

Muhammad Dipoalam

From: Theresia Kenyo Timur Endang Setiowati
Sent: 01 September 2023 18:38
To: Wilson Simanjuntak; Agus Setiawan; Betty Pusyanti; Hendra Gunawan; Advencia Loupatty; Sri Maulina Melalo; Nita Susanti; Hanry Taufan; Edwin Rahayu Astuti; Adi Jatmiko; Muhammad Dipoalam; Dhiza Ariffa; Arief Rachman; Muhammad Zulfikar; Mega Safitri; Syarifah Maulina; Nani Susilawati; Etha Nur Fitriana; Trinova Trinova; Ida Roma Siregar; Suyanti; Anggun Suci Budiarti; Nanang Qasim; Donald Roike Kaparang; Listi Bahati Nurahayu; Triwantoro; Novizari Bayuandani Putriati; Maria Anunciata Wijayati; Zulfiadi Susanto; Cici Suryani; Dewina Safitri; Dina Silmi Hanifa; Insan Trinawan Saputra; T. Zahirsyah; Septi Kurniawati; Gemilang Adi Perdana; Annajm Arradita Andhi Ajeng; Lely Ayu Priambada; Albert Sony S Momot; Ahmad Nur Dinan Aghnatya; Aryamir Husein Sulasmoro; Heni Purwati; Candy N D Sihombing; Sukma Pratiwi; Dhisa Merlany Aipassa; Mia Amelia; Anita Kosasih; Nia Kaniawati; Usman Noor; Dewi Yulyanti; Muhammad Sinan Baihaqi; Sangaji P Monoarfa; Andreas Novianto; nicholas; sasya.christy; fernandes@iforce.co.id; ridwan.ali; marwan@iforce.co; Theresia Kenyo Timur Endang Setiowati
Cc: Ferry M Butarbutar; Reni Mailinar Vidyasiwi Azhar; Andrian Luthfianto; Andy Wahyu Budyarto; Yusuf Kurniawan; Lolita Maharani; Vera N Joesoef; Zulkifli Yusuf; Devi Sumarhadi; Ari Widayanti; Pratama Indra; Yuyu Suryaningsih; Inez Marcheani; Yudi Adrian; Agus Setyawan; Danang Rusmanto; Hatta; Budianto Hutabarat; Sapto Aji; Sumardi; Firman Sworo; Airlangga Krishnapryadi Djojodihardjo
Subject: Invitation - CAO Cost Category Workshop for Budgeting 2024 - TCAR 4.0
Attachments: PIC Budget All Category_Budgeting Workshop_20230901.xlsx; CAO Cost Category Workshop for Budgeting 2024_TCAR 4.0_20230901.pptx

Dear Budget Planners, BPO's, and Project Team TCAR 4.0,

Kindly lock your schedule for

CAO Cost Category Workshop for Budgeting 2024 - TCAR 4.0
(Recruitment, PRD Assessment, Travel, Outsource, Government & Regulatory Requirements, Event & Donation)

Date : 7-8 September 2023
Location : Mercure Jakarta Simatupang
Jl. R.A. Kartini No.18, Lb. Bulus, Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12440

Budget Planner should prepare below requirements,

1. Create TCAR (budget / unbudget) , cost center will be charge to your dept.
2. Bring the laptop.
3. Prepare VPN, ignore if you already have VPN.

VPN link request :

Next Step ▶

Optional Request Form

Full Name *	Theresia Kenyo Timur Endang Setiowati	SN No.	9709	Phone & Ext. No.	
Branch Name *	Head Office	Department *	Learning Analytics & Budgeting	Mobile No.	

Request Items *

<input checked="" type="checkbox"/> VPN Client	<input type="checkbox"/> Restore Data	<input type="checkbox"/> Internet Access	<input type="checkbox"/> IDR Matrix Change
<input type="checkbox"/> Local Administrator Request Temporary	<input type="checkbox"/> Open Temp. USB Blocking	<input type="checkbox"/> Group Mail/Mallist	<input type="checkbox"/> User ID Data Request
	<input type="checkbox"/> System Administrator Request	<input type="checkbox"/> Others	

4. Prepare Data Budget 2024 per Branch/Area / Head Office

- Budget planner should share budget template to their dept to collect data budget before workshop.
- Budget planner should already have and bring data budget at the workshop.
- Budget planner whose join the workshop should still coordinate with the budget planner from their Area that will join online.
- Budget planner teamwork from each Area will be needed to ensure All Data Budget submitted based on Budget Guideline 2024.

Note :

Budget Planner is an employee of PT Trakindo Utama that already have authorization in TCAR 4.0.

They will be a User Champion for TCAR 4.0 after Go Live for all modules .

Additional information for your reference:

Participants from outside **Jakarta & BSD** are required to stay at:

Mercure Jakarta Simatupang

Jl. R.A. Kartini No.18, Lb. Bulus, Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12440

Mba Cici will help to arrange Hotel & Accommodation for all participants.

Should you need further information please don't hesitate to contact us.

[@Theresia Kenyo Timur Endang Setiowati](#)

[@Anita Kosasih](#)

[@Mia Amelia](#)

[@Cici Suryani](#)

Thank you

Best Regards,

Theresia Kenyo
Human Capital

PT Trakindo Utama

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