



# **BANK DRAFT AUTOMATION SYSTEM (BDA)**

**BDA AP Banking & AP Recon User Manual**

**Bank Draft Lost Request**

**Version 1.0**

**Oct 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 AP Banking and AP Recon guideline for Bank Draft Automation (BDA) System – *Bank Draft Lost Request*.

## 2 SCOPE OF THE DOCUMENT

### 2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Bank Draft Lost request* for Division 1 and Division 2. The request for this division will cover below pattern:

#### 1. Division 1

DIVISION 1	LOST	
	Request	Approve
1 Exec	G	
2 Manager/SM (that is not HOZ)	H	G
3 HOZ	I	H
4 HOU		I

Divisional user access level for Division 1 for BD Lost request.

- **Executive, Manager/SM (that is not HOZ), and HOZ** level to **request** and submit BD Lost request.
- **Manager/SM (that is not HOZ), HOZ, and HOU** level to approve BD Lost request.



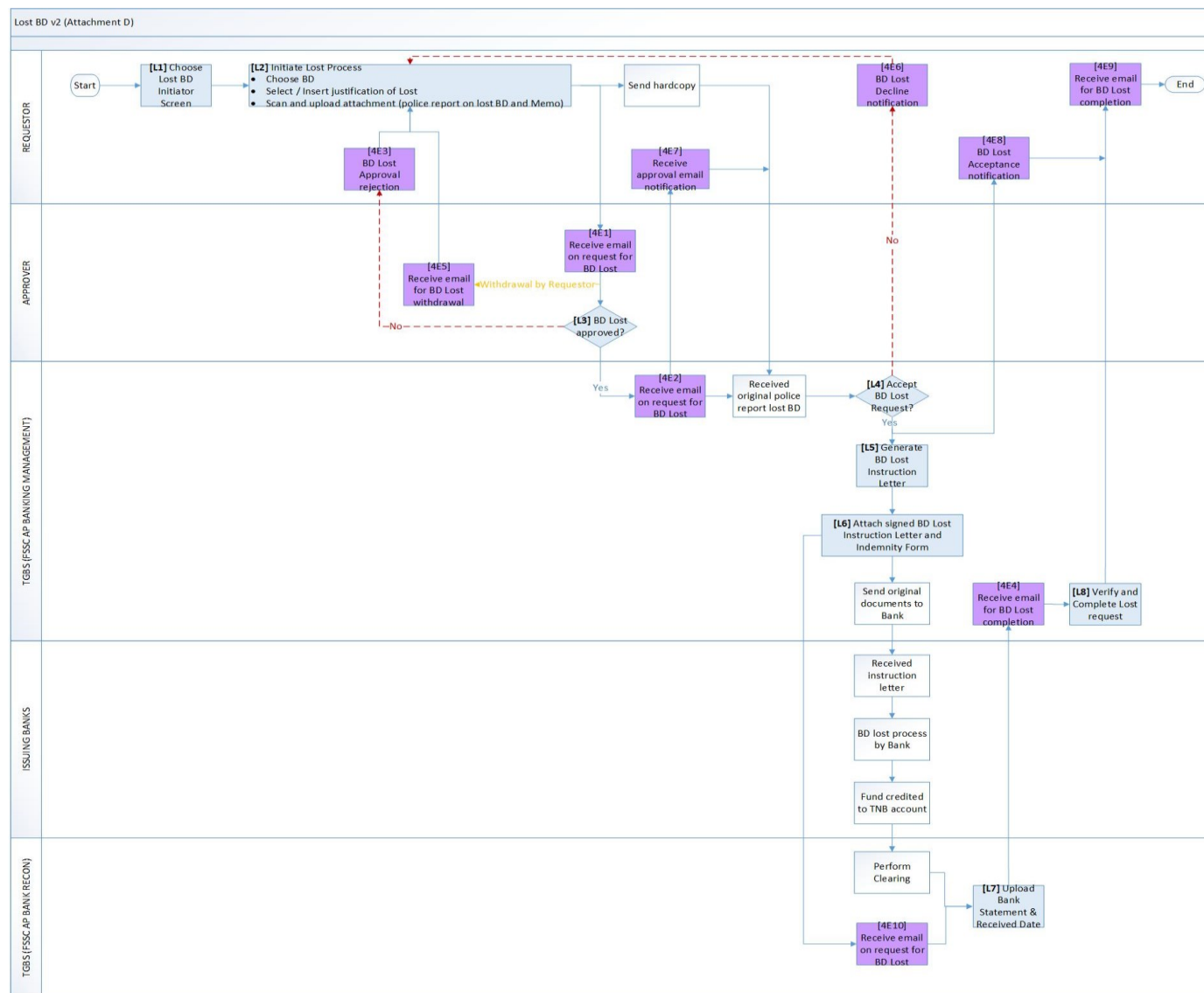
## 2. Division 2

DIVISION 2	LOST	
	Request	Approve
User 1	G	
User 2	H	G
User 3	I	H
User 4		I

Divisional user access level for Division 2 for BD Lost request.

- **User 1, User 2, and User 3** level to **request** and submit BD Lost request.
- **User 2, User 3 and User 4** level to **approve** BD Lost request.

## 2.2 SYSTEM WORKFLOW





### 2.3 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
Justification of Lost	Nyatakan punca kehilangan Bank Deraf
Proj No/ Assignment/BD No/ Ref No	Masukkan no yang berkaitan untuk mencari/menarik maklumat sedia ada
BD No.	Masukkan nombor Bank Deraf
BD Requestor's Name	Nama pemula asal yang memohon BD
ERMS Doc No.	No dokumen pancangan dalam ERMS
Business Area	Business Area
Company Code	Company Code
Name on BD	Nama atas Bank Deraf
BD Amount	Amaun Bank Deraf
Police Report (Scanned) and Memo (Scanned)	Sila scan dan upload dokumen (majukan police report asal ke pejabat TGBS)
Supporting documents from PBT if applicable (Scanned)	Sila scan dan upload surat daripada PBT jika PBT yang menghilangkan BD tersebut
Additional Documents	Dokumen tambahan jika ada

### 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 TGBS AP BANKING *ACCEPTS / REJECTS* BANK DRAFT LOST REQUEST

TGBS ☰ Hello, apbanking28

☰ Home

☰ Manage Application ▾

Application

Cancellation

Recovery


**Lost**

☰ Bulk Processing <

☰ Reports <


Home

Summary




Application Request

91




Lost Request

6



Cancellation Request

23



Recovery Request

22

Recent History

Reference No.	BD No.	Project No.	Application Type	Submission Date	Status	Status Date	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	All ▾	<input type="text" value="Search.."/>	All ▾	<input type="text" value="Search.."/>	
TNB/WC/01401/A		D-CHL-S18-0482-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	<a href="#">View</a>

- Select 'Manage Application' tab at the left pane and choose 'Lost' in the drop down list. **OR**
- Choose 'Lost Request' summary tab at the homepage.

## Bank Drafts Lost

Pending Action

Action Taken

Ref No.	BD No.	Proj No	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	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.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<div>Ap</div>	<div>Acc</div>	
TNB/WC/00139/L	BD504	P504	HANIF	Gobinath a/ Vijan	null	6232	1,600.00	Approved	Accept	<div>View</div>
TNB/WC/01425/L	BD_DIV2_118	P_DIV2_118	N_DIV2_118	user1Retail	6001 - Distribution	6535	1,000,000.00	Approved	Accept	<div>View</div>

Showing 1 to 2 of 2 entries


Previous


1

Next

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- Able to view Pending Action list.
- Filter 'Status' as 'Approved' or 'Action Needed' tab as 'Accept'.
- Click 'View' on the respective application.

TGBS 

Hello, apbanking2 

**Approval**

Approver  
Mujaini Jayus


**Activity History**

Action Role	Action By	Comment	Action Type	Action Date
Requester	10097851 - Gobinath a/l Vijian		Submitted	12-03-2020 10:21:53 AM
Approver	10033685 - Mujaini Jayus	lost in action	Rejected	12-03-2020 10:34:22 AM
Requester	10097851 - Gobinath a/l Vijian	resubmit	Submitted	12-03-2020 10:41:59 AM
Approver	10033685 - Mujaini Jayus	ok	Approved	12-03-2020 10:47:43 AM
TGBSBanking	10099940 - Muhammad Nazri Naim b. Abd Razak		Declined	12-03-2020 10:49:21 AM
Requester	10097851 - Gobinath a/l Vijian	resubmit again	Submitted	12-03-2020 10:59:44 AM
Approver	10033685 - Mujaini Jayus	okkk	Approved	12-03-2020 11:06:06 AM

**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.

Requestor will receive email on the acceptance/rejection of BD Lost request.

### 3.3 TGBS AP BANKING PROCESSES BANK DRAFT LOST REQUEST

Once TGBS AP Banking accepts/rejects Bank Draft Lost request, requestor will receive email notification. AP Banking will proceed to process Bank Draft lost request.

**TGBS** Hello, apbanking2

**Bank Drafts Lost**

Pending Action Action Taken

Ref No.	BD No.	Proj No.	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	Status	Action Needed	
TNB/WC/00139/L	BD504	P504	HANIF	Gobinath a/l Vijian	null	6232	1,600.00	Accepted	Process	View
TNB/WC/00140/L	BD505	P505	AMALIA	Wan Syazeli bin Wan Mat	null	6203	1,600.00	Accepted	Process	View
TNB/WC/00141/L	BD506	P506	HAJI	Mohd Sayuti bin Tokiman	null	6230	2,000.00	Accepted	Process	View
TNB/WC/01398/L	BD_DIV2_91	P_DIV2_91	N_DIV2_91	Zaiha Abd Rahman	6001 - Distribution	6535	1,000,000.00	Accepted	Process	View
TNB/WC/00320/L	pall	P_EAST_11	N_EAST_11	Nordin Mamat	6001 - Distribution	6000	12,200.00	Accepted	Process	View

Showing 1 to 5 of 5 entries

Previous 1 Next

- Select 'Manage Application' > 'Lost' tab at the left pane bar.
- Able to view Pending Action list.

- Filter 'Status' as 'Accepted' or 'Action Needed' tab as 'Process'.
- Click 'View' on the respective application.

The screenshot displays the TGBS application interface. At the top, a progress bar shows seven steps: 1. Create (Requester), 2. Approve (Approver), 3. Accept (AP Banking - TGBS), 4. Submit To Bank (AP Banking - TGBS), 5. Receive (Recon Team - TGBS), 6. Confirm (AP Banking - TGBS), and 7. Completed. Step 4 is currently active. Below the progress bar, there are three tabs: 'Create Details', 'Process Details' (selected), and 'Submit Details'. The 'Process Details' tab contains a form with the following fields:

- Ins. Letter Ref No \***: A text input field with the placeholder 'Insert Letter Reference No' and a 'Create New' button highlighted with a yellow border.
- Supporting Documents**: A section containing two required fields:
  - Signed Instruction Letter \***: A file upload button labeled 'Choose File' and 'No file chosen'.
  - Signed Indemnity Form \***: A file upload button labeled 'Choose File' and 'No file chosen'.

At the bottom of the form, there are two buttons: 'Save' and 'Process'.

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

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/CreateLost?RefNo=TNB/WC/00139/L

### Letter Details

Email *	Date *
<input type="text" value="amalina.sahrom@tnb.com.my"/>	<input type="text" value="02/09/2020"/>
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="02/09/2020"/>

### Selected Bank Draft Application's Details

Draft No \*

### Bank Details

Bank Name \*

Bank Account \*

Bank Charges Account \*

Ref/Remarks \*

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

**TGBS** Hello, apbanking28

### Bank Draft Lost

Lost Stages

- 1 Create (Requester)
- 2 Approve (Approver)
- 3 Accept (AP Banking - TGBS)
- 4 Submit To Bank (AP Banking - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Completed

Create Details Process Details Submit Details

Ins. Letter Ref No \* TNB/LETTER/00006/L View Edit

Supporting Documents

Signed Instruction Letter \* Choose File LostLetter.pdf

Signed Indemnity Form \* Choose File LostLetter.pdf

Save Process

- Click 'View' to view Instruction Letter or click 'Edit' to edit Instruction Letter.
- Click 'Choose File' to upload signed Instruction Letter and signed Indemnity Form.
- Click 'Process' button.

Then, AP Recon team will receive email notification and proceed to complete the BD lost request. Completion of the BD Lost Request will be confirmed by TGBS AP Banking. Requestor will be notified after the completion.

### 3.4 TGBS AP RECON *RECEIVES* BANK DRAFT LOST REQUEST

AP Recon team will receive email notification and proceed to complete the BD lost request.

The screenshot displays the TGBS AP Recon system interface. On the left is a dark sidebar with a menu containing 'Home', 'Manage Application' (with a dropdown), 'Application', 'Cancellation', 'Recovery', and 'Lost' (highlighted with a yellow box). Below these are 'Bulk Processing' and 'Reports'. The main content area is titled 'Home' and features a 'Summary' section with four colored cards: 'Application Request' (blue, 5088), 'Lost Request' (purple, 1, highlighted with a yellow box), 'Cancellation Request' (red, 4), and 'Recovery Request' (green, 1). Below the summary is a 'Recent History' section containing a table with columns for Reference No., BD No., Project No., Application Type, Submission Date, Status, Status Date, and Action. The table lists four entries, all with a status of 'Complete' and a date of 9/12/2019.

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

- Select 'Manage Application' tab at the top pane and choose 'Lost' in the drop down list. **OR**
- Choose 'Lost Request' summary tab at the homepage.



Home

Manage Application

Application

Cancellation

Recovery

Lost

Bulk Processing

Reports

### Bank Drafts Lost

Pending Action

Action Taken

Ref No.	BD No.	Proj No	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	Status	Action Needed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	All	
TNB/WC/00613/A/L	EDR5668RRGA	14/8/3/M-BDKEL35	No Record	user1div1	6001	6000	4,175.00	Processed	Receive	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous1Next

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Seconds :

- Able to view Pending Action list.
- Filter 'Status' as 'Processed' or 'Action Needed' tab as 'Receive'.
- Click 'View' on the respective application.

TGBS ☰ Hello, aprecon1

**Bank Draft Lost** 🏠 - New Application - Lost Application

Lost Processed! This lost is processed. ×

**Lost Stages**

1 Create (Requester) 2 Approve (Approver) 3 Accept (AP Banking - TGBS) 4 Submit To Bank (AP Banking - TGBS) 5 **Receive (Recon Team - TGBS)** 6 Confirm (AP Banking - TGBS) 7 Completed

Create Details Process Details **Submit Details**

Received Date \* 02/09/2020 📅 Bank Statement \* Choose File No file chosen

Comment \*


Komen dan cadangan

**Submit to AP Banking**

- Fill in the details.
- Click 'Choose File' to upload bank statement.
- Fill in 'Comment' section, then click 'Submit to AP Banking' button.

AP Banking will receive email to confirm the completion of bank draft lost request.

3.5 TGBS AP BANKING *CONFIRMS* BANK DRAFT LOST REQUEST

TGBS  Hello, apbanking28

**Bank Drafts Lost**

Pending Action Action Taken

Ref No.	BD No.	Proj No	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	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.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Recd"/>	<input type="text" value="All"/>	
TNB/WC/00613/A/L	EDR5668RGA	14/8/3/M-BDKEL35	No Record	user1div1	6001	6000	4,175.00	Received	Confirm BD	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries

Previous  Next

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Seconds :

- Select 'Manage Application' > 'Lost' tab at the left pane bar.
- Able to view Pending Action list.
- Filter 'Status' as 'Received' or 'Action Needed' tab as 'Confirm BD'.
- Click 'View' on the respective application.

## Bank Draft Lost

[New Application](#) - [Lost Application](#)

Lost Stages

1

Create  
(Requester)

2

Approve  
(Approver)

3

Accept  
(AP Banking - TGBS)

4

Submit To Bank  
(AP Banking - TGBS)

5

Receive  
(Recon Team - TGBS)

6

Confirm  
(AP Banking - TGBS)

7

Completed

Create Details

Process Details

Submit Details

Received Date \*

02/09/2020

Bank Statement \*

Comment \*

Komen dan cadangan

Complete

- Fill in 'Comment' section.
- Click 'Complete' button.