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 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	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.
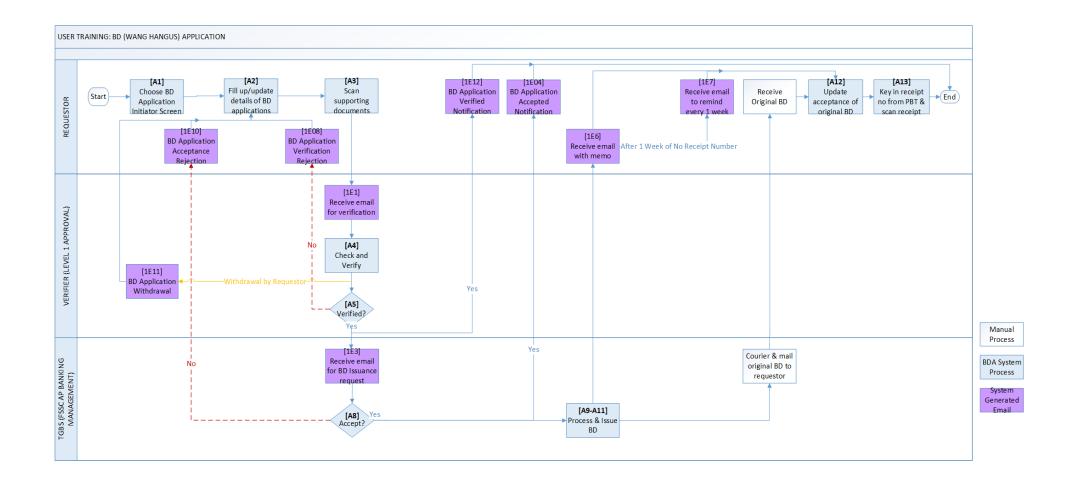- **Head of Unit** to **approve** bank draft application.

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.
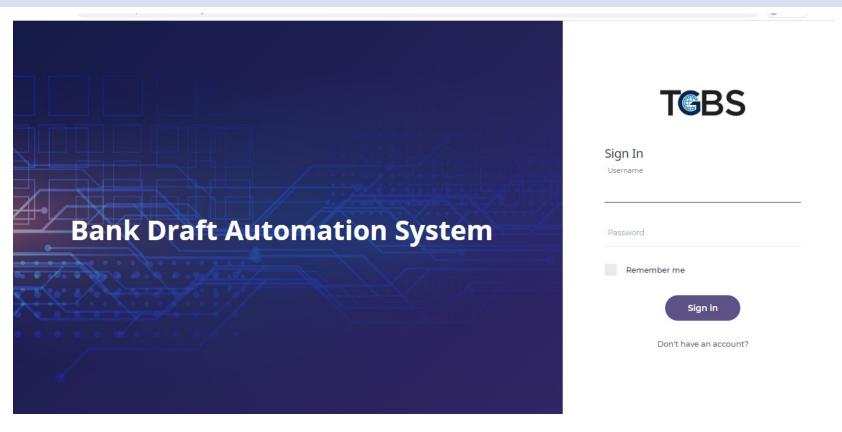
2.2 SYSTEM WORKFLOW

USER TRAINING: BD (WANG HANGUS) APPLICATION

REQUESTOR

Start

[A1] Choose BD Application Initiator Screen

[A2] Fill up/update details of BD applications

[A3] Scan supporting documents

[1E12] BD Application Verified Notification

[1E04] BD Application Accepted Notification

[1E7] Receive email to remind every 1 week

Receive Original BD

[A12] Update acceptance of original BD

[A13] Key in receipt no from PBT & scan receipt

End

[1E10] BD Application Acceptance Rejection

[1E08] BD Application Verification Rejection

[1E6] Receive email with memo — After 1 Week of No Receipt Number

VERIFIER (LEVEL 1 APPROVAL)

[1E1] Receive email for verification

[A4] Check and Verify

No

[1E11] BD Application Withdrawal — Withdrawal by Requestor

[A5] Verified?

Yes

Yes

TGBS (FSSC AP BANKING MANAGEMENT)

[1E3] Receive email for BD Issuance request

No

[A8] Accept? — Yes

[A9-A11] Process & Issue BD

Courier & mail original BD to requestor

Yes

Manual Process

BDA System Process

System Generated Email

2.3   LIST OF FIELD DESCRIPTION

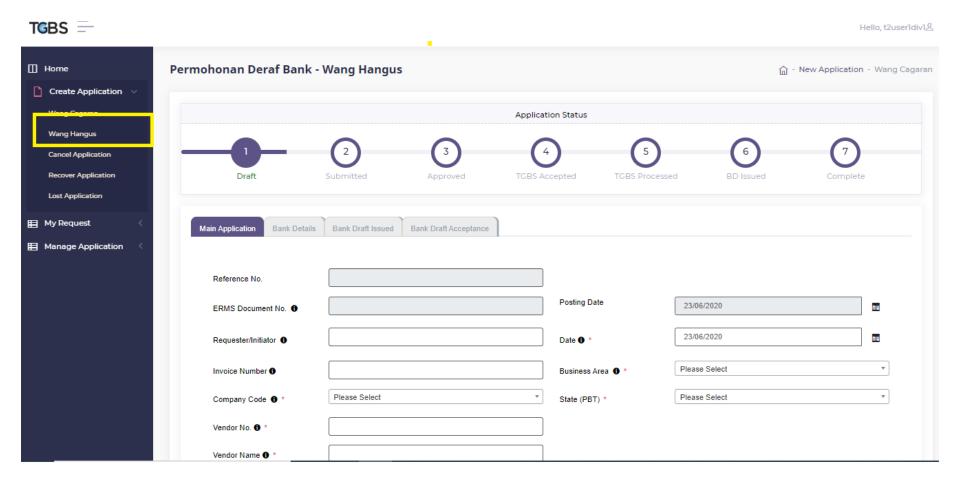| FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
ERMS Document No.	No dokumen pancangan dalam sistem ERMS
Posting Date	Tarikh pancangan dalam sistem ERMS
Requester/Initiator	Nama pemula
Date	Tarikh
Invoice Number	Nombor Invois
State (PBT)	Negeri Pihak Berkuasa Tempatan (PBT)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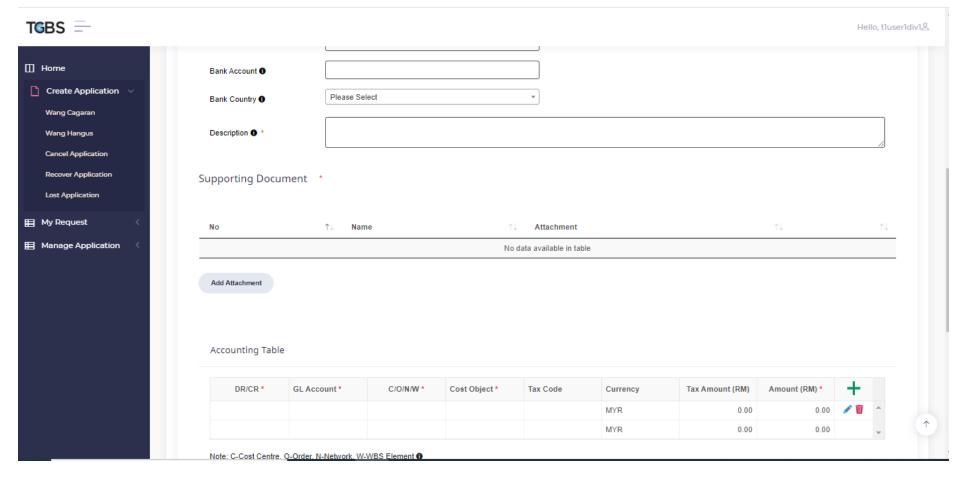
3.1   LOGIN PAGE

- ➢ Launch BDA system, https://bda.tnb.com.my
- ➢ In the login panel, enter the Staff No and Password in the required field.
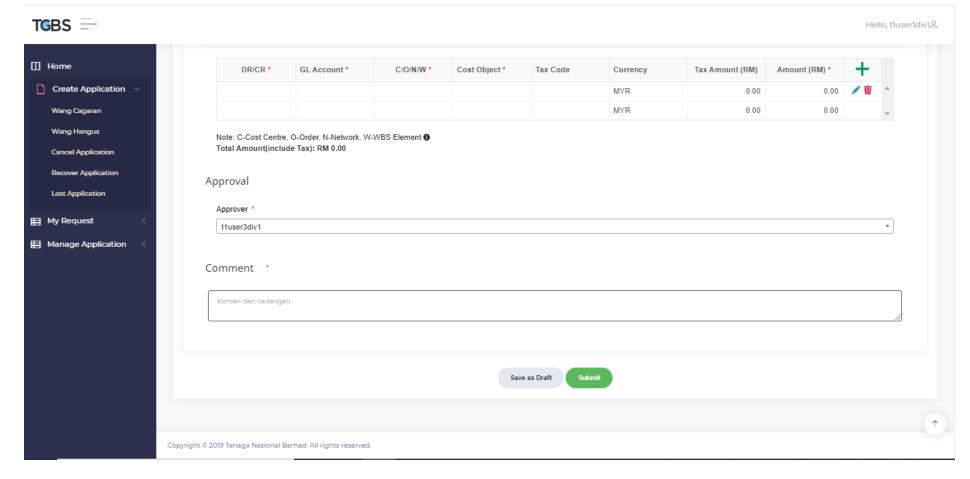- ➢ Click the 'Sign In' button to continue.
- ➢ User able to view BDA Homepage.

3.2   REQUESTOR SUBMITS *WANG HANGUS*

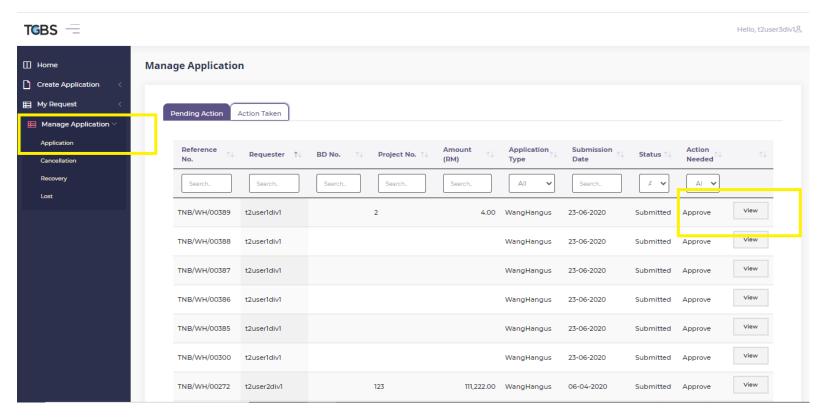> Select 'Create Application' tab at the top pane and choose 'Wang Hangus' in the drop down list.

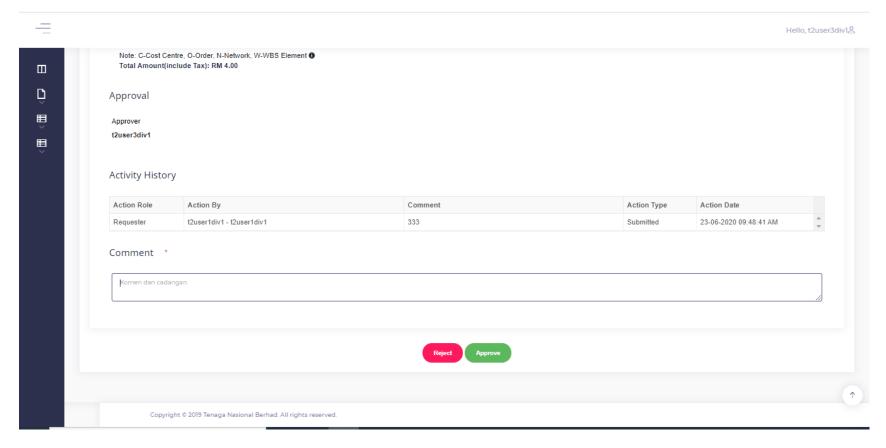> ➢ User fill in the forms and complete all the compulsory fields.

- ➢ 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.

> ➢ 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.
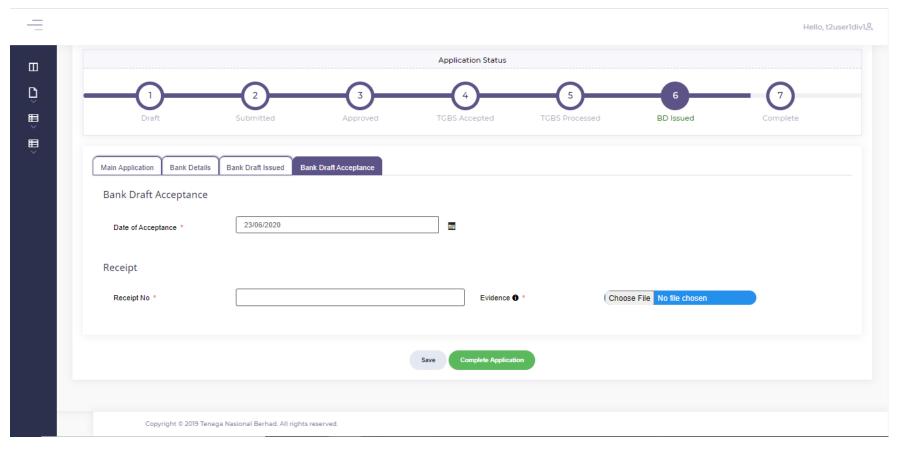> ➢ Click 'Approve' button. Next, click 'Sure' button.

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.

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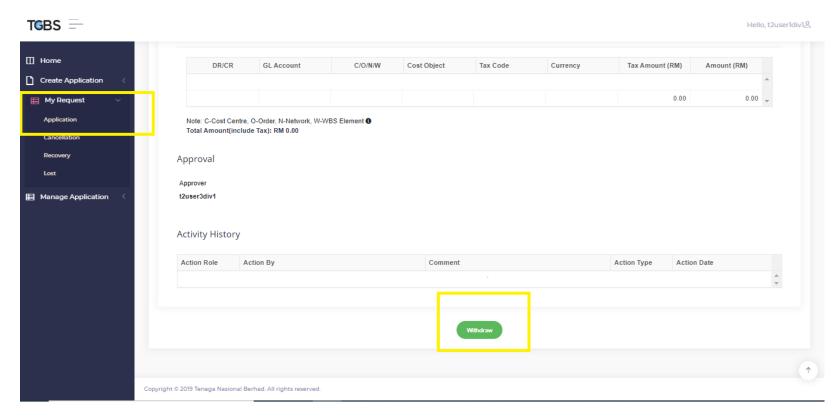> Click 'View' on the respective application.

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

4   USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)

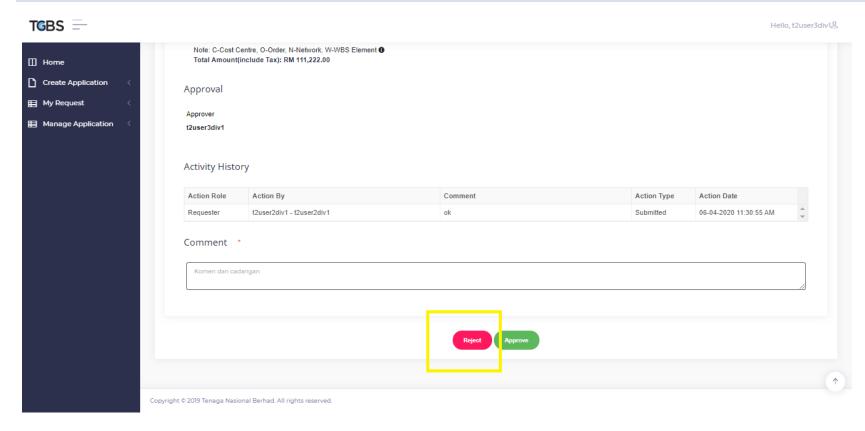## 4.1   REQUESTOR WITHDRAWS *WANG HANGUS*

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

- ➢ 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.
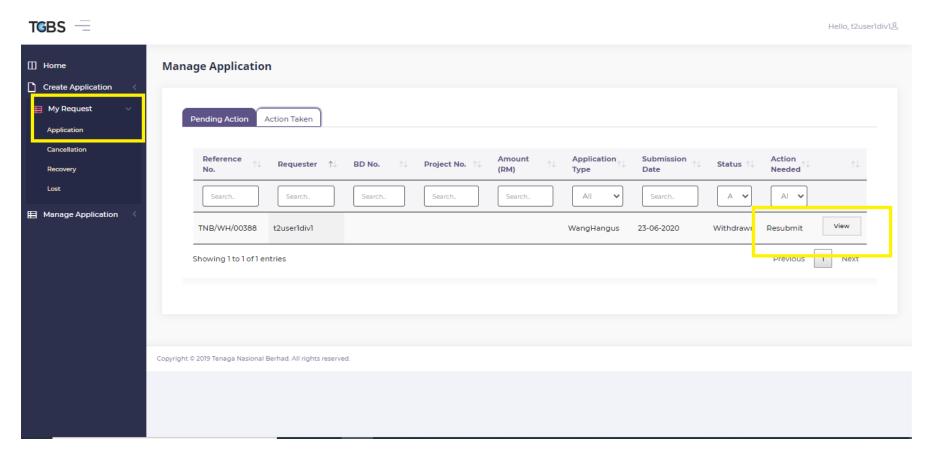
4.2   APPROVER REJECTS *WANG HANGUS*

> 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.

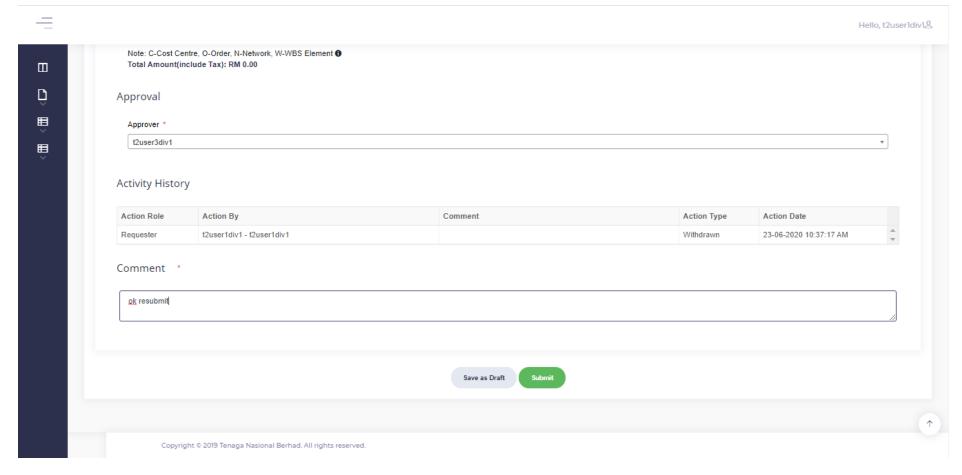Requestor will receive email on BD application approval rejection.

4.3 REQUESTOR RESUBMITS *WANG HANGUS*

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

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

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

Approver will receive email for BD application approval.