BANK DRAFT AUTOMATION SYSTEM

(BDA)

BDA AP Banking User Manual

Wang Cagaran Application

Version 1

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 TGBS AP BANKING *ACCEPTS* WANG CAGARAN APPLICATION 9

3.3 TGBS AP BANKING *PROCESSES* WANG CAGARAN APPLICATION 13

3.4 TGBS AP BANKING *ISSUES* BANK DRAFT 17

4 BULK PROCESSING 21

4.1 TGSB AP BANKING *GENERATES INSTRUCTION LETTER* TO BANK BY BULK 21

4.2 TGBS AP BANKING *UPDATE* BANK DRAFT BY BULK 26

4.3 TGBS AP BANKING *SEND COVER MEMO TO REQUESTOR* BY BULK 28

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 AP Banking guideline for Bank Draft Automation (BDA) System – *Wang Cagaran Application.*

2 SCOPE OF THE DOCUMENT

2.1 DIVISIONAL USER ACCESS LEVEL GROUPS

This document will focus on *Wang Cagaran* application for Division 1 and Division 2. The application for this division will cover below pattern:

1. **Division 1**

DIVISION 1	APPLICATION					
	Wang Cagaran <=5M			Wang Cagaran >5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager/SM (that is not HOZ)		A		B		
3 HOZ			A		B	
4 HOU						B

Divisional user access level for Division 1 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Head of Zone** to **approve** bank draft application once manager has approved BD application.

Divisional user access level for Division 1 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Manager/ Senior Manager** level to **request** and submit bank draft application.
- **Head of Zone** level to **verify** bank draft application.
- **Head of Unit** to **approve** bank draft application once Head of Zone has approved BD application.

2. Division 2

DIVISION 2	APPLICATION					
	Wang Cagaran <= 5M			Wang Cagaran > 5M		
	Request	Verify	Approve	Request	Verify	Approve
1 Exec	A			B		
2 Manager		A		B		
3 SM			A		B	
4 GM/SGM						B

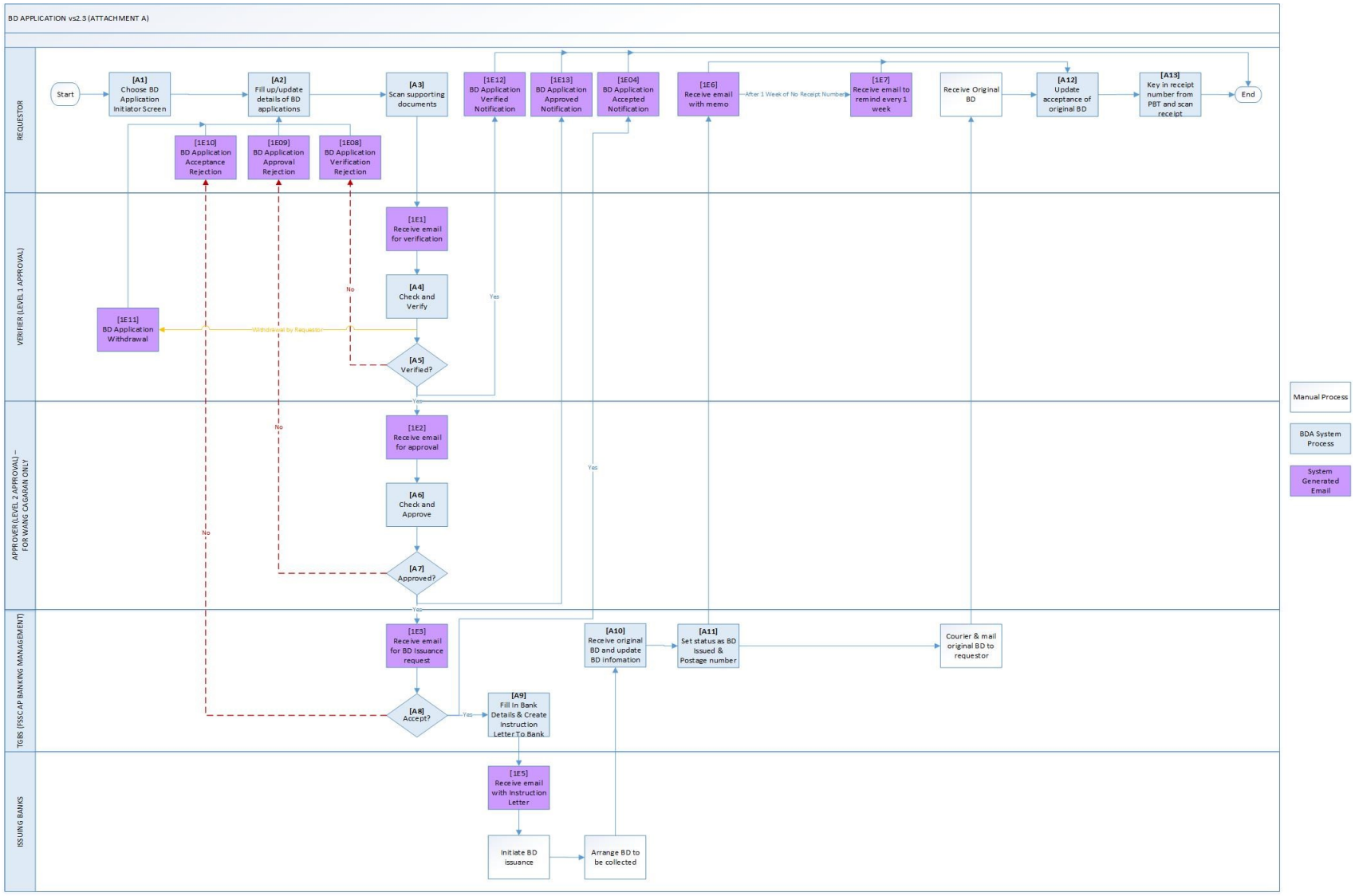
Divisional user access level for Division 2 for *Wang Cagaran <= 5M* bank draft application:

- **Executive** level to **request** and submit bank draft application.
- **Manager** level to **verify** bank draft application.
- **Senior Manager** to **approve** bank draft application once manager has approved BD application.

Divisional user access level for Division 2 for *Wang Cagaran > 5M* bank draft application:

- **Executive or Senior Manager** level to **request** and submit bank draft application.
- **Senior Manager** level to **verify** bank draft application.
- **General Manager or Senior General Manager** to **approve** bank draft application once Senior Manager has approved BD application.

2.2 SYSTEM WORKFLOW

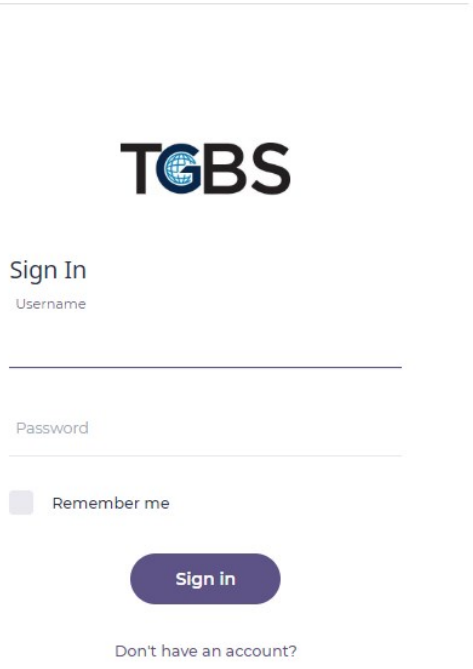


2.3 LIST OF FIELD DESCRIPTION

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
Address 1	Alamat pejabat pemula
Address 2	Alamat pejabat pemula (Jika perlu)
City	Bandar alamat pejabat pemula
Postcode	Poskod alamat pejabat pemula
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
Job description	Keterangan kerja yang dijalankan (Seperti dalam surat PBT)
Work involving JKR	Kerja yang melibatkan kawasan JKR
Total (RM)	Jumlah wang cagaran
Charge Code	Caj kod/kos peruntukan untuk projek dicagarkan. Sila pastikan ianya wujud dan bajet mencukupi ie: D-BAN-S20-0099-411
Name on Bank Draft	Nama PBT/JKR yang akan dicagarkan (Nama atas Deraf Bank)
Project No. (WBS)	No projek (WBS) ie: D-BAN-S20-0099
Surat asal kelulusan kerja/permit dan syarat-syarat Pihak Berkuasa Tempatan/Agensi Kerajaan	Surat sokongan daripada PBT/Agensi Kerajaan berkaitan jumlah wang cagaran yang diperlukan.
Utility Mapping (UMAP)	Lampiran sokongan (Jika berkaitan)

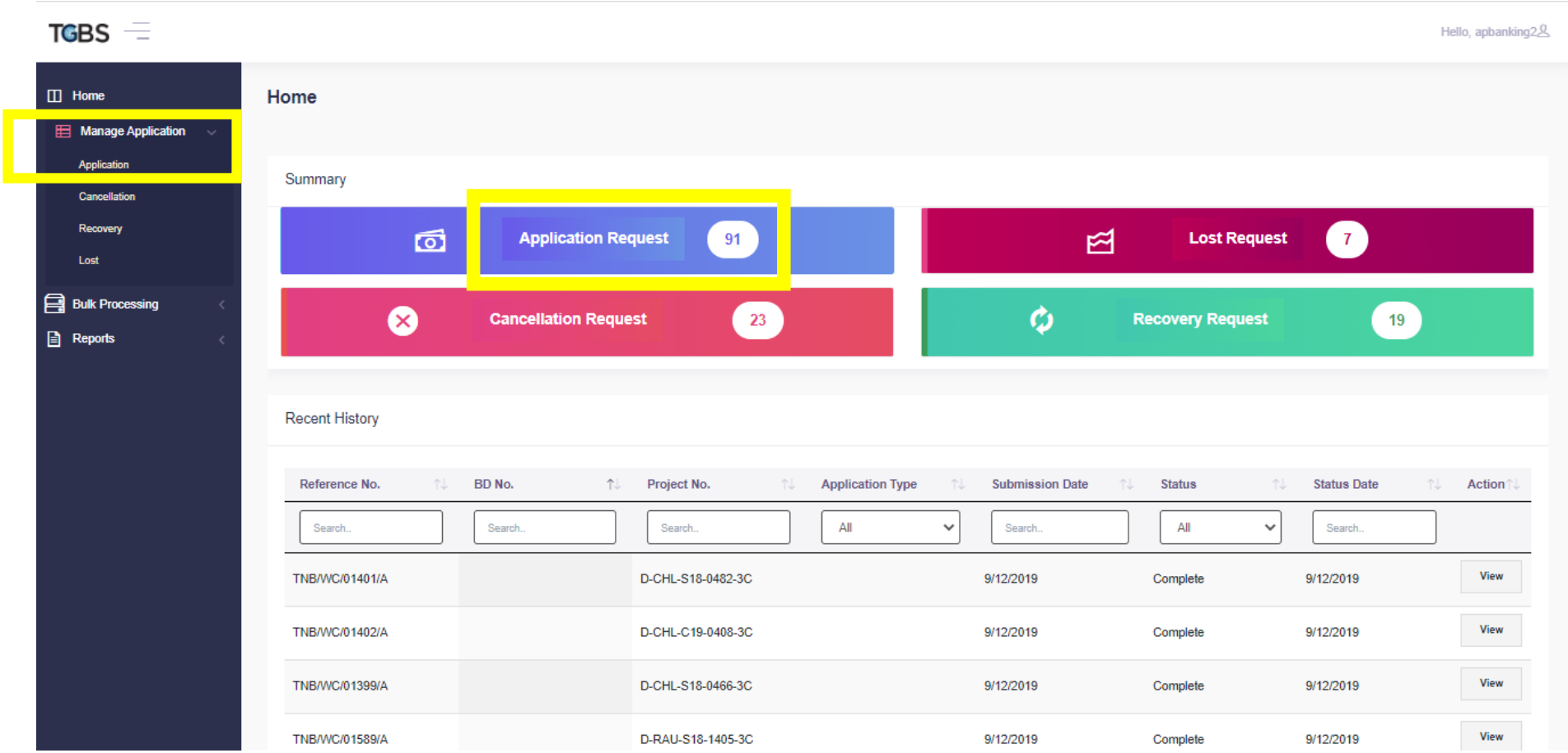
3 USER GUIDELINES

3.1 LOGIN PAGE

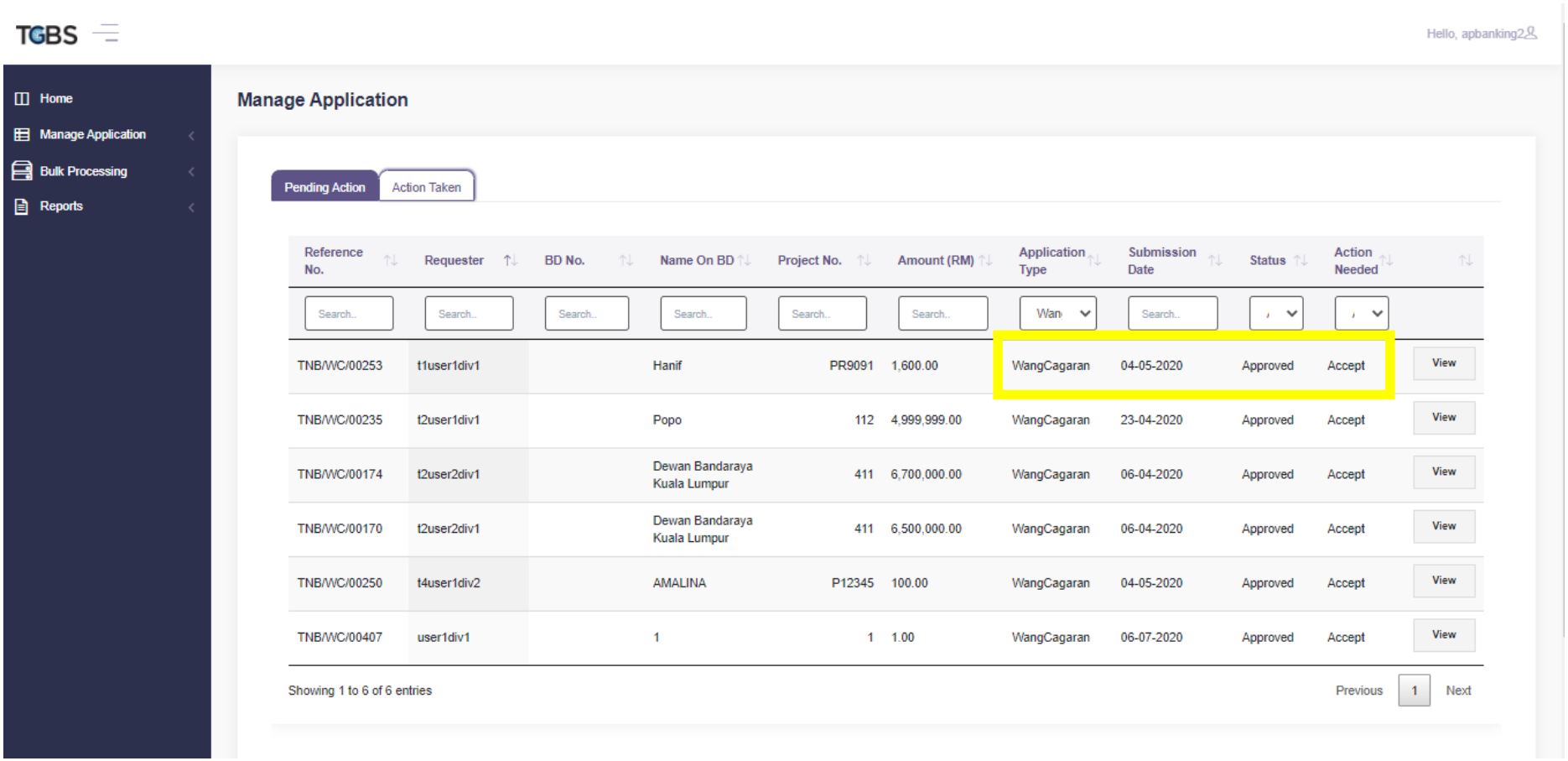


- Launch BDA system, https://bda.tnb.com.my
- In the login panel, enter the Staff No and Password in the required field.
- Click the 'Sign in' button to continue.
- User able to view BDA Homepage.

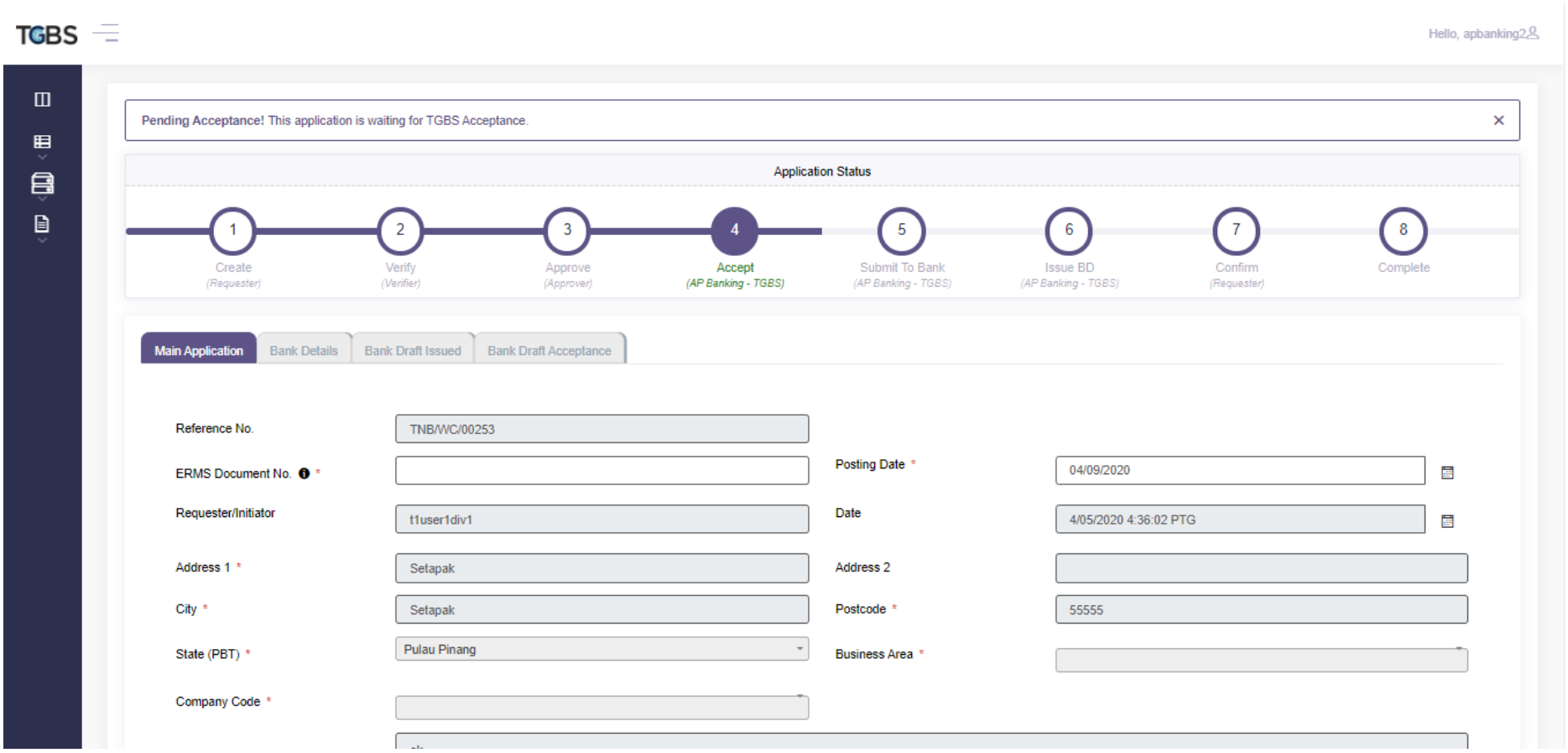
3.2 TGBS AP BANKING *ACCEPTS* WANG CAGARAN APPLICATION



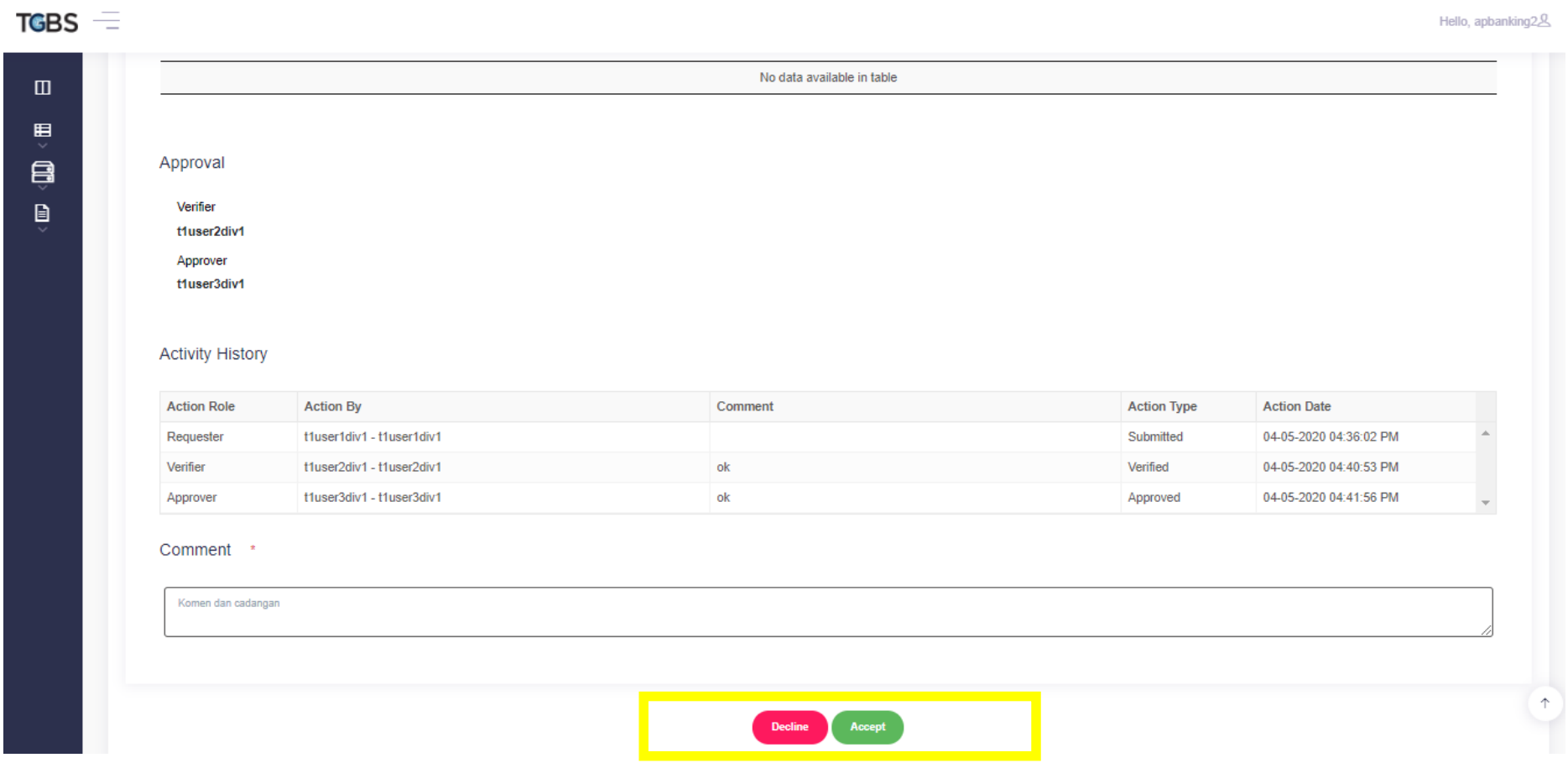
- Select 'Manage Application' tab at the left pane and choose 'Application' in the drop down list. **OR**
- Choose 'Application Request' summary tab at the homepage.



- Able to view Pending Action list.
- Filter by Reference No **or** 'Status' as 'Approved' **or** 'Action Needed' tab as 'Accept' **or** 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.

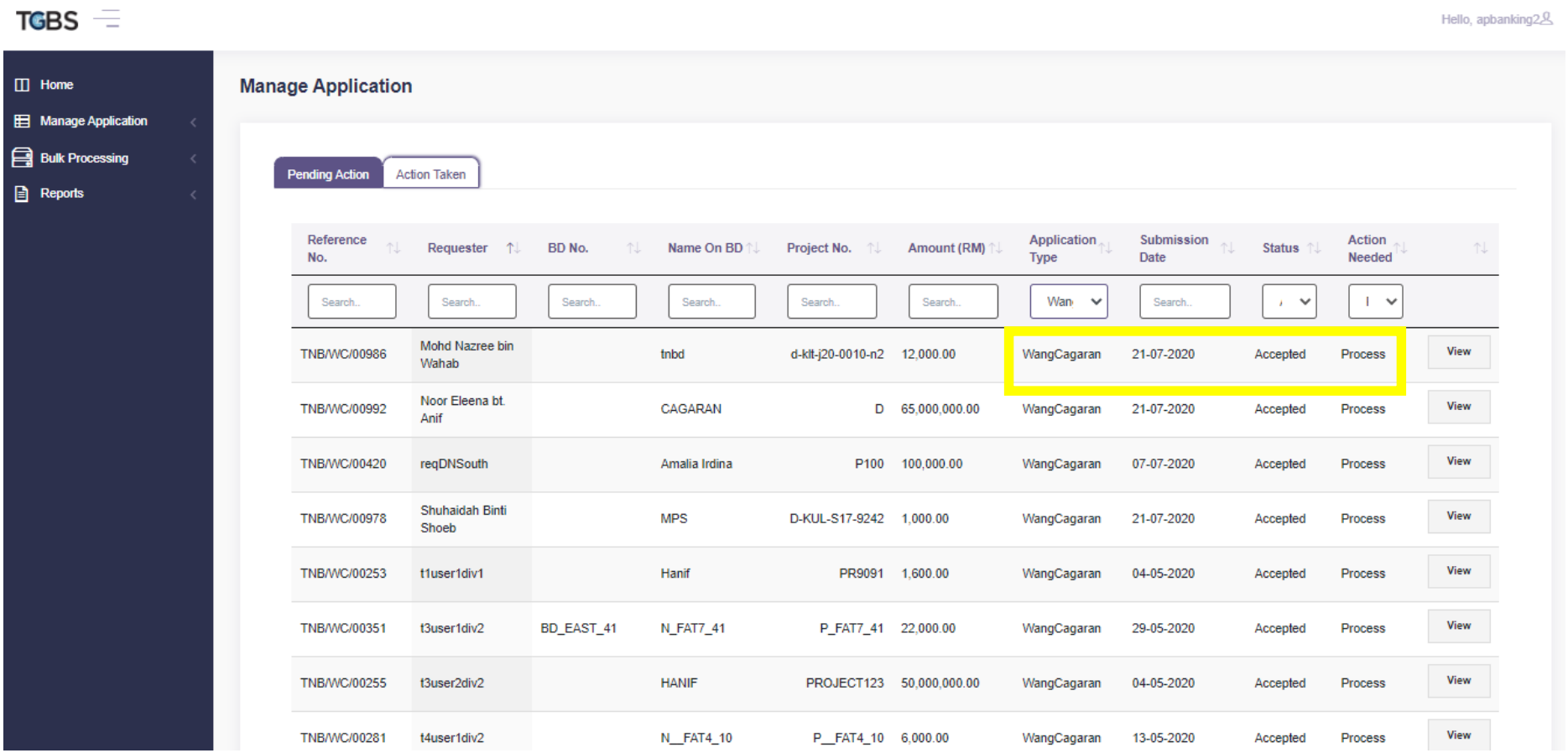


- Fill in ERMS Document Number.



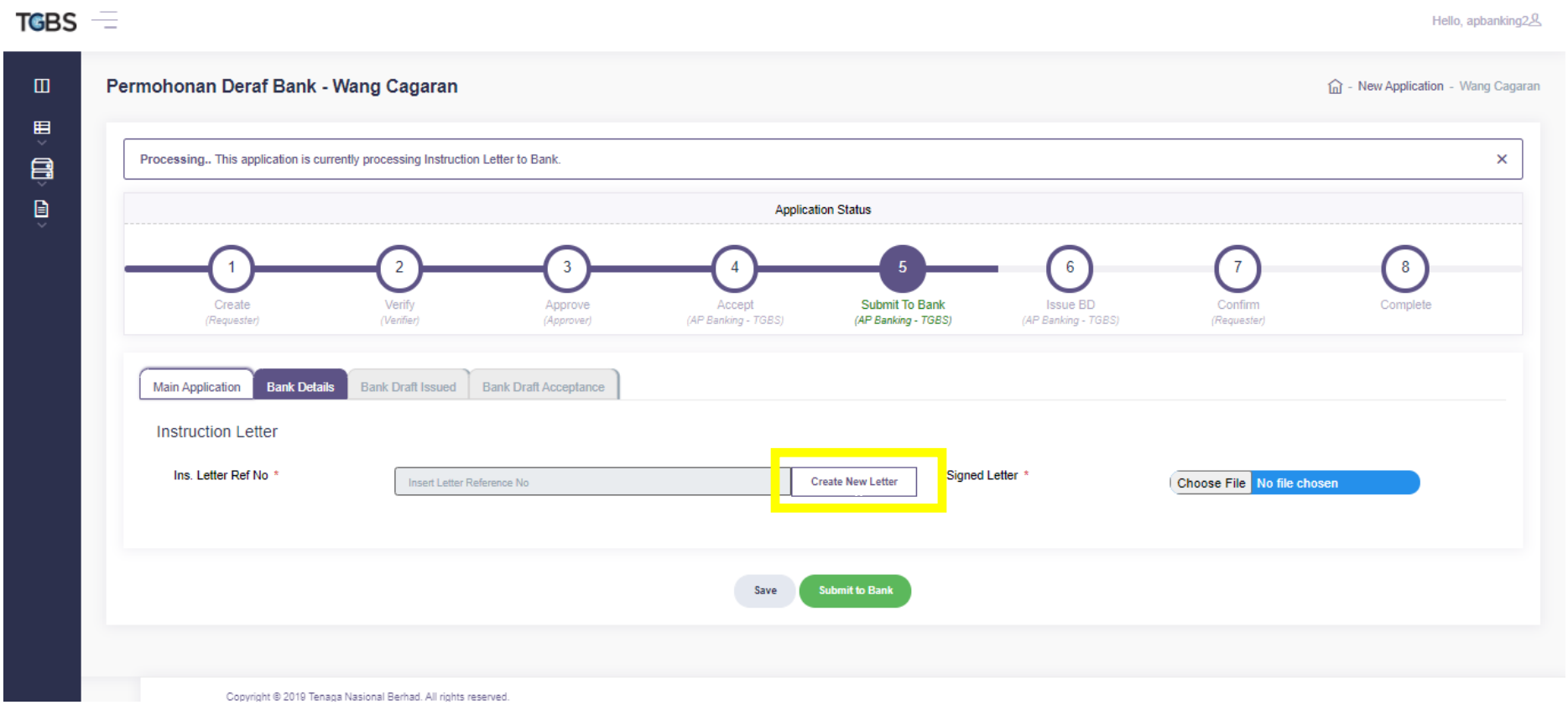
- Fill in 'Comment' field.
- Click 'Accept' button to accept application **OR** click 'Decline' button to reject application.
- Next, click 'Sure' button.

3.3 TGBS AP BANKING *PROCESSES* WANG CAGARAN APPLICATION

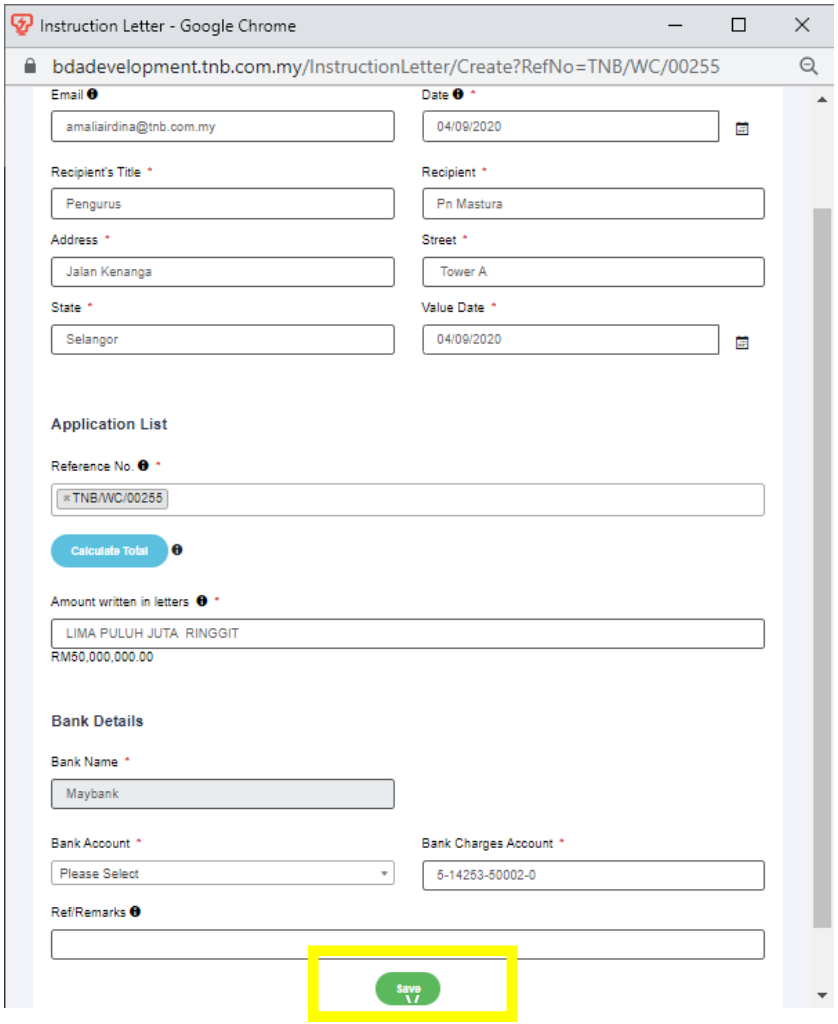


Reference No.	Requester	BD No.	Name On BD	Project No.	Amount (RM)	Application Type	Submission Date	Status	Action Needed	
TNB/WC/00986	Mohd Nazree bin Wahab		tnbd	d-klt-j20-0010-n2	12,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00992	Noor Eleena bt. Anif		CAGARAN	D	65,000,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00420	reqDNSouth		Amalia Irdina	P100	100,000.00	WangCagaran	07-07-2020	Accepted	Process	View
TNB/WC/00978	Shuhaidah Binti Shoeb		MPS	D-KUL-S17-9242	1,000.00	WangCagaran	21-07-2020	Accepted	Process	View
TNB/WC/00253	t1user1div1		Hanif	PR9091	1,600.00	WangCagaran	04-05-2020	Accepted	Process	View
TNB/WC/00351	t3user1div2	BD_EAST_41	N_FAT7_41	P_FAT7_41	22,000.00	WangCagaran	29-05-2020	Accepted	Process	View
TNB/WC/00255	t3user2div2		HANIF	PROJECT123	50,000,000.00	WangCagaran	04-05-2020	Accepted	Process	View
TNB/WC/00281	t4user1div2		N__FAT4_10	P__FAT4_10	6,000.00	WangCagaran	13-05-2020	Accepted	Process	View

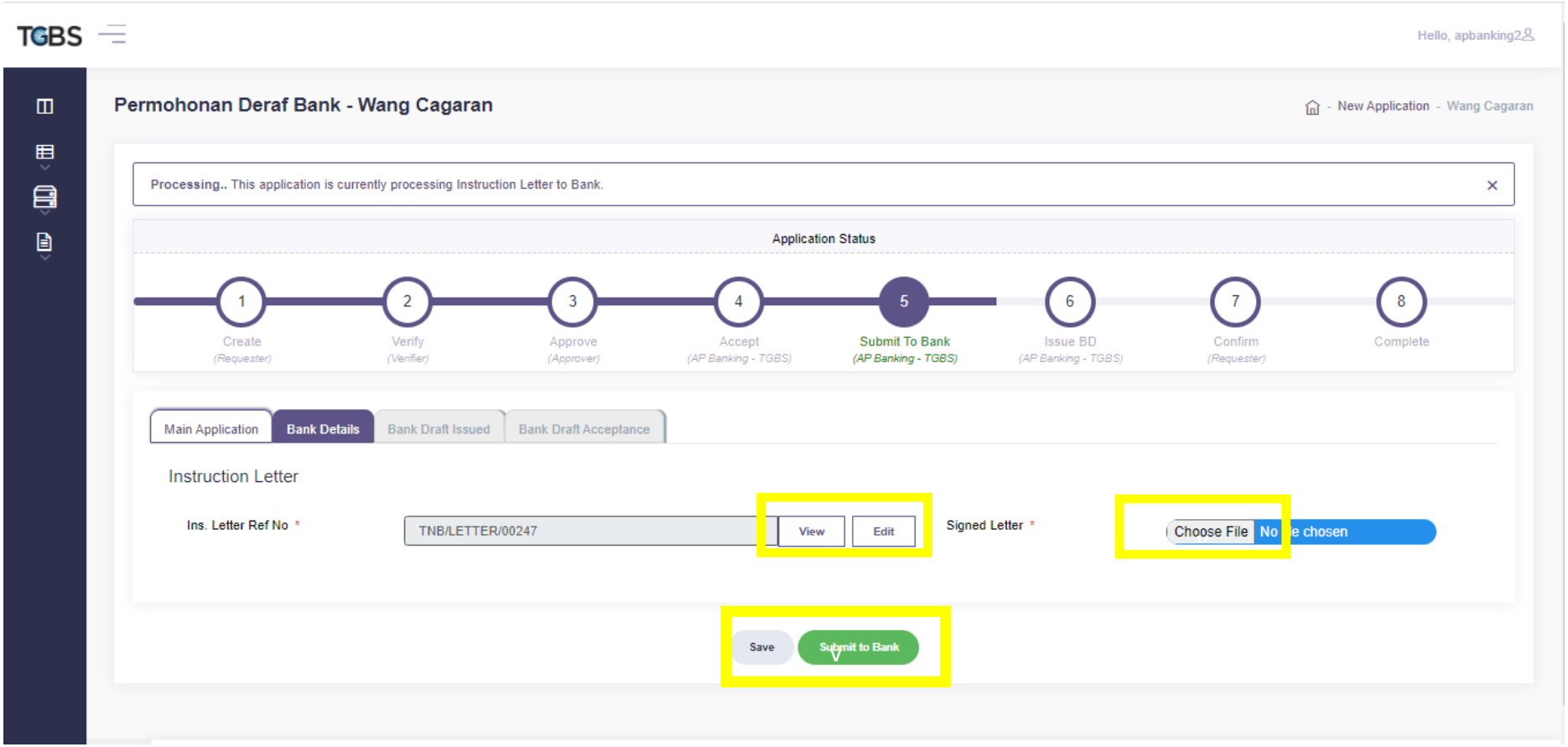
- Able to view Pending Action list.
- Filter by Reference No **or** 'Status' as 'Accepted' **or** 'Action Needed' tab as 'Process' **or** 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.



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

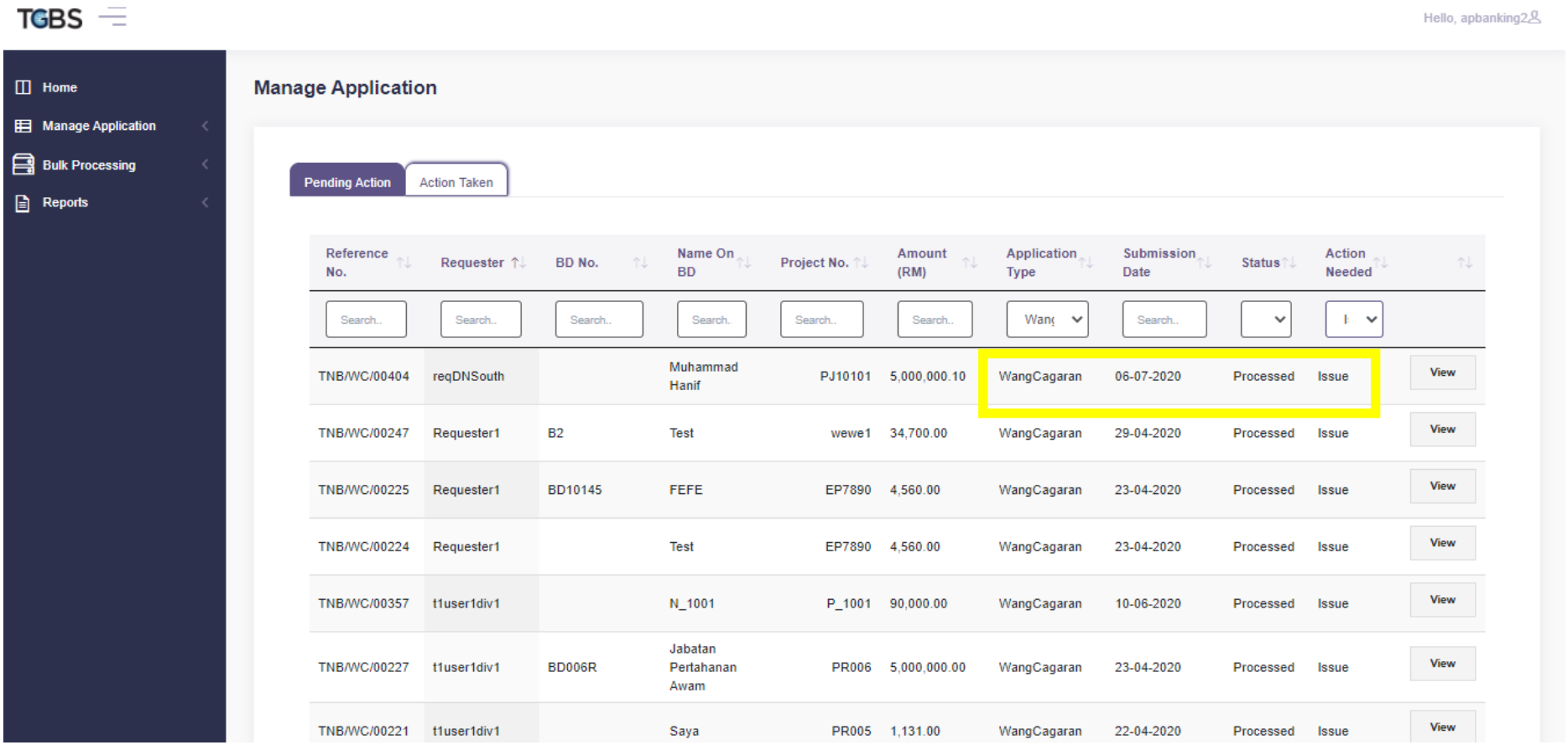


- Fill in the details.
- Click ‘Calculate Total’ button to calculate amount written in letters.
- Click ‘Save’ button.

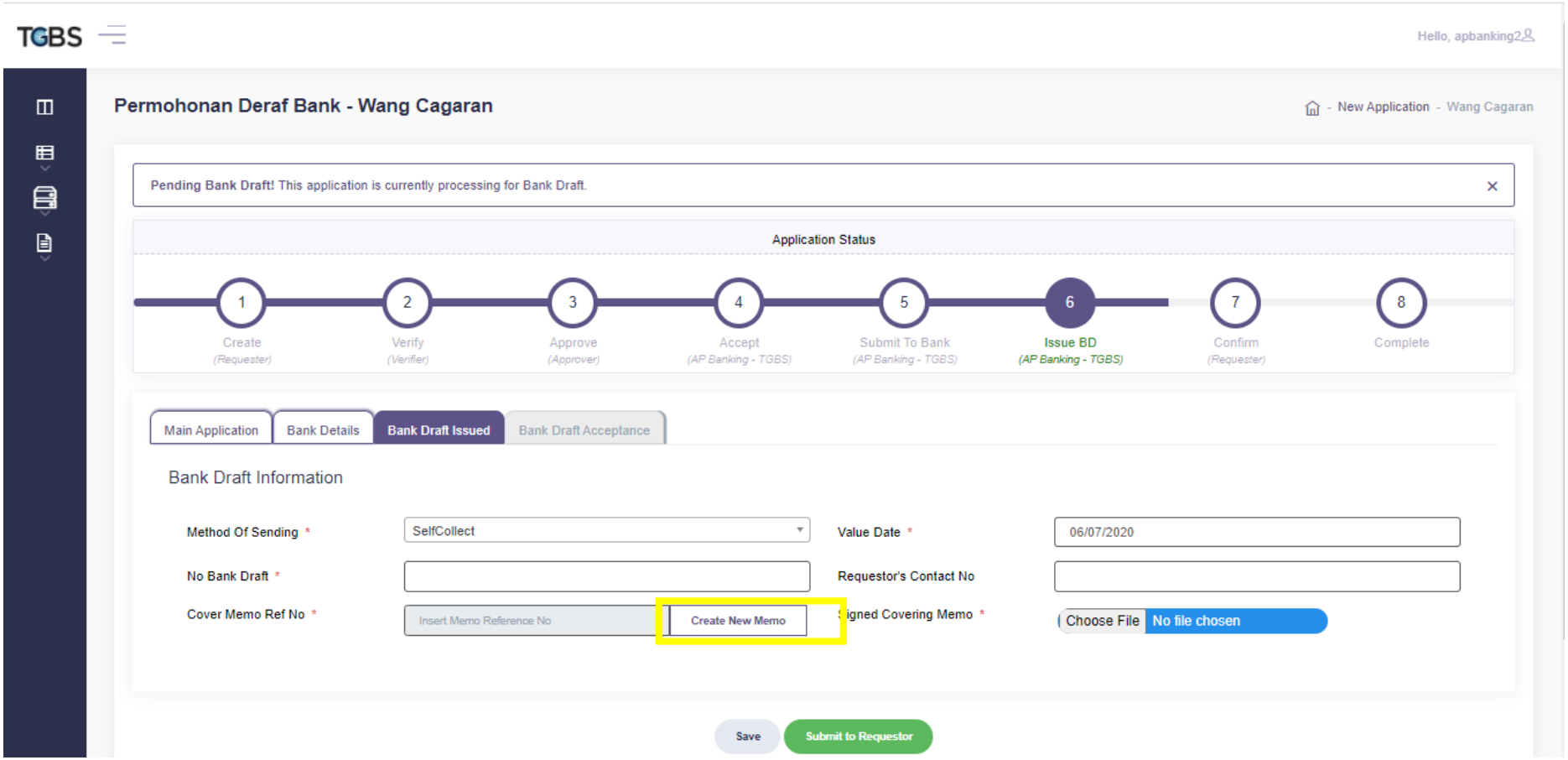


- Click 'View' to view Instruction Letter or click 'Edit' to edit Instruction Letter.
- Click 'Choose File' to upload signed Instruction Letter.
- Click 'Submit to Bank' button.

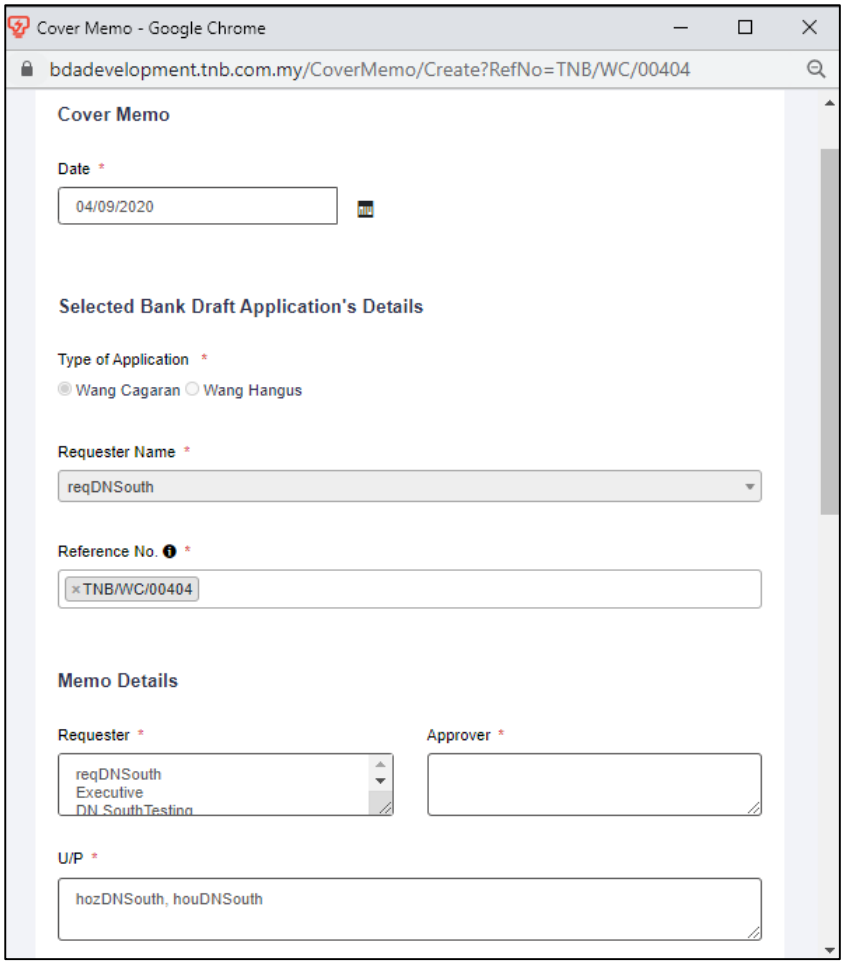
3.4 TGBS AP BANKING *ISSUES* BANK DRAFT

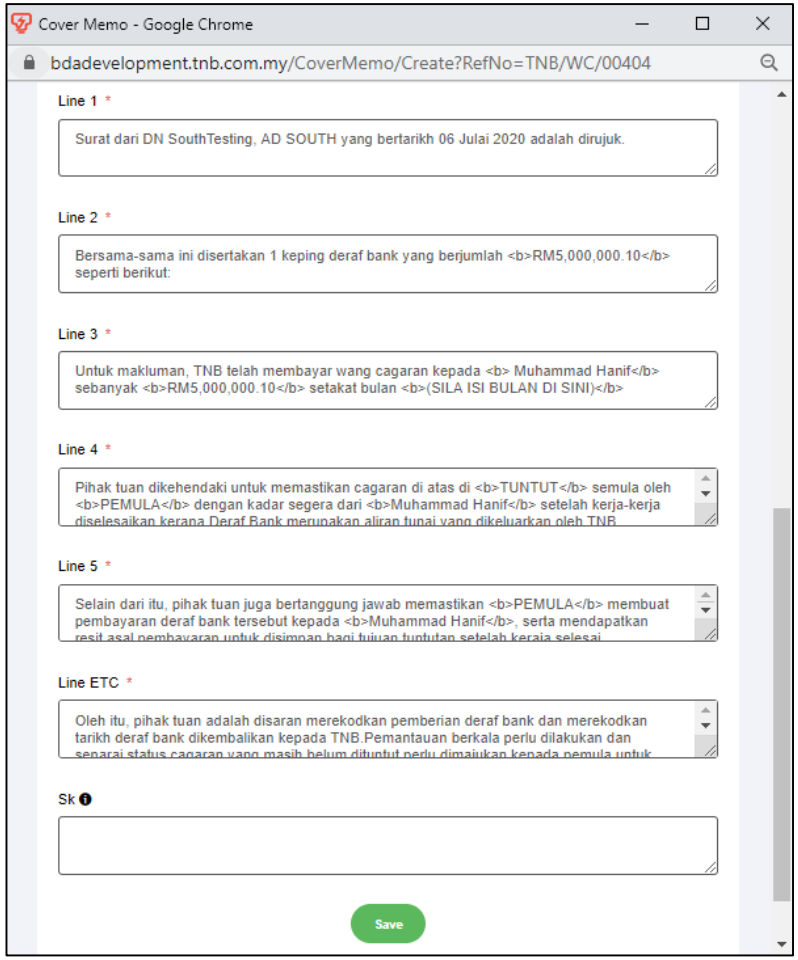


- Able to view Pending Action list.
- Filter by Reference No **or** 'Status' as 'Processed **or** 'Action Needed' tab as 'Issue' **or** 'Application Type' as 'Wang Cagaran'
- Click 'View' on the respective application.

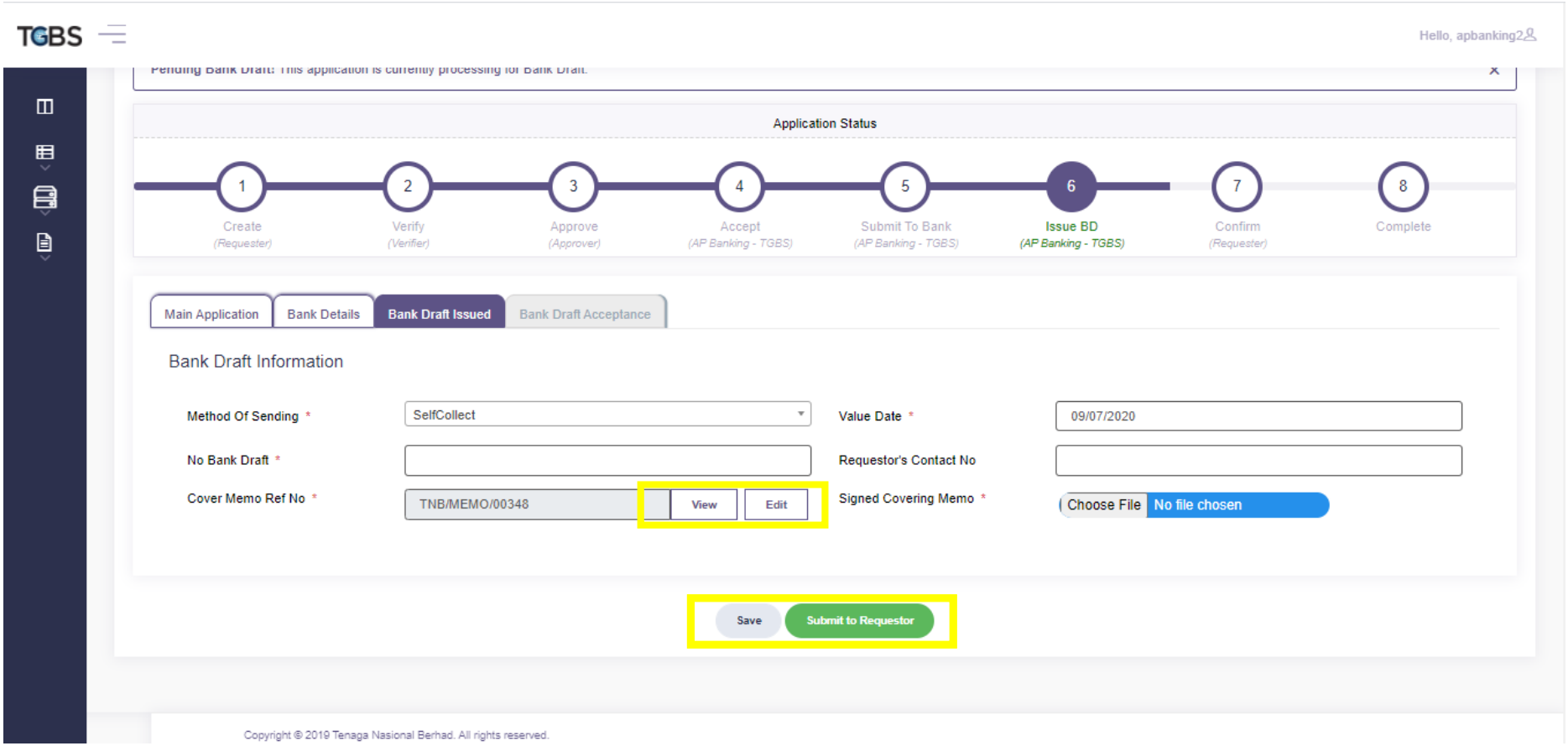


- In 'Bank Draft Issued' tab, AP Banking needs to generate covering memo.
- Click 'Create New Memo' button.





- Fill in the details.
- Click ‘Save’ button.

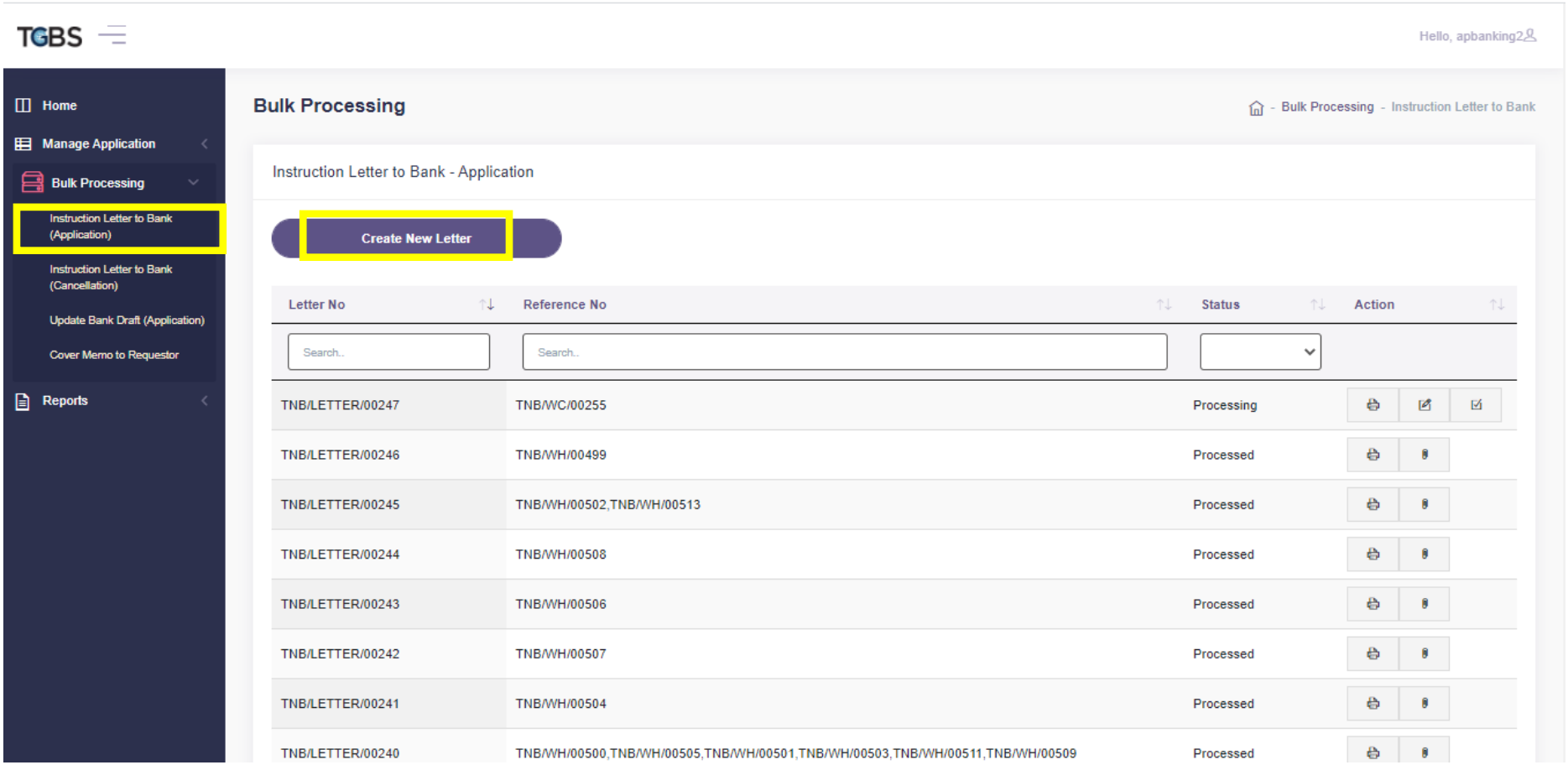


- Click 'View' to view Covering Memo or click 'Edit' to edit Covering Memo.
- Click 'Choose File' to upload signed Covering Memo.
- Fill in all the details.
- Click 'Submit to Requestor' button.

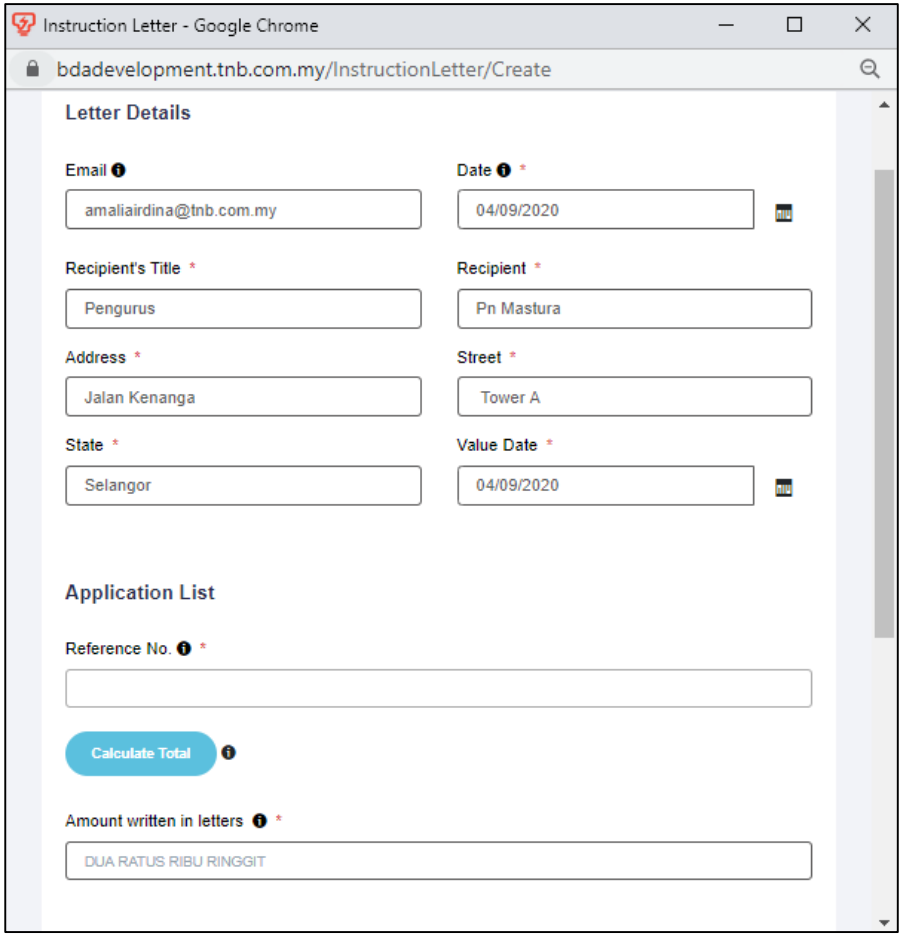
Requestor will receive original Bank Draft from TGBS AP Banking once issued. Requestor then to update acceptance of original Bank Draft in the next process.

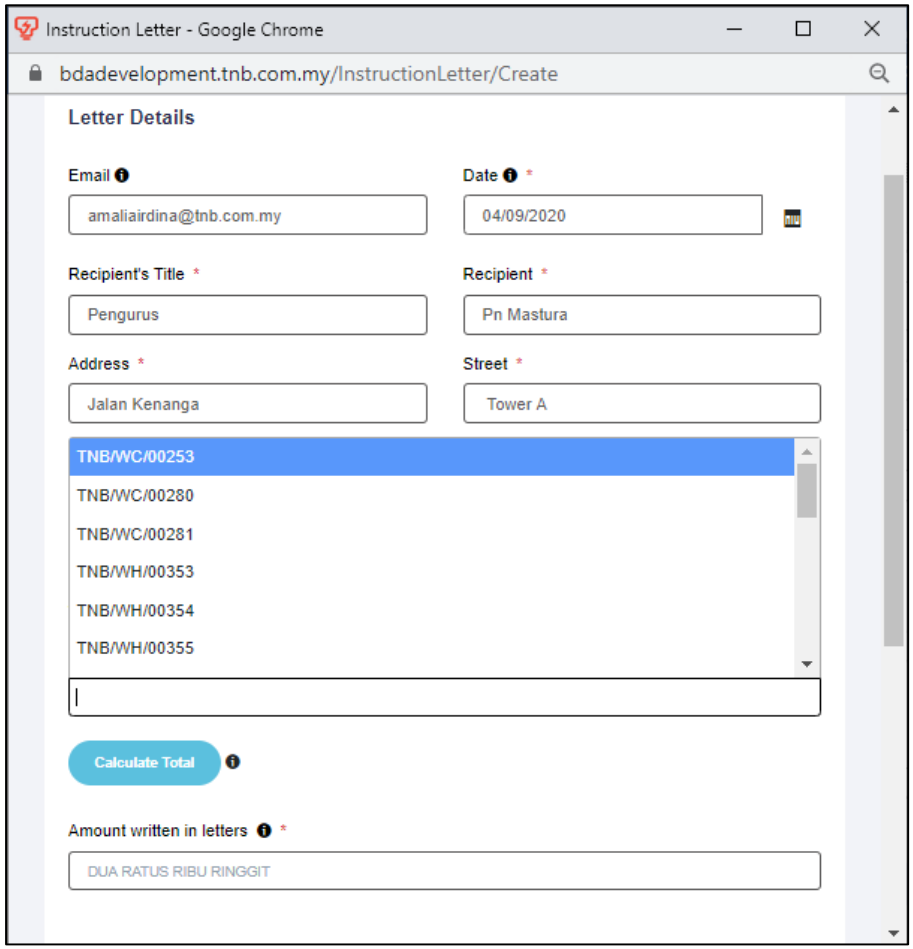
4 BULK PROCESSING

4.1 TGSB AP BANKING *GENERATES INSTRUCTION LETTER* TO BANK BY BULK

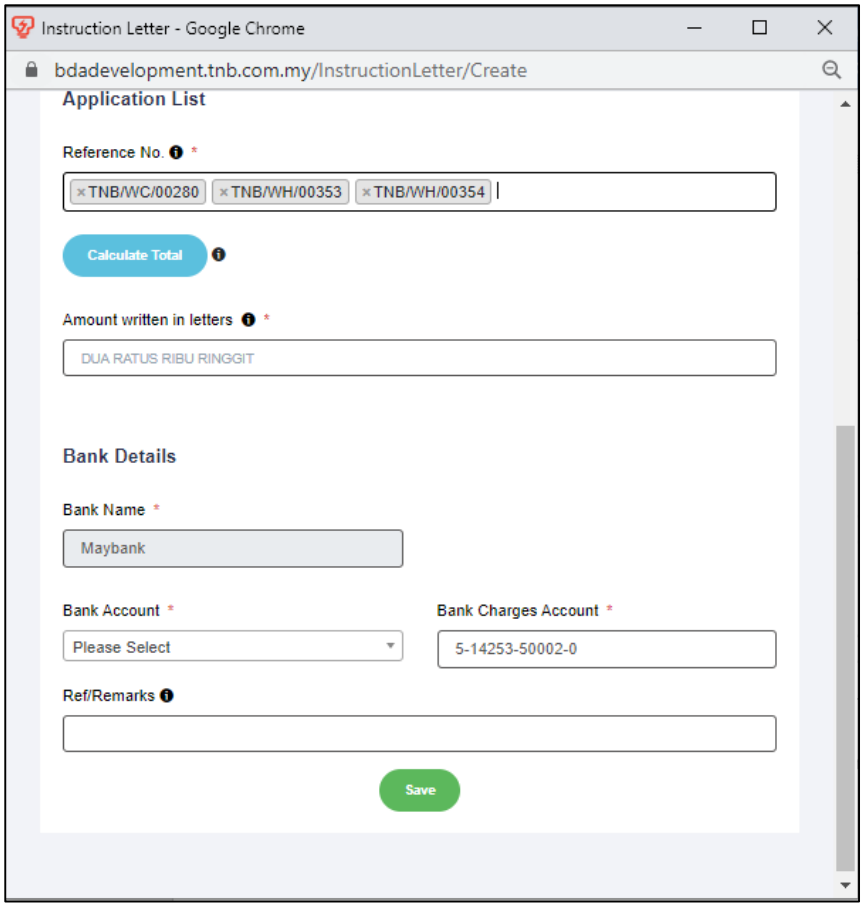


- Select 'Bulk Processing' tab at the left pane and choose 'Instruction Letter to Bank (Application)' in the drop down list.
- Click 'Create New Letter' button.

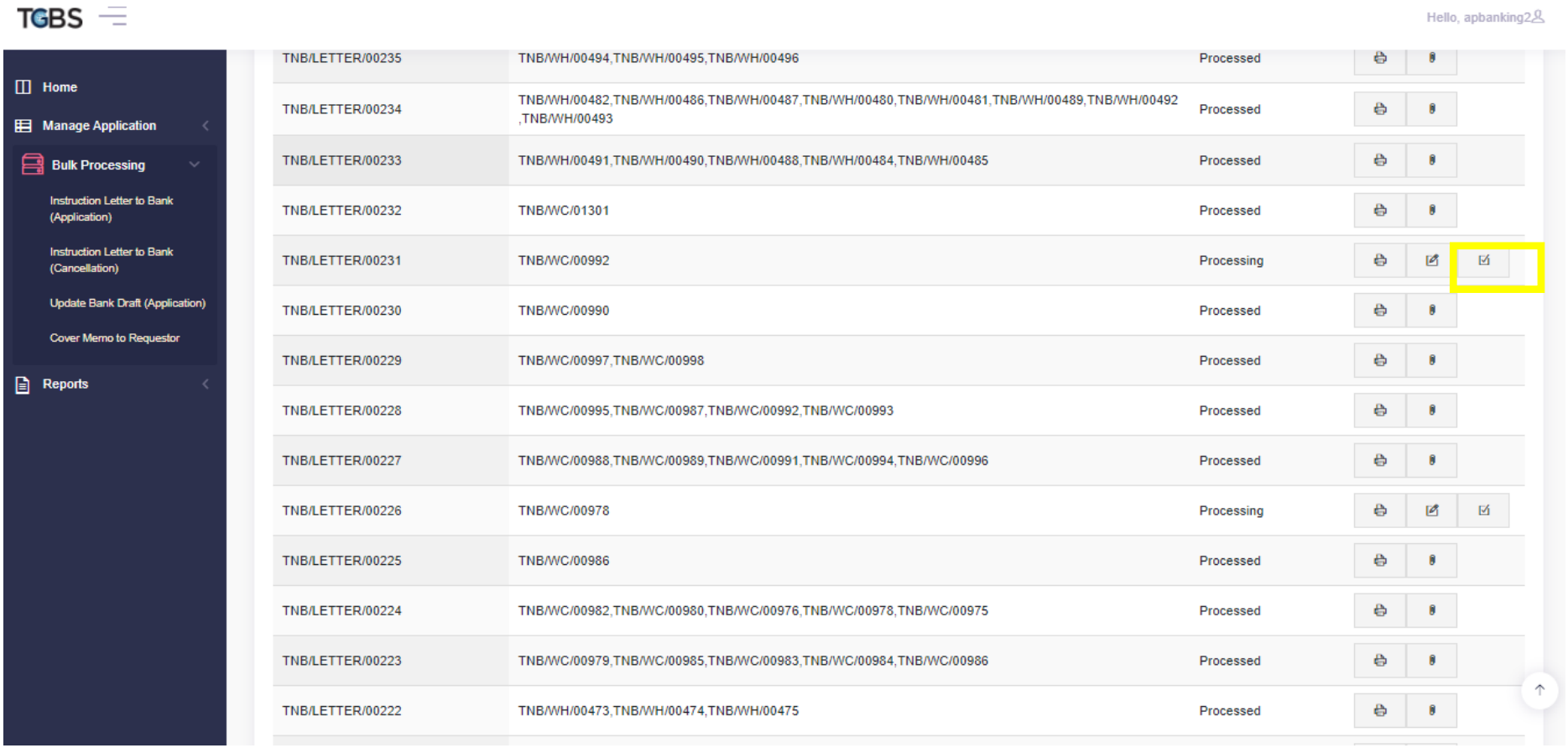




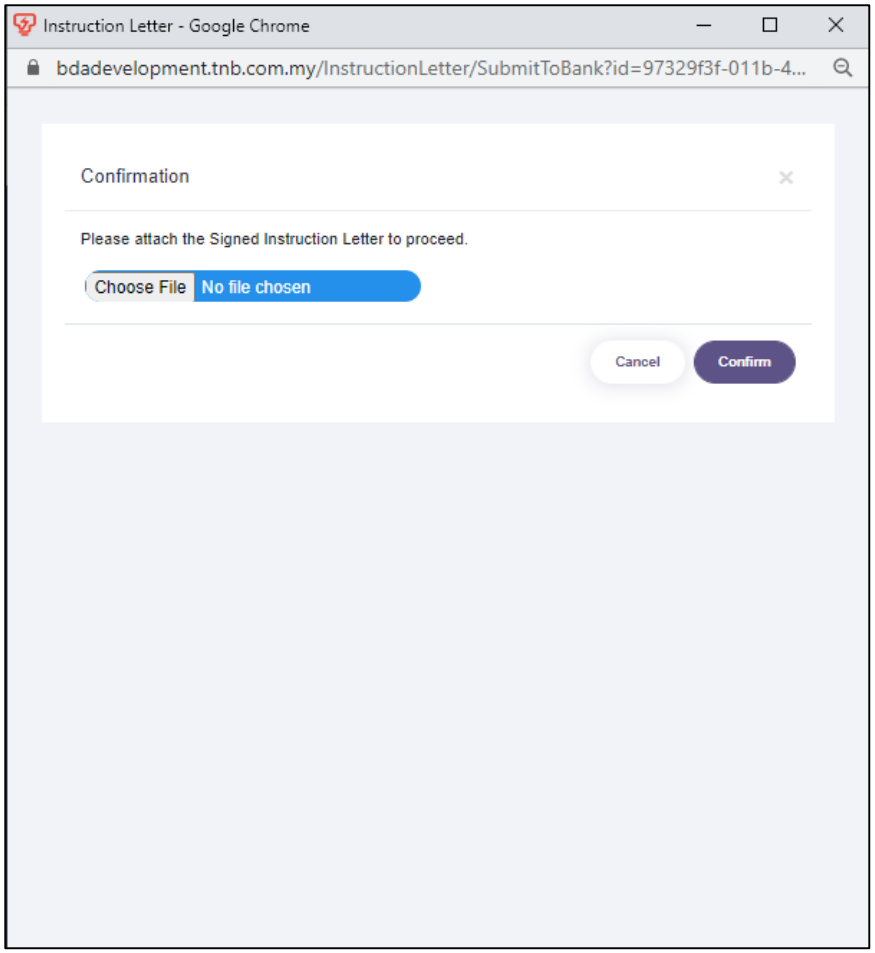
- Fill in the details.
- In Reference No field, select Reference No listed for bulk processing.



- Click ‘Save’ button.



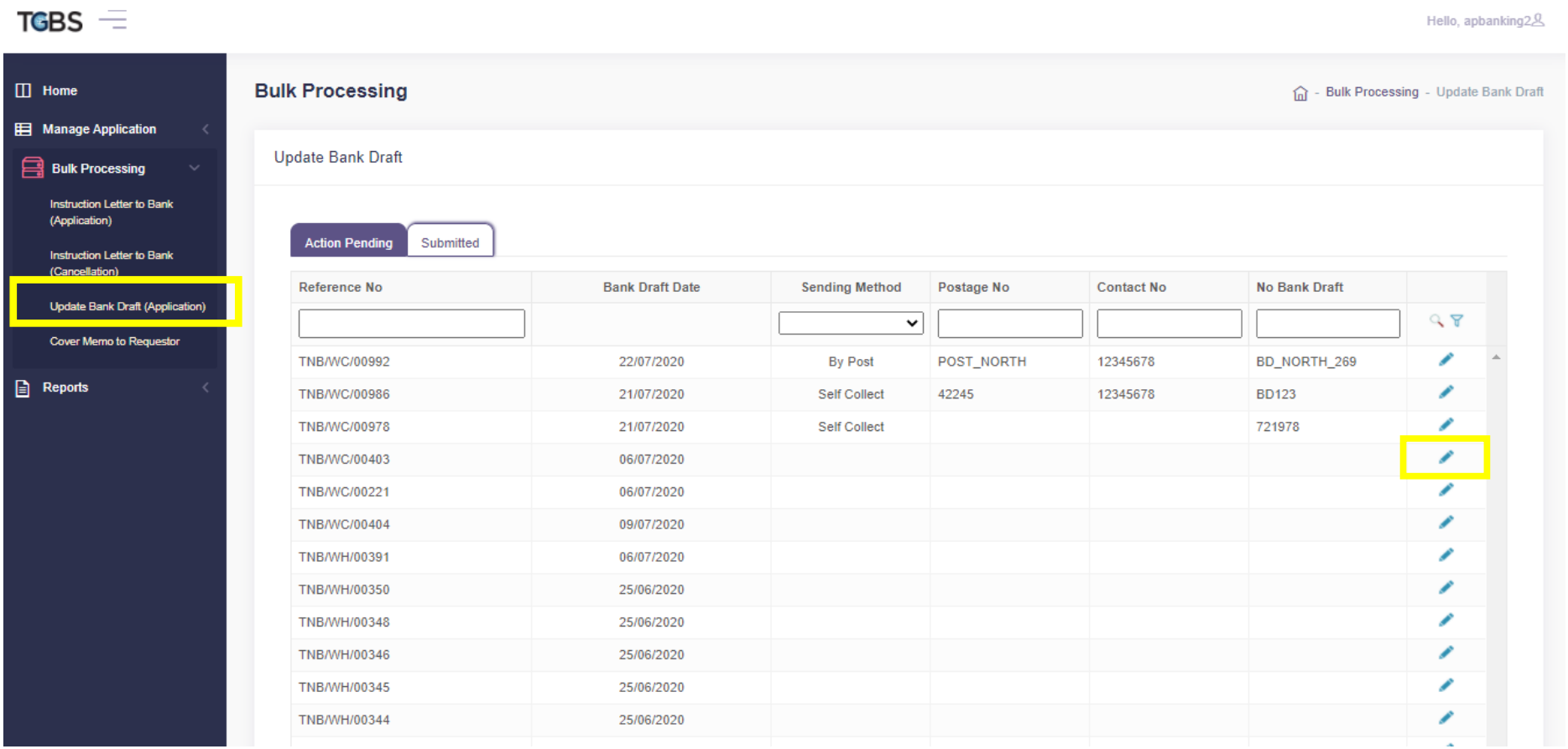
- Filter by Reference No. or Letter No.
- Click ‘Submit to Bank’ icon on the right page.



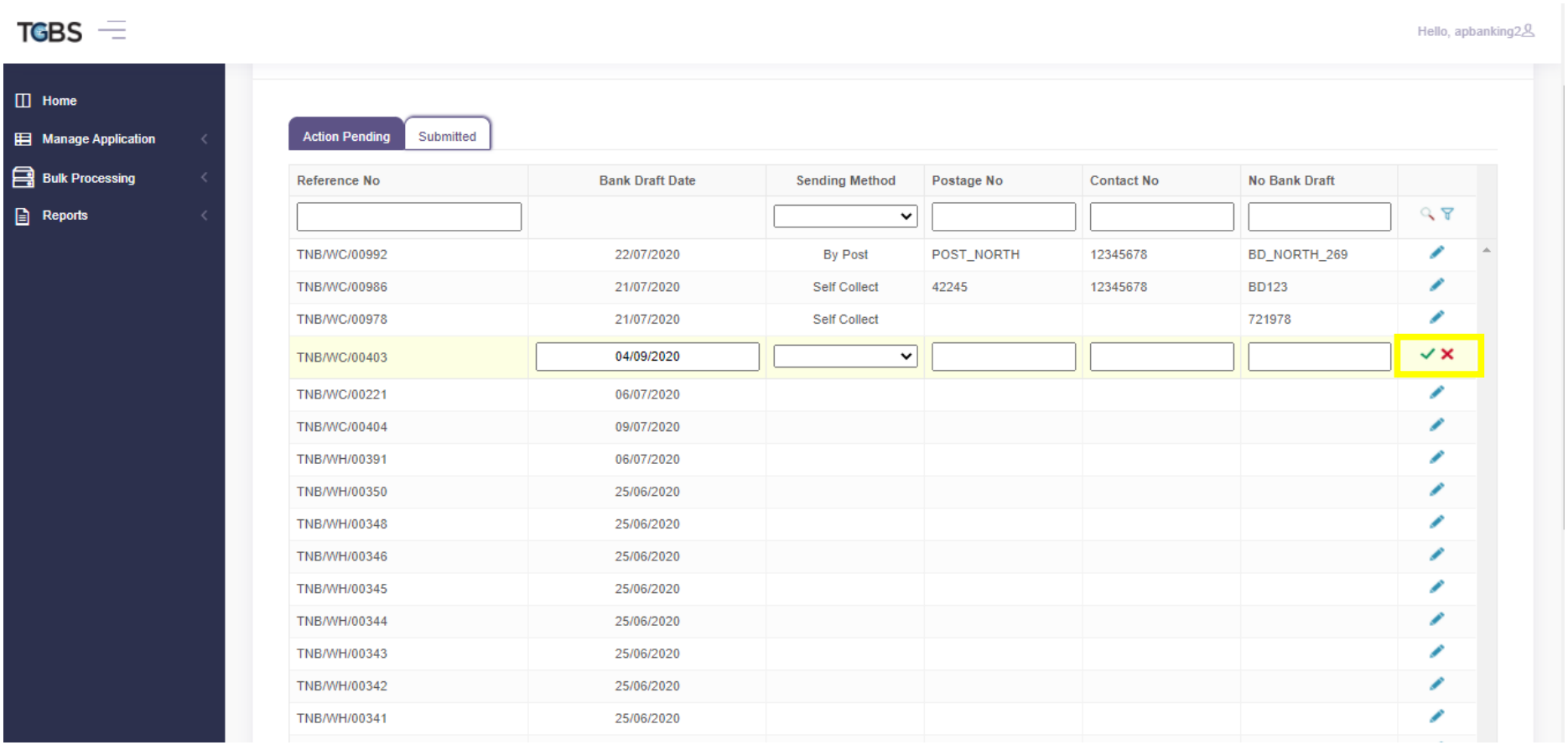
- Click 'Choose File' to upload signed instruction letter
- Click 'Confirm' button.

Requestor will receive email notification to complete Bank Draft Wang Cagaran request.

4.2 TGBS AP BANKING *UPDATE* BANK DRAFT BY BULK

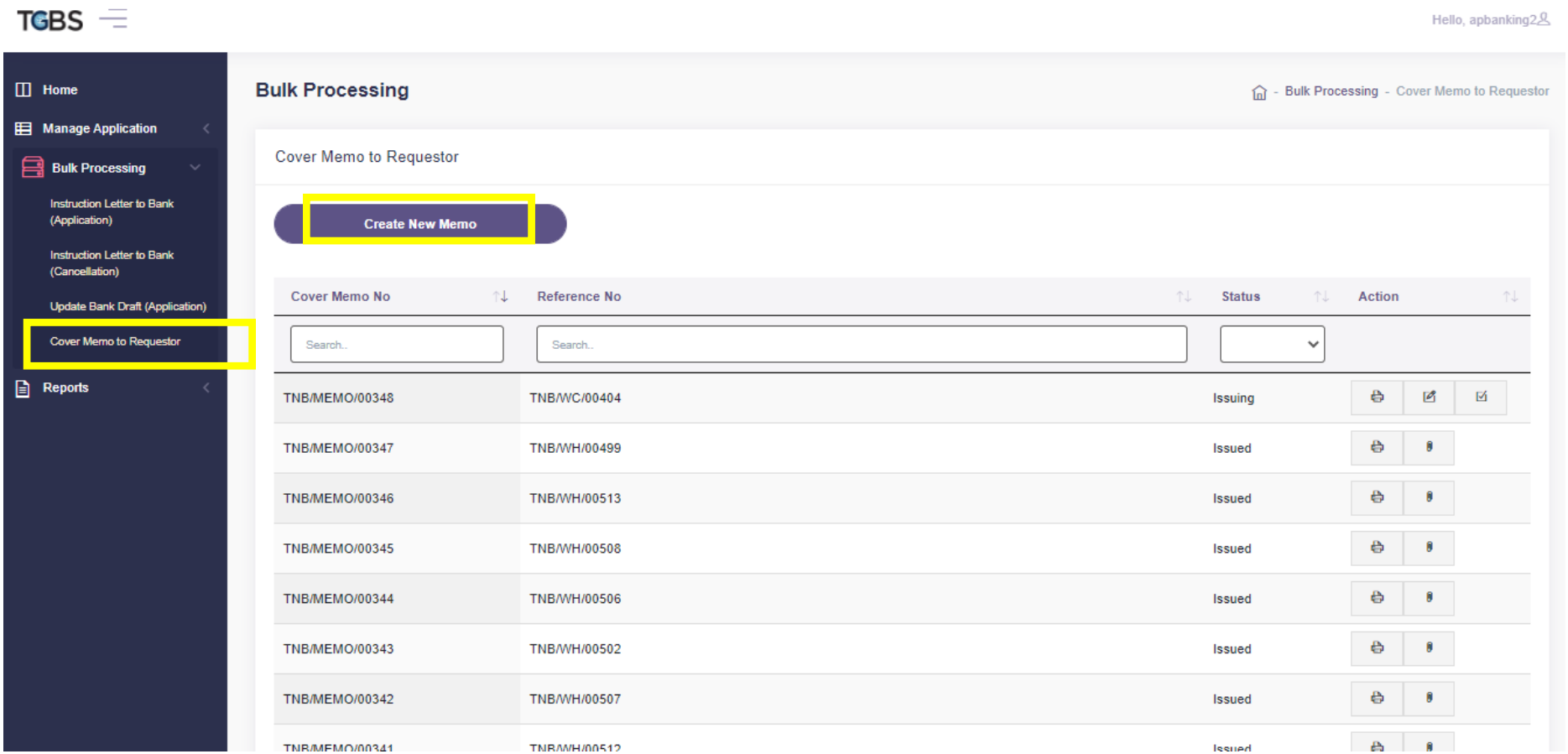


- Select 'Bulk Processing' tab at the left pane and choose 'Update Bank Draft (Application)' in the drop down list.
- In Action Pending tab, click 'Edit' icon on the right page.

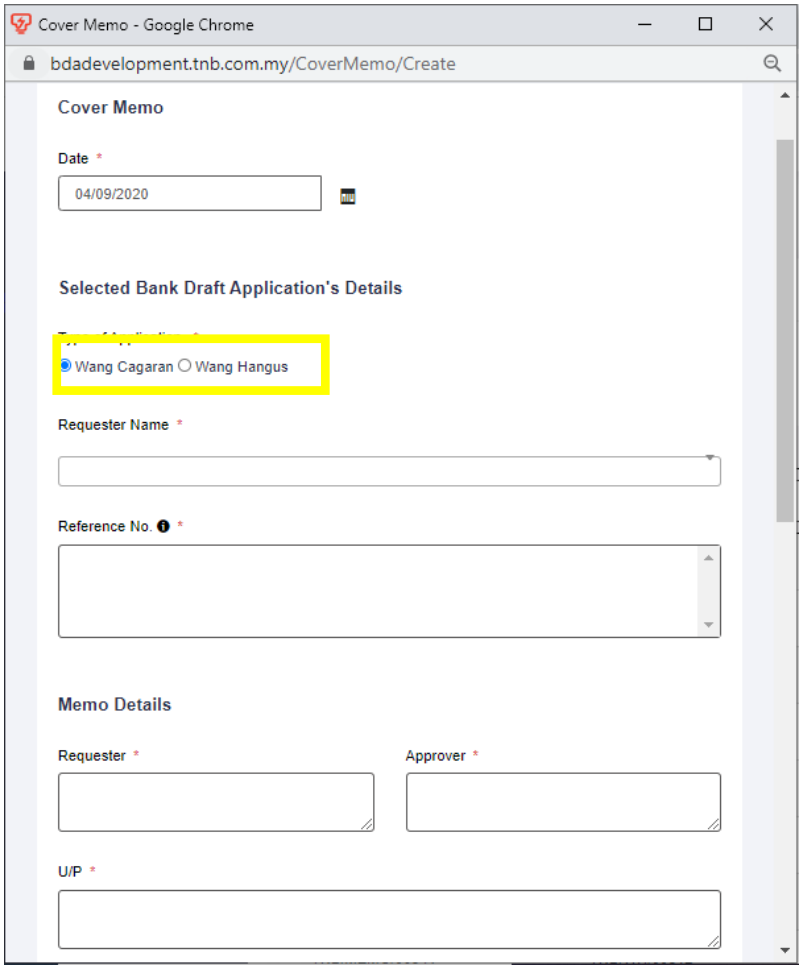


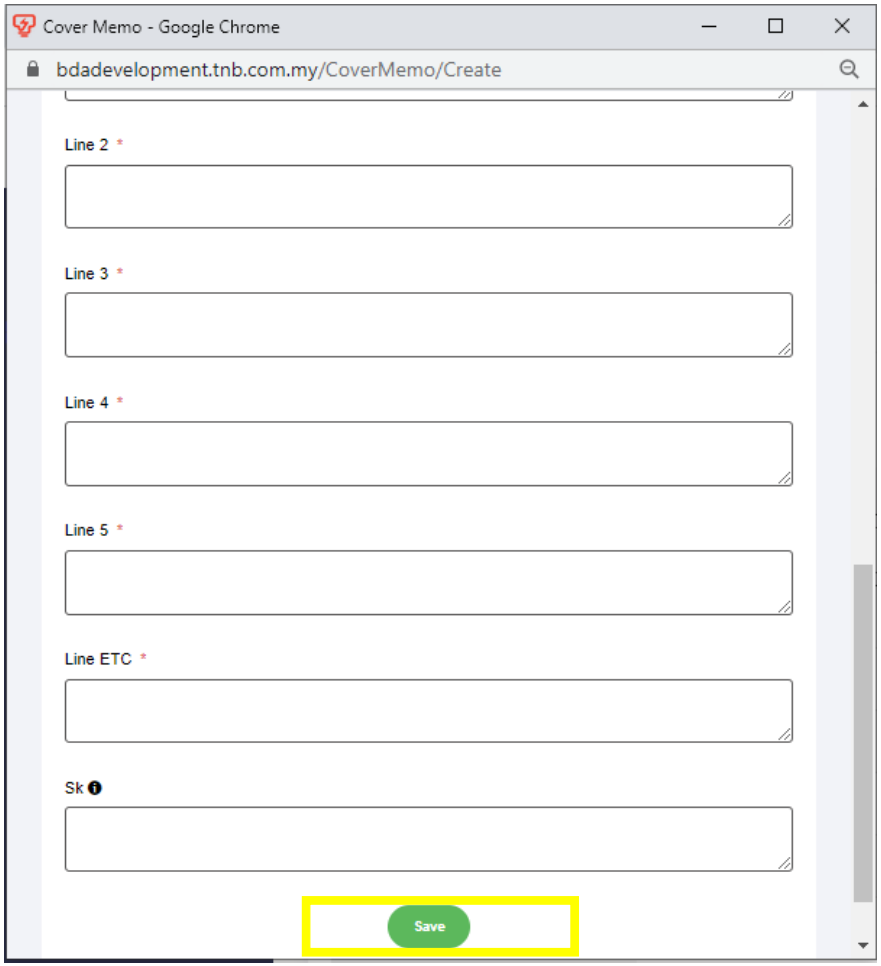
- Fill in details for respective reference no.
- Click ‘Tick’ icon on the right page to save details.

4.3 TGBS AP BANKING *SEND COVER MEMO TO REQUESTOR* BY BULK

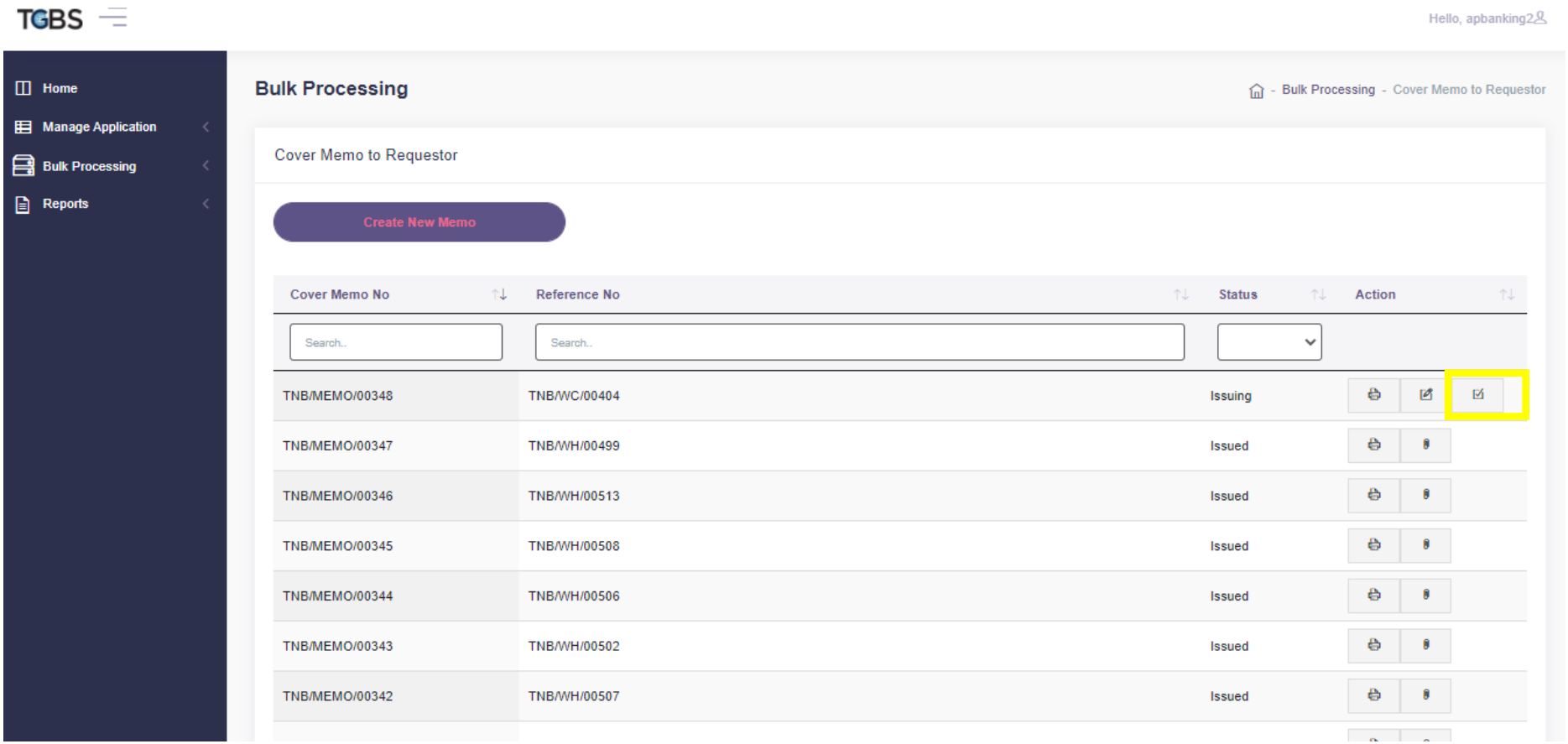


- Select 'Bulk Processing' tab at the left pane and choose 'Cover Memo to Requester' in the drop down list.
- Click 'Create New Memo' button.

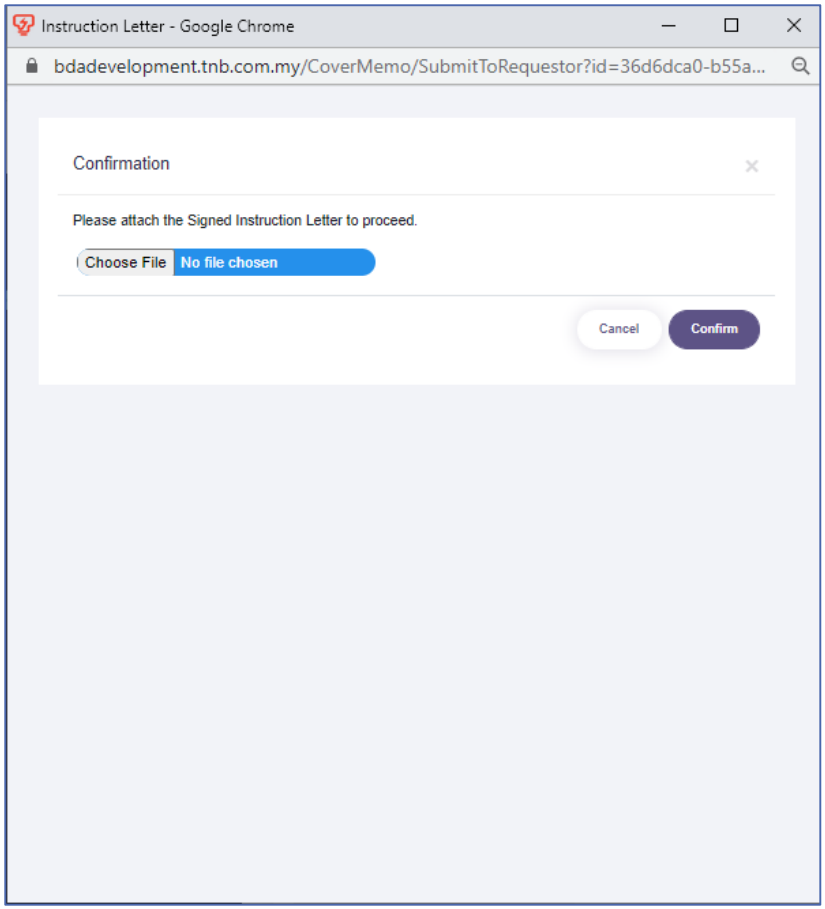




- In Type of Application field, choose 'Wang Cagaran'.
- Selected requester name from dropdown list of Requester Name's field.
- Fill in all details, then click 'Save'.



- Filter by Reference No. or Cover Memo No.
- Click 'Submit to Requestor' icon on the right page.



- Click ‘Choose File’ to upload Signed Covering Memo.
- Click ‘Confirm’ button.

Requestor will receive email notification to complete Bank Draft Wang Cagaran request.