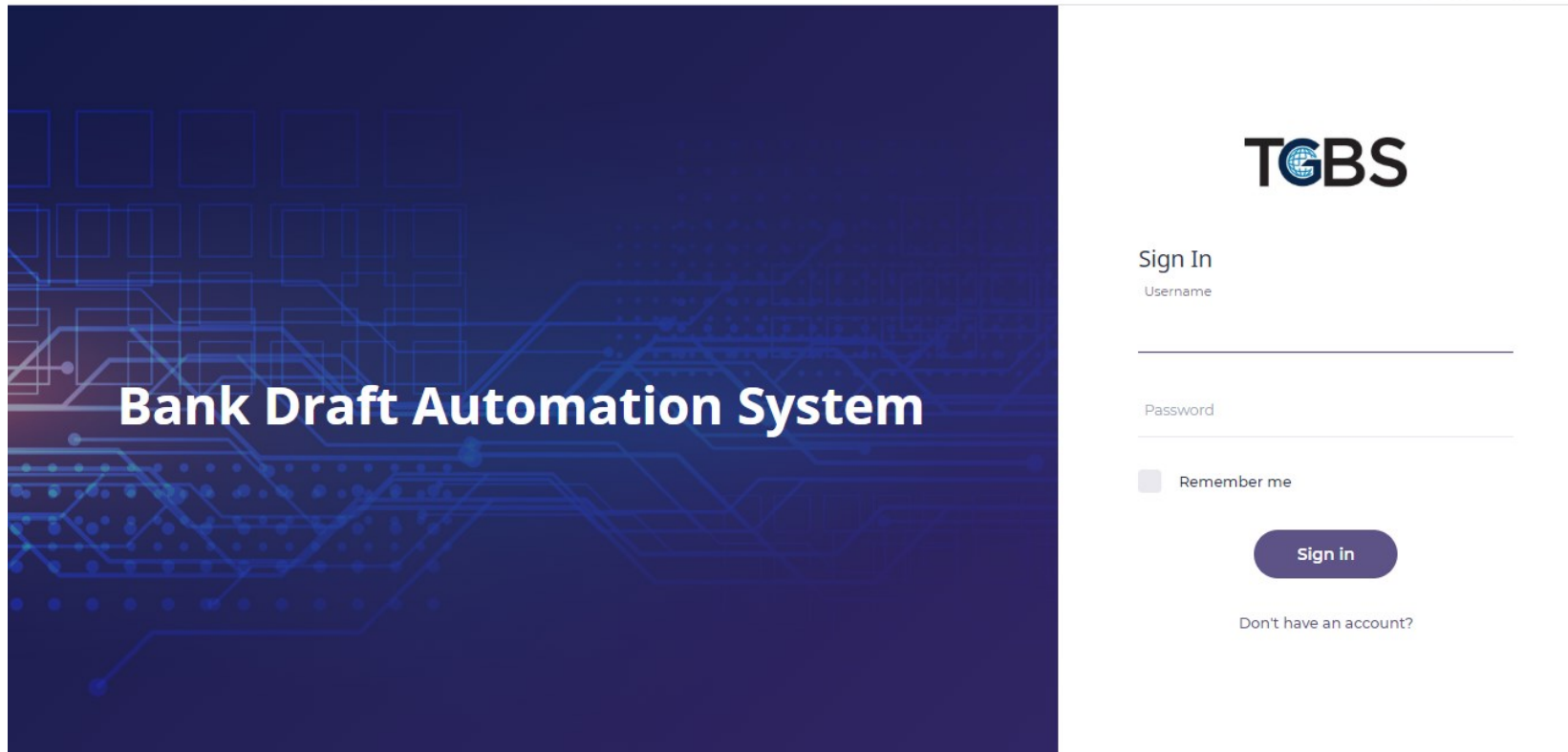


2.3 LIST OF FIELD DESCRIPTION

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

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 Staff No and Password in the required field.
- Click the 'Sign In' button to continue.
- User able to view BDA Homepage.

3.2 REQUESTOR SUBMITS WANG HANGUS

TGBS ≡ Hello, t2userdiv1

Permohonan Deraf Bank - Wang Hangus 🏠 - New Application - Wang Cagaran

Application Status

1 Draft 2 Submitted 3 Approved 4 TGBS Accepted 5 TGBS Processed 6 BD Issued 7 Complete

Main Application Bank Details Bank Draft Issued Bank Draft Acceptance

Reference No.

ERMS Document No. Posting Date

Requester/Initiator Date

Invoice Number Business Area

Company Code State (PBT)

Vendor No.

Vendor Name

- Select 'Create Application' tab at the top pane and choose 'Wang Hangus' in the drop down list.

TGBS

Hello, tuser1div1

Home

Create Application

Wang Cagaran

Wang Hangus

Cancel Application

Recover Application

Lost Application

My Request

Manage Application

Bank Account

Bank Country

Description *

Supporting Document *

Accounting Table

Bank Account

Bank Country

Description *

Supporting Document *

Accounting Table

No

Name

Attachment



No data available in table

Add Attachment


DR/CR *	GL Account *	C/O/N/W *	Cost Object *	Tax Code	Currency	Tax Amount (RM)	Amount (RM) *	
					MYR	0.00	0.00	<div><div></div><div></div><div></div></div>
					MYR	0.00	0.00	<div><div></div><div></div><div></div></div>

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

- User fill in the forms and complete all the compulsory fields.

Hello, t1user1div1

Home

Create Application 


Wang Cagaran


Wang Hangus




Cancel Application

Recover Application

Lost Application

My Request 


Manage Application 

DR/CR *	GL Account *	C/O/N/W *	Cost Object *	Tax Code	Currency	Tax Amount (RM)	Amount (RM) *			
					MYR	0.00	0.00			
					MYR	0.00	0.00			


Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ⓘ
Total Amount(include Tax): RM 0.00

Approval

Approver *


t1user3div1

Comment *

Komen dan cadangan

Save as Draft

Submit



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- Fill in 'Comment' field.
- Click 'Submit' button.
- Click 'Sure' button.

3.3 APPROVER APPROVES WANG HANGUS

Once Requester has submitted BD application, Approver will receive email for approval.

TGBS Hello, t2user3div1

Manage Application

Pending Action | Action Taken

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
Search...	Search...	Search...	Search...	Search...	All	Search...	/	AI
TNB/WH/00389	t2user1div1	2		4.00	WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00388	t2user1div1				WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00387	t2user1div1				WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00386	t2user1div1				WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00385	t2user1div1				WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00300	t2user1div1				WangHangus	23-06-2020	Submitted	Approve View
TNB/WH/00272	t2user2div1	123		111,222.00	WangHangus	06-04-2020	Submitted	Approve View

- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.

Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ⓘ
Total Amount(include Tax): RM 4.00

Approval

Approver
t2user3div1

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t2user1div1 - t2user1div1	333	Submitted	23-06-2020 09:48:41 AM

Comment *

Komen dan cadangan

Reject Approve

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- Fill in the 'Comment' field.
- Click 'Approve' button. Next, click 'Sure' button.

Once Approver has approved BD application, TGBS AP Banking will receive email for acceptance of BD application. TGBS AP Banking will proceed to accept, process and issue BD application to Requestor.

3.4 REQUESTOR COMPLETES THE BD APPLICATION CYCLE

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

The screenshot displays the TGBS 'Manage Application' interface. On the left, a sidebar contains navigation options: Home, Create Application, My Request (highlighted with a yellow box), Application, Cancellation, Recovery, Lost, and Manage Application. The main area shows a table of applications under the 'Pending Action' tab. The table has columns for Reference No., Requester, BD No., Project No., Amount (RM), Application Type, Submission Date, Status, and Action Needed. A single application is listed with the status 'Issued'. The 'Action Needed' column for this application shows 'Accept BD' and a 'View' button, which is highlighted with a yellow box. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls (Previous, 1, Next).

Reference No.	Requester	BD No.	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed
TNB/WH/00389	t2user1div1	bd2306	2	4.00	WangHangus	23-06-2020	Issued	Accept BD View

- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.

The screenshot shows a web application interface for 'Bank Draft Acceptance'. At the top right, it says 'Hello, t2user@div1.2'. Below this is a horizontal progress bar titled 'Application Status' with seven steps: 1. Draft, 2. Submitted, 3. Approved, 4. TGBS Accepted, 5. TGBS Processed, 6. BD Issued (highlighted in green), and 7. Complete. Below the progress bar are four tabs: 'Main Application', 'Bank Details', 'Bank Draft Issued', and 'Bank Draft Acceptance' (the active tab). The 'Bank Draft Acceptance' section contains a 'Date of Acceptance' field with the value '23/06/2020' and a calendar icon. Below this is a 'Receipt' section with a 'Receipt No' field and an 'Evidence' field with a file upload button labeled 'Choose File' and 'No file chosen'. At the bottom of the form are two buttons: 'Save' and 'Complete Application'. The footer of the page reads 'Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.'

- Fill in the forms and complete all the compulsory fields.
- Click 'Complete Application' button. Next, click 'Sure' button.

4 USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)

4.1 REQUESTOR WITHDRAWS WANG HANGUS

Requestor can withdraw BD application before Approver takes any action on BD application.

TCBS

Hello, t2user3div1

Home

Create Application

My Request

Application

Cancellation

Recovery

Lost

Manage Application

DR/CR	GL Account	C/O/N/W	Cost Object	Tax Code	Currency	Tax Amount (RM)	Amount (RM)
						0.00	0.00

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

Total Amount(include Tax): RM 0.00

Approval

Approver
t2user3div1

Activity History

Action Role	Action By	Comment	Action Type	Action Date

Withdraw

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- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.
- Click 'Withdraw' button. Next, click 'Sure' button.

Approver will receive email on BD application withdrawal.

4.2 APPROVER REJECTS WANG HANGUS

TGBS ≡ Hello, t2user3div1

Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ⓘ
Total Amount(include Tax): RM 111,222.00

Approval

Approver
t2user3div1

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t2user2div1 - t2user2div1	ok	Submitted	06-04-2020 11:30:55 AM

Comment *

Komen dan cadangan

Reject Approve

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- Select 'Manage Application' > 'Application' tab at the left pane bar.
- Able to view Pending Action list.
- Click 'View' on the respective application.
- Fill in the 'Comment' field.
- Click 'Reject' button. Next, click 'Sure' button.

Requestor will receive email on BD application approval rejection.

4.3 REQUESTOR RESUBMITS WANG HANGUS

Requestor can resubmit *Wang Hangus* application after withdrawal and rejected by Approver and TGBS AP Banking.

The screenshot shows the TGBS web application interface. On the left is a dark sidebar with navigation options: Home, Create Application, My Request (highlighted with a yellow box), Application, Cancellation, Recovery, Lost, and Manage Application. The main content area is titled 'Manage Application' and features two tabs: 'Pending Action' and 'Action Taken'. Below the tabs is a table with columns: Reference No., Requester, BD No., Project No., Amount (RM), Application Type, Submission Date, Status, and Action Needed. The table contains one entry with Reference No. TNB/WH/00388, Requester t2user1div1, Application Type WangHangus, Submission Date 23-06-2020, and Status Withdrawn. The 'Action Needed' column for this entry shows 'Resubmit' and 'View' buttons, with the 'Resubmit' button highlighted by a yellow box. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is a copyright notice: 'Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.'

- Select 'My Request' > 'Application' tab at the left pane bar.
- Click 'View' on the respective application.

Hello, t2user1div1

Note: C-Cost Centre, O-Order, N-Network, W-WBS Element ⓘ
Total Amount(include Tax): RM 0.00

Approval

Approver *
t2user3div1

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t2user1div1 - t2user1div1		Withdrawn	23-06-2020 10:37:17 AM

Comment *

ok resubmit

Save as Draft

Submit

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- Update the forms and complete all the compulsory fields.
- Click 'Submit' button. Next, click 'Sure' button.

Approver will receive email for BD application approval.