



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA User Manual – Bank Draft Lost Request

Version 1.0

Oct 2020

TABLE OF CONTENTS

DOCUMENT REVIEW AND HISTORY	3
1 PURPOSE OF THIS DOCUMENT	4
2 SCOPE OF THE DOCUMENT	4
2.1 DIVISIONAL USER ACCESS LEVEL GROUPS	4
2.2 SYSTEM WORKFLOW	6
2.3 LIST OF FIELD DESCRIPTION	7
3 USER GUIDELINES	8
3.1 LOGIN PAGE	8
3.2 REQUESTOR SUBMITS <i>BANK DRAFT LOST REQUEST</i>	9
3.3 APPROVER APPROVES <i>BANK DRAFT LOST REQUEST</i>	12
4 USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)	14
4.1 REQUESTOR WITHDRAWS <i>BANK DRAFT LOST REQUEST</i>	14
4.2 APPROVER REJECTS <i>BANK DRAFT LOST REQUEST</i>	16
4.3 REQUESTOR RESUBMITS <i>BANK DRAFT LOST REQUEST</i>	17

DOCUMENT REVIEW AND HISTORY

PREPARED BY

Name	Project Title	Department	Signature	Date
Nur Amalia Irdina bt Ibrahim	System Analyst	Project Delivery (DevOps), ICT Development, TNB ICT		

REVIEWED BY

Name	Project Title	Department	Signature	Date
Tunku Azuin Tunku Hanizar	Project Manager	Project Delivery (DevOps), ICT Development, TNB ICT		

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 – *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.



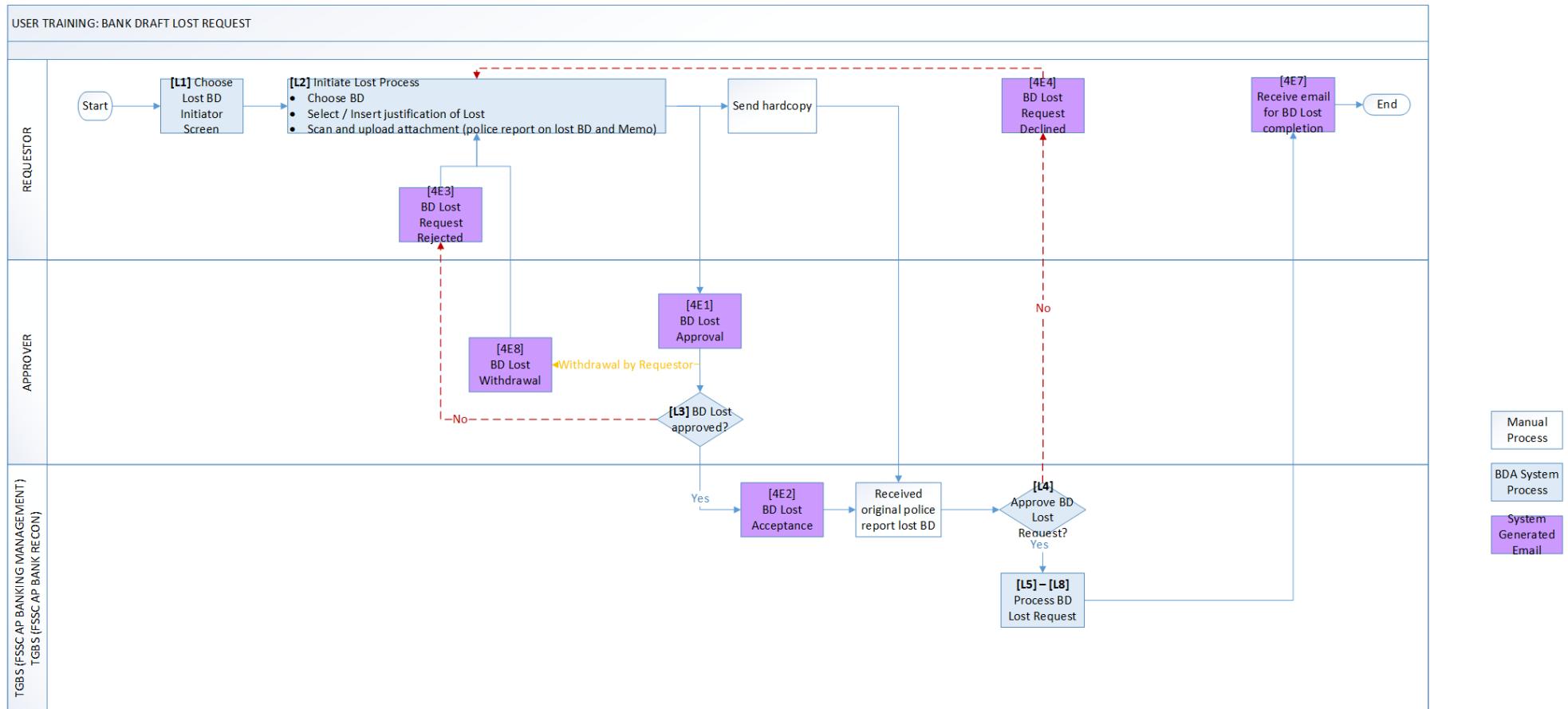
2. Division 2

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



Bank Draft Automation System

TCBBS

Sign In

reqDNEast

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 *BANK DRAFT LOST REQUEST*

TCBS  Hello, reqDNEast 

Home

Create Application 

Wang Cagaran


Wang Hangus

Cancel Application


Recover Application

Lost Application

My Request

Manage Application 

Home


New Application 


Cancel Application


Recover Application


Lost Application

Summary



 Application Request 0

 Lost Request 0

 Cancellation Request 0

 Recovery Request 0

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.."/>	
No data available in table							

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

Lost Bank Draft

Lost Stages



Create Details

Process Details

Receive Details

Ref No.

Justification of Lost *

Proj No/ Assignment/ BD No/
Ref No *

BD No. *

BD Requestor's Name

ERMS Doc No.

Company Code *

Business Area *

Name on BD *

BD Amount *

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

1

Police Report (Scanned) and Memo (Scanned) *

Choose File

No file chosen

2

Supporting Documents from PBT if applicable (Scanned)

Choose File

No file chosen

Additional Document

No	↑↓	Name	↑↓	Attachment	↑↓	↑↓
No data available in table						

Add Attachment

Approval

Approver *

verifierDNEast

Comment *

Komen dan cadangan

Save as Draft

Submit

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

3.3 APPROVER APPROVES BANK DRAFT LOST REQUEST

Once Requestor submit BD Lost request, Approver will receive email for approval.

TGBS Hello, verifierDNEas

Bank Drafts Lost

Create New 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
Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	/ v	AI v
TNB/WC/00364/L	BD_100001	PJ1000	Muhammad Hanif	Requester DN East	6001 - Distribution Network	6402	222,222.00	Submitted	Approve

Showing 1 to 1 of 1 entries

Previous 1 Next

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

Home

Create Application

My Request

Manage Application

No

↑↓

Name

↑↓

Attachment

↑↓

↑↓

No data available in table

Approval

Approver

verifierDNEast

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	reqDNEast - Requester DN East	ok	Submitted	24-06-2020 04:32:11 PM

Comment

Komen dan cadangan

Reject

Approve

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

Once Approver has approved BD Lost Request, TGBS AP Banking will receive email for acceptance of the request. TGBS AP Banking will proceed to accept, process the BD Lost Request, and TGBS AP Recon will complete the request. Then, the completion of the BD Lost Request will be confirmed by TGBS AP Banking. Requestor will be notified after the completion.

4 USER GUIDELINES (REJECT, RESUBMIT & WITHDRAWAL)

4.1 REQUESTOR WITHDRAWS *BANK DRAFT LOST REQUEST*

Requestor can withdraw BD Lost request before Approver takes any action on the request.

The screenshot shows the TGBS 'My Lost' interface. On the left, a sidebar menu has 'Lost' highlighted under the 'My Request' section. The main area is titled 'My Lost' and features a 'Create New Lost' button. Below this are tabs for 'In Progress' and 'Completed'. A table displays a single entry with the following details:

Ref No.	BD No.	Proj No	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	Status	
TNB/WC/00364/L	BD_100001	PJ1000	Muhammad Hanif	Requester DN East	6001 - Distribution Network	6402	222,222.00	Submitted	View

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. The footer of the interface reads 'Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.'

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

Home

Create Application

My Request

- Application
- Cancellation
- Recovery
- Lost

Manage Application

2

Memo (Scanned)
**optional*

Approval

Approver
verifierDNEast

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	reqDNEast - Requester DN East	OK	Submitted	24-06-2020 03:20:16 PM
Requester	reqDNEast - Requester DN East	sorry	Withdrawn	24-06-2020 03:55:33 PM
Requester	reqDNEast - Requester DN East	ok	Submitted	24-06-2020 04:12:29 PM

Comment *

Komen dan cadangan

Withdraw

➤ Click 'Withdraw' button. Next, click 'Sure' button.

Approver will receive email on BD Lost request withdrawal.

4.2 APPROVER REJECTS BANK DRAFT LOST REQUEST

TGBS ☰ Hello, verifierDNEast

- Home
- Create Application
- My Request
- Manage Application
 - Application
 - Cancellation
 - Recovery
 - Lost

Approval

Approver
verifierDNEast

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	reqDNEast - Requester DN East	ok	Submitted	24-06-2020 04:32:11 PM

Comment *

Komen dan cadangan

Reject
Approve

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

Requestor will receive email on BD Lost request rejection.

4.3 REQUESTOR RESUBMITS *BANK DRAFT LOST REQUEST*

Requestor can resubmit BD Lost request after withdrawal and rejected by Approver and TGBS AP Banking.

TGBS Hello, reqDNEas

My Lost

Create New Lost

In Progress Completed

Ref No.	BD No.	Proj No	Name on BD	Requestor	Co. Code	Business Area	BD Amount (RM)	Status	
Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	Search..	
TNB/WC/00364/L	BD_100001	PJ1000	Muhammad Hanif	Requester DN East	6001 - Distribution Network	6402	222,222.00	Rejected	View

Showing 1 to 1 of 1 entries

Previous 1 Next

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

Add Attachment

Approval

Approver *

verifierDNEast

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	reqDNEast - Requester DN East	ok	Submitted	24-06-2020 04:32:11 PM
Approver	verifierDNEast - verifierDNEast	no	Rejected	24-06-2020 04:42:21 PM

Comment *

Komen dan cadangan

Save as Draft

Submit

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

Approver will receive email for BD Lost request approval.