



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA AP Banking & AP Recon User Manual

Bank Draft Cancellation Request

Version 1

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 Cancellation Request*.

2 SCOPE OF THE DOCUMENT

2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

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

1. Division 1

DIVISION 1	CANCELLATION	
	Request	Approve
1 Exec	D	
2 Manager/SM (that is not HOZ)	E	D
3 HOZ	F	E
4 HOU		F

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

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



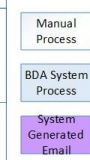
2. Division 2

DIVISION 2	CANCELLATION	
	Request	Approve
User 1	D	
User 2	E	D
User 3	F	E
User 4		F

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

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

2.2 SYSTEM WORKFLOW




2.3 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Reference No.	Nombor rujukan dalam sistem BDA
Reason for Cancelling	Sila pilih sebab pembatalan Bank Deraf yg ingin dilakukan
Others	Masukkan sebab yg terperinci
Proj No/ Assignment/BD No/ Ref No	Masukkan nombor yang berkaitan untuk mencari/menarik maklumat sedia ada
BD No.	Masukkan nombor Bank Deraf
BD Requestor's Name	Nama pemula asal yang memohon Bank Deraf
ERMS Doc No.	No dokumen pancangan dalam ERMS
Business Area	Business Area
Company Code	Company Code ie: 6001, 6003 etc
Name on BD	Nama PBT/JKR yang dicagarkan (Nama atas Bank Deraf)
BD Amount	Amaun Bank Deraf
Original Bank Draft (Scanned)	Sila scan Bank Deraf yang ingin dibatalkan ke dalam sistem ini dan majukan ke pejabat TGBS AP Banking
Memo (Scanned)	Surat Memo atau surat drpd PBT (pilihan)

3 USER GUIDELINES

3.1 LOGIN PAGE



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 TGBS AP BANKING *ACCEPTS / REJECTS* BANK DRAFT CANCELLATION REQUEST

The screenshot displays the TGBS AP Banking interface. On the left is a dark sidebar with a menu. The 'Manage Application' section is expanded, and 'Cancellation' is highlighted with a yellow box. The main area is titled 'Home' and contains a 'Summary' section with four colored cards: 'Application Request' (blue, 91), 'Lost Request' (purple, 6), 'Cancellation Request' (red, 23, highlighted with a yellow box), and 'Recovery Request' (green, 22). Below the summary is a 'Recent History' table with columns for Reference No., BD No., Project No., Application Type, Submission Date, Status, Status Date, and Action. The table contains four rows of data, all with a status of 'Complete' and a date of 9/12/2019. Each row has a 'View' button.

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
TNB/WC/01401/A		D-CHL-S18-0482-3C	All	9/12/2019	Complete	9/12/2019	View
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	View

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

Bank Drafts Cancellation

Pending Action

Action Taken

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	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>All ▾</div>	
TNB/WC/01366/C	BD_DIV2_59	P_DIV2_59	N_DIV2_59	user1Retail	6001 - Distribution	6535	1,000,000.00	Approved	Accept	<div>View</div>

Showing 1 to 1 of 1 entries

Previous

1

 Next

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Seconds :

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

2

Memo (Scanned)
*optional

Approval

Approver

user2Retail

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	user1Retail - user1Retail	pembatalan tanpa ganti	Submitted	18-08-2020 11:19:27 AM
Requester	user1Retail - user1Retail	withdraw pembatalan BD	Withdrawn	18-08-2020 11:20:54 AM
Requester	user1Retail - user1Retail	resubmit pembatalan BD tanpa ganti	Submitted	18-08-2020 11:23:31 AM
Approver	user2Retail - user2Retail	ok approve	Approved	18-08-2020 11:30:53 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 Cancellation request.

3.3 TGBS AP BANKING PROCESSES BANK DRAFT CANCELLATION REQUEST

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

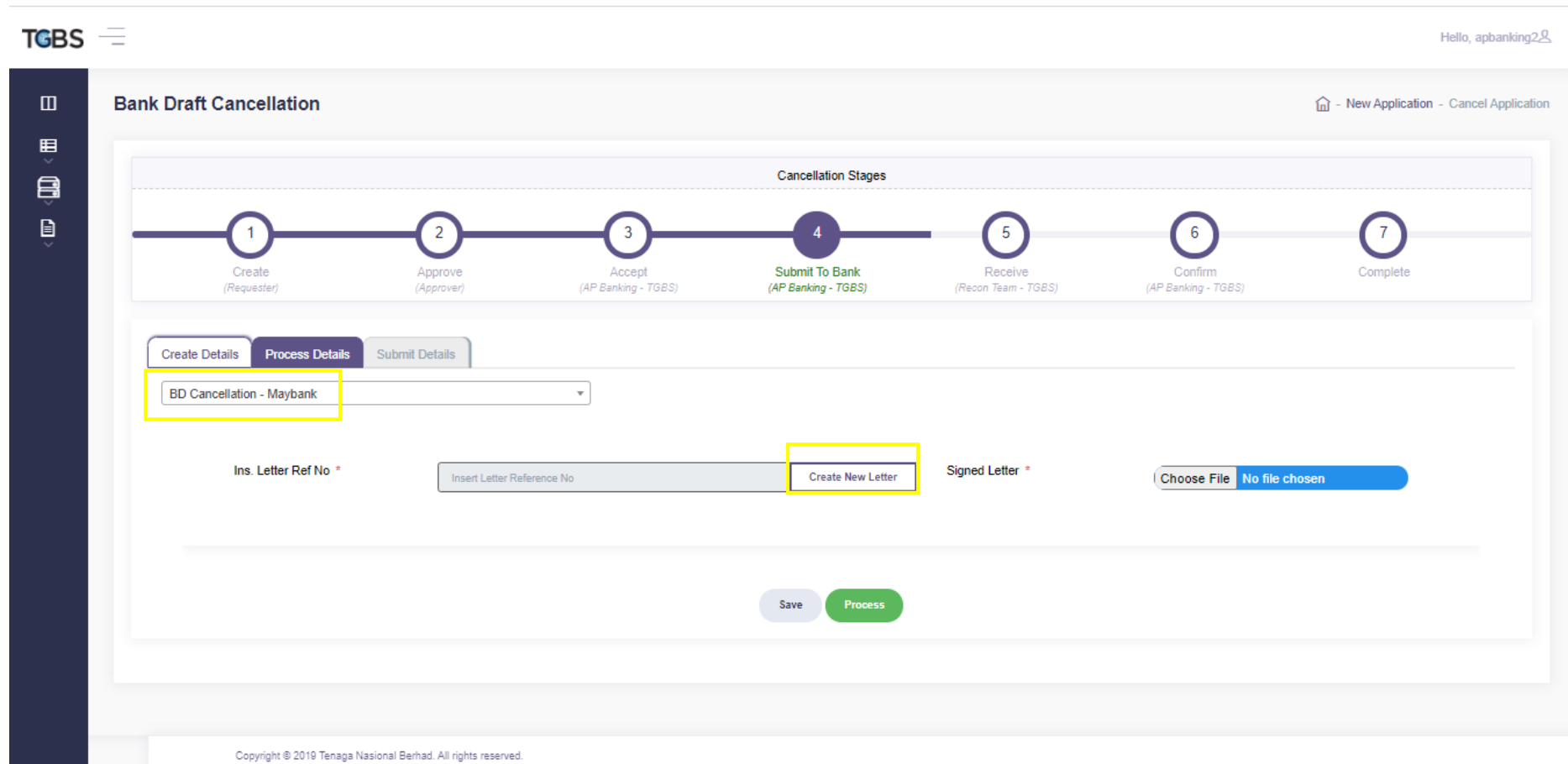
Bank Drafts Cancellation

Pending Action | Action Taken

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	Co. Code	Business Area	BD Amount (RM)	Status	Action Needed	
TNB/WC/00264/C	01	01	Ali	t2user1div1	null	6535	1,000,000.00	Accepted	Process	View
TNB/WC/00265/C	02	02	Abu	t2user1div1	null	6535	2,000,000.00	Accepted	Process	View
TNB/WC/01745/A/C	BD_D-TML-C19-2322	D-TML-C19-2322		t4user3div2	6001	6000	6,600.00	Accepted	Process	View
TNB/WC/01366/C	BD_DIV2_59	P_DIV2_59	N_DIV2_59	user1Retail	6001 - Distribution	6535	1,000,000.00	Accepted	Process	View
TNB/WC/01784/A/C	BD_FAT7_119	DPZAS140946412		t4user1div2	6001	6000	280,000.00	Accepted	Process	View
TNB/WC/01785/A/C	BD_FAT7_120	DGRKS180805411		t4user1div2	6001	6000	434,000.00	Accepted	Process	View
TNB/WC/01736/A/C	BD_M_1	D-TRI-C18-0470		t4user3div2	6001	6000	458,272.50	Accepted	Process	View
TNB/WC/00353/C	BDA35	P901	Idris	t2user1div1	6003 - Retail	6534	30,000.00	Accepted	Process	View

- Select 'Manage Application' > 'Cancellation' 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.



TGBS Hello, apbanking2

Bank Draft Cancellation - New Application - Cancel Application

Cancellation 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 Complete

Create Details **Process Details** Submit Details

BD Cancellation - Maybank

Ins. Letter Ref No * **Create New Letter**

Signed Letter * No file chosen

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- In 'Process Details' tab, for '**BD Cancellation – Maybank**' type, AP Banking needs to generate Instruction Letter.
- Click 'Create New Letter' button.

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/CreateCancellation?RefNo=TNB/WC...

Letter Details

Email *	Date *
<input type="text" value="amalina.sahrom@tnb.com.my"/>	<input type="text" value="01/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus Besar"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga 1"/>	<input type="text" value="Jalan Kenanga 2"/>
State *	Value Date *
<input type="text" value="Selangor"/>	<input type="text" value="01/09/2020"/>

Selected Bank Draft Application's Details

Draft No *

Bank Details

Bank Name *

Bank Account *

Bank Charges Account *

Ref/Remarks *

Save

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

TGBS ≡ Hello, apbanking2

Bank Draft Cancellation 🏠 - New Application - Cancel Application

Cancellation 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 Complete

Create Details Process Details Submit Details

BD Cancellation - Maybank

Ins. Letter Ref No * View Edit Signed Letter * Choose File CancellationLetter.pdf

Save Process

<https://bda.development.tnb.com.my/portal/development> © 2017 Bank Negara Nasional Berhad. All rights reserved.

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

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

TGBS

Bank Draft Cancellation

Home - New Application - Cancel Application

Cancellation 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 Complete

Create Details Process Details Submit Details

BD Cancellation - UMA

No	Name	Action
1	UMA Pin Form 1/2015 (Scanned) *	Choose File No file chosen
2	Instruction Letter (Scanned) *	Choose File No file chosen

Save Process

- In 'Process Details' tab, for '**BD Cancellation – UMA**' type, AP Banking needs to upload documents as below:
 - UMA Pin Form 1/2015 (Scanned)
 - Instruction Letter (Scanned)
- Click 'Choose File' to upload scanned documents.
- Click 'Process' button. Then, AP Recon team will receive email notification and proceed to complete the BD cancellation request. Completion of the BD Cancellation Request will be confirmed by TGBS AP Banking. Requestor will be notified after the completion.

3.4 TGBS AP RECON *RECEIVES* BANK DRAFT CANCELLATION REQUEST

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

The screenshot shows the TGBS AP Recon system interface. On the left is a dark sidebar menu with the following items: Home, Manage Application (with a dropdown arrow), Application (highlighted with a yellow box), Cancellation (highlighted with a yellow box), Recovery, Lost, 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), 'Cancellation Request' (red, 4, highlighted with a yellow box), and 'Recovery Request' (green, 1). Below the summary is a 'Recent History' section containing a table with columns: Reference No., BD No., Project No., Application Type, Submission Date, Status, Status Date, and Action. The table has four rows of data, all with a status of 'Complete' and a date of 9/12/2019. Each row has a 'View' button.

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	View
TNB/WC/01402/A		D-CHL-C19-0408-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01399/A		D-CHL-S18-0466-3C		9/12/2019	Complete	9/12/2019	View
TNB/WC/01589/A		D-RAU-S18-1405-3C		9/12/2019	Complete	9/12/2019	View

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

Bank Drafts Cancellation

Pending Action

Action Taken

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	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="v"/>	<input type="text" value="All"/>	<input type="text" value="v"/>
TNB/WC/01782/A/C	BD_FAT7_117	DPZAS171385411		t4user1div2	6001	6000	487,500.00	Processed	Receive	<input type="button" value="View"/>
TNB/WC/01783/A/C	BD_FAT7_118	DIPOC174870411		t4user1div2	6001	6000	399,000.00	Processed	Receive	<input type="button" value="View"/>
TNB/WC/00551/A/C	CDE456632W	14/8/3/M(BD-KEL/26	No Record	user1div1	6001	6000	825.00	Processed	Receive	<input type="button" value="View"/>
TNB/WC/00180/C	P100	P213	Idris	t3user1div2	null	6535	4,000,000.00	Processed	Receive	<input type="button" value="View"/>

Showing 1 to 4 of 4 entries

Previous

1

Next

- 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 Cancellation 🏠 - New Application - Cancel Application

Cancellation Processed! This application is processed. ×

Cancellation 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 Complete

Create Details Process Details **Submit Details**

Received Date * 📅 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 cancellation request.



3.5 TGBS AP BANKING *CONFIRMS* BANK DRAFT CANCELLATION REQUEST

TGBS 

Hello, apbanking28

Bank Drafts Cancellation

Pending Action | Action Taken

Ref No.	BD No.	Proj No/ Assignment	Nama atas deraf bank	Requester	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.."/>	Rt 	Col 	
TNB/WC/00270/C	07	07	Amanda	t2user1div1	null	6535	7,000,000.00	Received	Confirm BD	View
TNB/WC/00227/C	BD006R	PR006	Jabatan Pertahanan Awam	t1user1div1	null	6533	5,000,000.00	Received	Confirm BD	View
TNB/WC/00196/C	BD8005	P8004	HANIF	t1user1div1	null	6532	15,000.00	Received	Confirm BD	View
TNB/WC/00720/C	BD_NORTH_28	P_NORTH_28	N_NORTH_28	Nur Husnina bt. Johari	6001 - Distribution	6535	1,000,000.00	Received	Confirm BD	View
TNB/WC/00725/C	BD_NORTH_33	P_NORTH_33	N_NORTH_33	Nor Azham Mohd Arsat	6001 - Distribution	6535	1,000,000.00	Received	Confirm BD	View
TNB/WC/00747/C	BD_NORTH_55	P_NORTH_55	N_NORTH_55	Noraniza binti Ayob	6001 - Distribution	6535	1,000,000.00	Received	Confirm BD	View
TNB/WC/00755/C	BD_NORTH_63	P_NORTH_63	N_NORTH_63	Mohd Fauzee B Bakar	6001 - Distribution	6535	1,000,000.00	Received	Confirm BD	View
TNB/WC/00763/C	BD_NORTH_71	P_NORTH_71	N_NORTH_71	Johari Bin Abd Rashid	6001 - Distribution	6535	1,000,000.00	Received	Confirm BD	View

- Select 'Manage Application' > 'Cancellation' 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 Cancellation

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

Cancellation 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

Complete

Create Details

Process Details

Submit Details

Received Date *

13/05/2020

Bank Statement *

Comment *



Komen dan cadangan

Complete

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

4 BULK PROCESSING


















4.1 TGBS AP BANKING *GENERATES INSTRUCTION* LETTER BY BULK

TGBS  Hello, apbanking2 

Bulk Processing Home - Bulk Processing - Instruction Letter to Bank

Instruction Letter to Bank - Cancellation

Create New Letter

Letter No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value=""/>	
TNB/LETTER/00067/C	BD_DIV2_59	Processing	  
TNB/LETTER/00066/C	BD_DIV2_51, BD_DIV2_44, BD_DIV2_1, BD_DIV2_3, BD_DIV2_45, BD_DIV2_36, BD_DIV2_39	Processed	 
TNB/LETTER/00065/C	BD_DIV2_47, BD_DIV2_38, BD_DIV2_42, BD_DIV2_32, BD_DIV2_52, BD_DIV2_41, BD_DIV2_40	Processed	 
TNB/LETTER/00064/C	723485, 721993, 721982	Processed	 
TNB/LETTER/00063/C	BD_CENTRAL_59, BD_CENTRAL_39, BD_CENTRAL_57, BD_CENTRAL_80	Processed	 
TNB/LETTER/00062/C	BD15710	Processed	 
TNB/LETTER/00061/C	BD_NORTH_87, BD_NORTH_28, BD_NORTH_33, BD_NORTH_55, BD_NORTH_71, BD_NORTH_63	Processed	 
TNB/LETTER/00060/C	BD_NORTH_86, BD_NORTH_20, BD_NORTH_127, BD_NORTH_13, BD_NORTH_40, BD_NORTH_39	Processed	 

- Select 'Bulk Processing' tab at the left pane and choose 'Instruction Letter to Bank (Cancellation)' in the drop down list.
- Click 'Create New Letter' button.

Instruction Letter - Google Chrome

bdadevelopment.tnb.com.my/InstructionLetter/CreateCancellation

Letter Details

Email *	Date *
<input type="text" value="amalina.sahrom@tnb.com.my"/>	<input type="text" value="07/09/2020"/>
Recipient's Title *	Recipient *
<input type="text" value="Pengurus Besar"/>	<input type="text" value="Pn Mastura"/>
Address *	Street *
<input type="text" value="Jalan Kenanga 1"/>	<input type="text" value="Jalan Kenanga 2"/>
State *	Value Date *
<input type="text" value="Selangor"/>	<input type="text" value="07/09/2020"/>

Selected Bank Draft Application's Details

Draft No *

Bank Details

Bank Name *

Bank Account *

Bank Charges Account *

Ref/Remarks *

- Fill in the details.
- In Draft No field, select Draft No listed for bulk processing.\
- Click 'Save' button.

Home

Manage Application

Bulk Processing

Instruction Letter to Bank (Application)

Instruction Letter to Bank (Cancellation)

Update Bank Draft (Application)

Cover Memo to Requestor

Reports

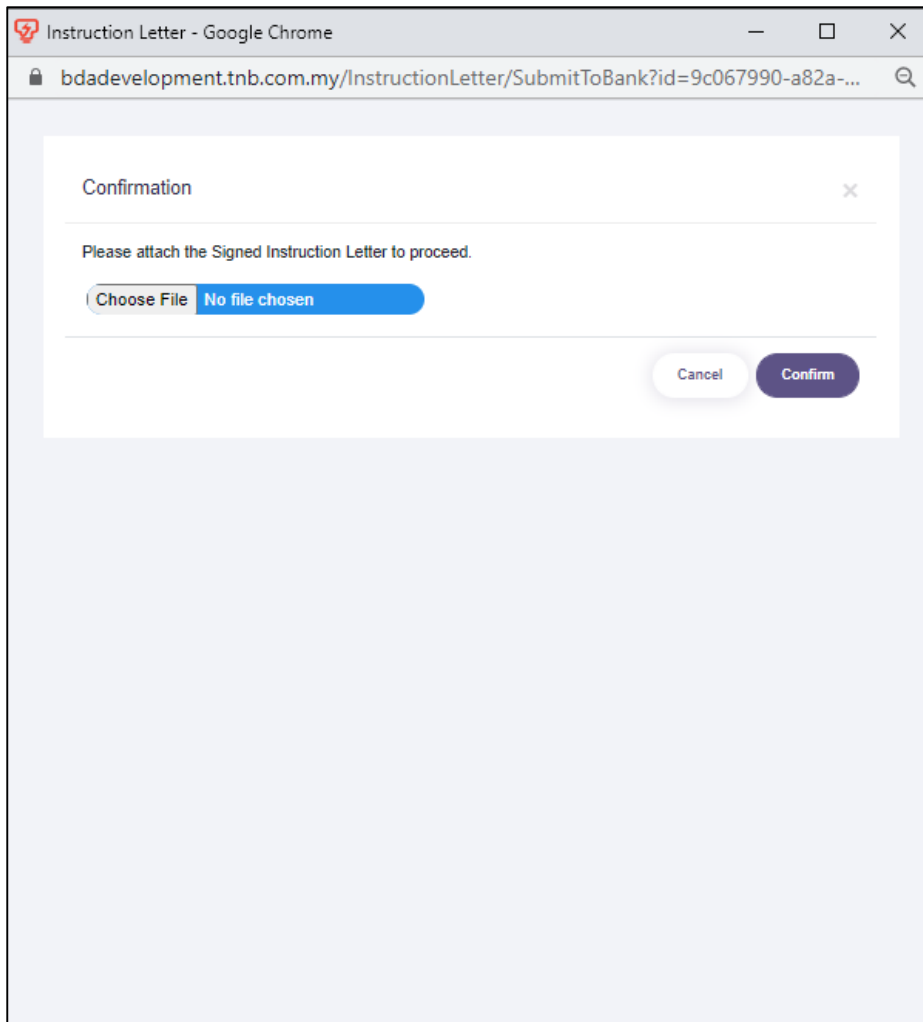
Bulk Processing

Instruction Letter to Bank - Cancellation

Create New Letter


Letter No	Reference No	Status	Action
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value=""/>	
TNB/LETTER/00067/C	BD_DIV2_59	Processing	<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Submit to Bank"/>
TNB/LETTER/00066/C	BD_DIV2_51, BD_DIV2_44, BD_DIV2_1, BD_DIV2_3, BD_DIV2_45, BD_DIV2_36, BD_DIV2_39	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00065/C	BD_DIV2_47, BD_DIV2_38, BD_DIV2_42, BD_DIV2_32, BD_DIV2_52, BD_DIV2_41, BD_DIV2_40	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00064/C	723485, 721993, 721982	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00063/C	BD_CENTRAL_59, BD_CENTRAL_39, BD_CENTRAL_57, BD_CENTRAL_80	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00062/C	BD15710	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00061/C	BD_NORTH_87, BD_NORTH_28, BD_NORTH_33, BD_NORTH_55, BD_NORTH_71, BD_NORTH_63	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>
TNB/LETTER/00060/C	BD_NORTH_86, BD_NORTH_20, BD_NORTH_127, BD_NORTH_13, BD_NORTH_40, BD_NORTH_39	Processed	<input type="button" value="Refresh"/> <input type="button" value="Print"/>

- Filter by Reference No. or Letter No.
- Click 'Submit to Bank' icon on the right page.



- Click 'Choose File' to upload signed instruction letter
- Click 'Confirm' button.









4.2 TGBS AP RECON *UPDATE BANK DRAFT* BY BULK

TGBS  Hello, aprecon1

Bulk Processing - Bulk Processing - Update Bank Draft Cancellation

Update Bank Draft Cancellation

Action Pending **Submitted**

Reference No	BD No	ProjNo	Name On BD	Requester	Comp. Code	Bus Area	Amount	Received Date	Bank Statement	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			 
TNB/WC/01782/A/C	BD_FAT7_117	DPZAS171385411		t4user1div2	6001	6000	RM487,500.00			 
TNB/WC/01783/A/C	BD_FAT7_118	DIPOC174870411		t4user1div2	6001	6000	RM399,000.00			 
TNB/WC/00551/A/C	CDE456632W	14/8/3/M(BD-KEL/26	No Record	user1div1	6001	6000	RM825.00			 

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Seconds :

- Select 'Bulk Processing' tab at the left pane and choose 'Update Bank Draft (Cancellation)' in the drop down list.
- In Action Pending tab, click 'Edit' icon on the right page.

Home

Manage Application

Bulk Processing

Update Bank Draft (Recovery)

Update Bank Draft (Cancellation)

Reports

Bulk Processing

Update Bank Draft Cancellation

Update Bank Draft Cancellation

Action Pending

Submitted

Reference No	BD No	ProjNo	Name On BD	Requester	Comp. Code	Bus Area	Amount	Received Date	Bank Statement	
TNB/MC/01782/A/C	BD_FAT7_117	DPZAS171385411		t4user1div2	6001	6000	RM487,500.	07/09/2020	Upload	✓✗
TNB/MC/01783/A/C	BD_FAT7_118	DIPOC174870411		t4user1div2	6001	6000	RM399,000.00			
TNB/MC/00551/A/C	CDE456632W	14/8/3/M(BD-KEL/26	No Record	user1div1	6001	6000	RM825.00			

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Seconds :

- Fill in details for respective reference no.
- Upload Bank Statement by clicking 'Upload' button.
- Click 'Tick' icon on the right page to save details.