



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

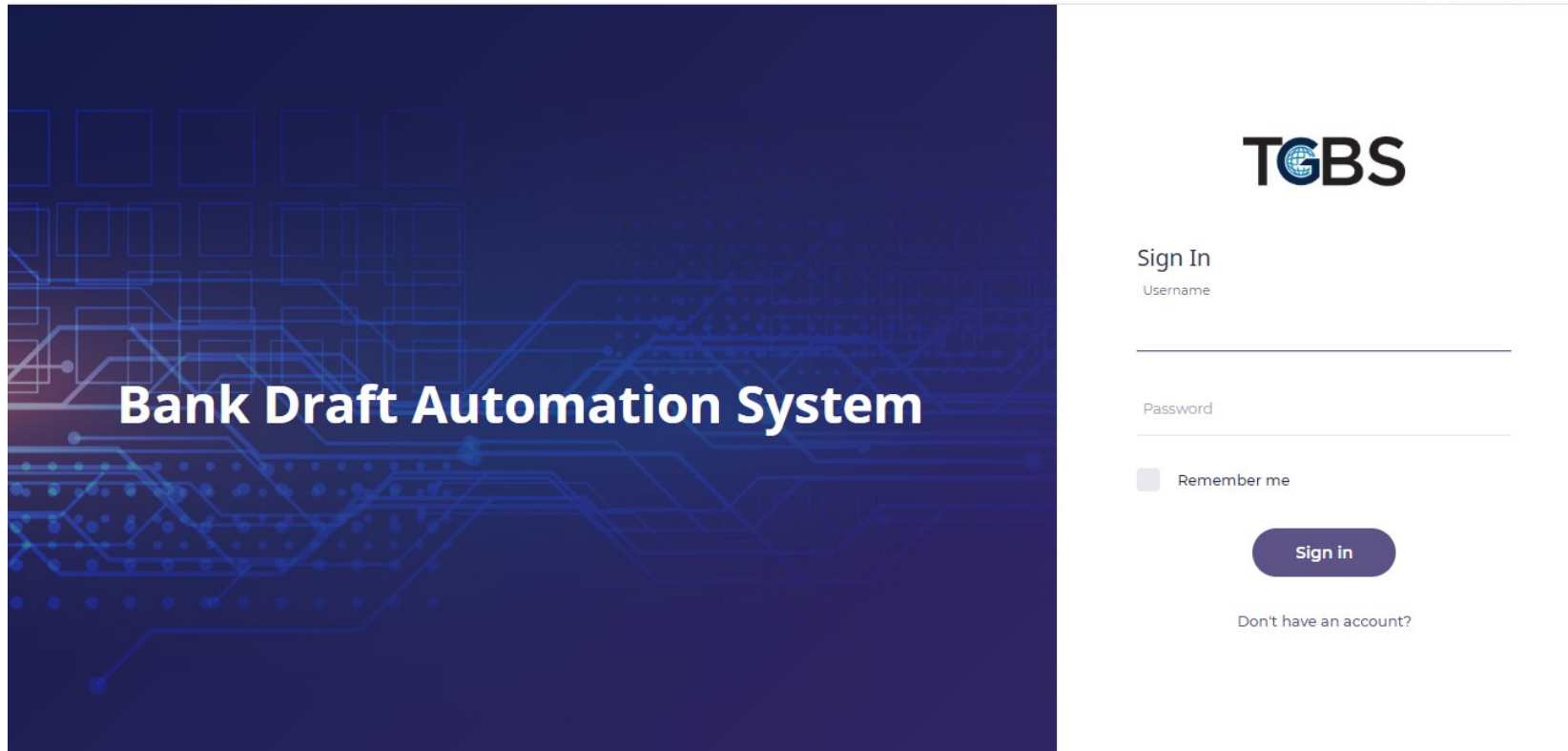
FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
ERMS Document No.	No dokumen pancangan dalam sistem ERMS
Posting Date	Tarikh pancangan dalam sistem ERMS
Requester/Initiator	Nama pemula
Date	Tarikh
Invoice Number	Nombor Invois
State (PBT)	Negeri Pihak Berkuasa Tempatan (PBT) - 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



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 USER SETTINGS

TGBS ≡ Hello, admin

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

Users

Create New User

Username	Full Name	Roles	Division	Function	Zone	Unit	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="All"/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="A"/>	
10098765	222						Active	View
10021422	Ab Jalal Husin	Executive	Corporate1	Corporate1	South	Corp REVD - Perkhidmatan Tanah	Active	View
10032028	Abd Mutalib Gultom Mohd Bin Salleh	Executive	Distribution Network	Operation & Maintenance	O&M North	Maintenance Executor - SubzoneK3	Active	View
10072356	Abd Rahim Abu Talib	Executive	Distribution Network	Operation & Maintenance	O&M South	LVMV Operation, Repair & Recovery	Active	View
10025038	Abdul Aziz Ahmad (KJOM Sel PJCj)	Head of Zone	Distribution Network	Operation & Maintenance	O&M SEL, PJ, CJ		InActive	View
10024243	Abdul Aziz B Samsudin	Executive	Distribution Network	Operation & Maintenance	O&M KL	33 kV Maintenance Executor	InActive	View
10100748	Abdul Hadi b. Md Kamis	Executive	Distribution Network	Operation & Maintenance	O&M East	33 kV Maintenance Executor	InActive	View
10023130	Abdul Hamid Bin Mohd Yunus	Executive	Distribution Network	Asset Development	AD SEL, PJ, CJ	Projek Implement. (11kV/LV/SL)-KLG/PKL	Active	View
10000000	Abdul Khalil B Ahmad			Operation &		LVMV Operation, Repair &		View

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

Home

Manage Application

Reports

Settings

Add User

Login Type

Active Directory

Internal

Staff No *

Fetch AD Info

Staff Details

Staff Name *

E-mail *

Office Phone No

Mobile Phone No *

Unit *

Division *

Designation *

Save

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

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TGBS

Home
Manage Application
Reports
Settings

Add User

Login Type

☒ Active Directory ☐ Internal

Staff No * Fetch AD Info

Staff Details

Staff Name *	<input type="text" value="Nur Amalia Irdina bt. Ibrahim"/>	E-mail *	<input type="text" value="amaliairdina@tnb.com.my"/>
Office Phone No	<input type="text"/>	Mobile Phone No *	<input type="text" value="0182796448"/>
Unit *	<input type="text"/>	Division *	<input type="text"/>
Designation *	<input type="text"/>		

Save

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- 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.

The screenshot shows the TGBS Staff Details form. The form fields are as follows:

Field	Value
Staff No	10102047
Status	Active
Staff Name	Nur Amalia Irdina bt. Ibrahim
E-mail	amaliairdina@tnb.com.my
Office Phone No	0182796448
Unit	test
Designation	test

Buttons: Save, + Assign Role

The 'Assign Role' modal is open, showing a dropdown list for 'Role *'. The list includes:

- Please choose
- Business Admin
- Business Partner
- Executive
- General Manager/Senior General Manager
- Head of Banking Management
- Head of Unit (highlighted)

Below the modal, there is a table with columns: Role, Division, Function, Zone, Unit, and Action. The table is currently empty, with the message 'No data available in table' displayed.

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

Assign Role ✕

Role *

Executive

Division *

Distribution Network

Function *

Operation & Maintenance

Zone *

O&M South

Unit *

LVMV Operation,Repair & Recovery

Add

Staff Details

Staff No

10102047

Status

☒ Active

Staff Name

Nur Amalia Irdina bt. Ibrahim

E-mail

amaliairdina@tnb.com.my

Office Phone No

Mobile Phone No

0182796448

Unit

test

Division

test

Designation

test

Save

+ Assign Role

Role	Division	Function	Zone	Unit	Action
Executive	Distribution Network	Operation & Maintenance	O&M South	LVMV Operation,Repair & Recovery	Delete

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

3.3 DIVISION SETTINGS

The screenshot shows the TOBS application interface. On the left, a dark sidebar contains a menu with 'Settings' expanded and 'Division' selected. The main content area is titled 'Divisions' and features a yellow-bordered button labeled 'Add New Division'. Below this is a table with the following data:

Company Code	Name	Division Type	Status	Action
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

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



Add Division

Code

Name

Division Type

1

▼

Add

- Fill in all details.
- Click 'Add' button.

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
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<div>All</div>	<div>All</div>	
Hehe		1	InActive	<div>Edit</div>
123	123	0	Active	<div>Edit</div>
Corporate	Corporate	2	Active	<div>Edit</div>
Corporate1	Corporate1	2	Active	<div>Edit</div>
Distribution Network	Distribution Network	1	Active	<div>Edit</div>
Division1	Division1	1	Active	<div>Edit</div>
Division2	Division2	2	Active	<div>Edit</div>
Generation	Generation	2	Active	<div>Edit</div>

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

3.4 FUNCTION SETTINGS

TGBS ≡ Hello, admin

- Home
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Functions

Add New Function

Code	Name	Division	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="All"/>	
111	111	Distribution Network	Active	<input type="button" value="Edit"/>
12	12	123	Active	<input type="button" value="Edit"/>
Asset Development	Asset Development	Distribution Network	Active	<input type="button" value="Edit"/>
BP Regulated Business	BP Regulated Business	Retail	Active	<input type="button" value="Edit"/>
Corp BSO	Corp BSO	Corporate	Active	<input type="button" value="Edit"/>
Corp REVD - Perkhidmatan Tanah	Corp REVD - Perkhidmatan Tanah	Corporate	Active	<input type="button" value="Edit"/>
Corp Single Buyer	Corp Single Buyer	Corporate	Active	<input type="button" value="Edit"/>
Corp Star	Corp Star	Corporate	Active	<input type="button" value="Edit"/>

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



Add Function ×

Code


Name


Division

Please choose ▾

Add

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

TGBS 

Hello, admin 

Functions

[Add New Function](#)

Code	Name	Division	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="All"/>	
111	111	Distribution Network	Active	Edit
12	12	123	Active	Edit
Asset Development	Asset Development	Distribution Network	Active	Edit
BP Regulated Business	BP Regulated Business	Retail	Active	Edit
Corp BSO	Corp BSO	Corporate	Active	Edit
Corp REVD - Perkhidmatan Tanah	Corp REVD - Perkhidmatan Tanah	Corporate	Active	Edit
Corp Single Buyer	Corp Single Buyer	Corporate	Active	Edit
Corp Star	Corp Star	Corporate	Active	Edit

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

3.5 ZONE SETTINGS

TGBS ≡ Hello, admin

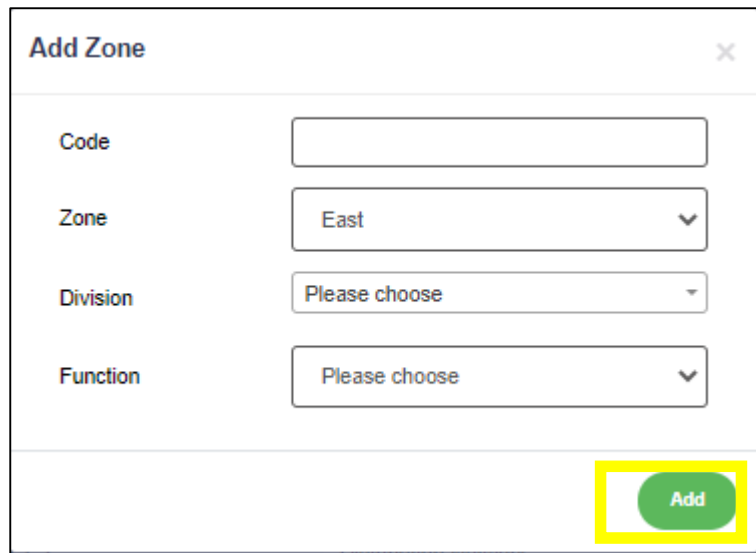
- Home
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Zones

Add New Zone

Code	Name	Division	Function	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="All"/>	
31	31	Distribution Network	Asset Development	Active	<button>Edit</button>
AD East	AD East	Distribution Network	Asset Development	Active	<button>Edit</button>
AD KL	AD KL	Distribution Network	Asset Development	Active	<button>Edit</button>
AD North	AD North	Distribution Network	Asset Development	Active	<button>Edit</button>
AD SEL, PJ, CJ	AD SEL, PJ, CJ	Distribution Network	Asset Development	Active	<button>Edit</button>
AD South	AD South	Distribution Network	Asset Development	Active	<button>Edit</button>
BP Regulated Business	BP Regulated Business	Retail	BP Regulated Business	Active	<button>Edit</button>
Careline1	Careline1	test1	function2	Active	<button>Edit</button>

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



The image shows a modal dialog box titled "Add Zone" with a close button (X) in the top right corner. The dialog contains four input fields: "Code" (a text box), "Zone" (a dropdown menu with "East" selected), "Division" (a dropdown menu with "Please choose" selected), and "Function" (a dropdown menu with "Please choose" selected). At the bottom right of the dialog, there is a green "Add" button, which is highlighted by a yellow rectangular box.

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

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Zones

Add New Zone

Code	Name	Division	Function	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="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

TQBS ≡ Hello, admin

Business Areas

Add New Business Area

Division	Business Area	Description	Action
All	Search..	Search..	
Distribution Network	6000	N.P Perkhidmatan Pengguna	Edit
Distribution Network	6101	PBr (WP KL)	Edit
Distribution Network	6102	PB (Selangor)	Edit
Distribution Network	6103	PB Putrajaya & Cyberjaya	Edit
Distribution Network	6120	PPP Medan Bonus	Edit
Distribution Network	6121	PK KL Barat	Edit
Distribution Network	6122	PK KL Timur	Edit
Distribution Network	6123	PK KL Pusat	Edit

- 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.



Add Business Area ×

Division


Please choose ▾


Business Area


Description


Add


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


TGBS 

Hello, admin 

 Home

 Manage Application <

 Reports <

 Settings ▾

- User
- Division
- Function
- Zone
- Business Area
- Unit
- Bank Details
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Business Areas

[Add New Business Area](#)

Division	Business Area	Description	Action
All	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	
Distribution Network	6000	N.P Perkhidmatan Pengguna	Edit
Distribution Network	6101	PBr (WP KL)	Edit
Distribution Network	6102	PB (Selangor)	Edit
Distribution Network	6103	PB Putrajaya & Cyberjaya	Edit
Distribution Network	6120	PPP Medan Bonus	Edit
Distribution Network	6121	PK KL Barat	Edit
Distribution Network	6122	PK KL Timur	Edit
Distribution Network	6123	PK KL Pusat	Edit

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

3.7 UNIT SETTINGS

TGBS ☰ Hello, admin

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 - Zone
 - Business Area
 - Unit**
 - Bank Details
 - Email Template
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Units

Add New Unit

Code	Name	Division	Function	Zone	Status	Action
<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.."/>	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

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



Add Unit

Code

Name

Division

Please choose

Function

Please choose

Zone

Please choose

Add

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

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- Manage Application
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Units

Add New Unit

Code	Name	Division	Function	Zone	Status	Action
<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="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

TGBS ≡ Hello, admin

[Home](#)
[Manage Application](#)
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- User
- Division
- Function
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Bank Details

Add New Bank Details

Type	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	Status
Lost	Maybank	Pn Mastura	Pengurus	Jalan Kenanga	Tower A	Dataran Maybank	Selangor	5-14253-33333-4	5-14253-52462-9	5-14253-88888-6	5-14253-50002-0	amalina.sahrom@tnb.com.my	Active
Cancellation	Maybank	Pn Mastura	Pengurus Besar	Jalan Kenanga 1	Jalan Kenanga 2	Jalan Orchid 3	Selangor	5-14253-33333-4	5-14253-52462-9	5-14253-88888-6	5-14253-50002-0	amalina.sahrom@tnb.com.my	Active
Application	Maybank	Pn Mastura	Pengurus	Jalan Kenanga	Tower 3	Dataran Maybank	Selangor	5-14253-33333-4	5-14253-52462-91	5-14253-88888-6	5-14253-50002-0	amaliairdina@tnb.com.my	Active

Showing 1 to 3 of 3 entries

Previous **1** Next

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- 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

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

TGBS ≡ Hello, admin

Left Sidebar:

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

Email Templates

Select template type
1E01.BD Application Verification to Verifier

Description
Bank Draft application (BDA ID) awaiting for verification (WC,WH)

Subject Template
Bank Draft application {{RefNo}} awaiting for verification

Content Template

Hi {{VerifierName}},

New Bank Draft request is awaiting your verification.

Project Number: {{ProjectNo}}
Amount: {{Amount}}
Requestor's Name: {{RequesterName}}
Application ID: {{RefNo}}
Submit Date: {{SubmitDate}}

Note: This is a system generated email. Please do not reply.

Thank you.
BDA Admin

Variables

- {{ApplicationId}}
- {{RefNo}}
- {{AppRefNo}}
- {{ApplicationType}}
- {{BaseUrl}}
- {{ProjectNo}}
- {{Amount}}
- {{FirstRecoveryAmount}}
- {{SecondRecoveryAmount}}
- {{ErmsID}}
- {{SendMethod}}
- {{RequesterId}}
- {{RequesterName}}
- {{VerifierId}}
- {{VerifierName}}
- {{ApproverId}}
- {{ApproverName}}
- {{NameOnBD}}
- {{VerifierComment}}
- {{ApproverComment}}
- {{TGBCComment}}
- {{BDListForLetter}}
- {{BankPIC}}
- {{BankName}}
- {{SubmitDate}}

Buttons: Save Template

- 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.