



NAVA™

AUTHORISATION FOR EXPENDITURE

NAVA™ AFE is an integrated web-based solution that creates AFE documentation for capital expenditure, which can be tracked by both internal and partners approval.

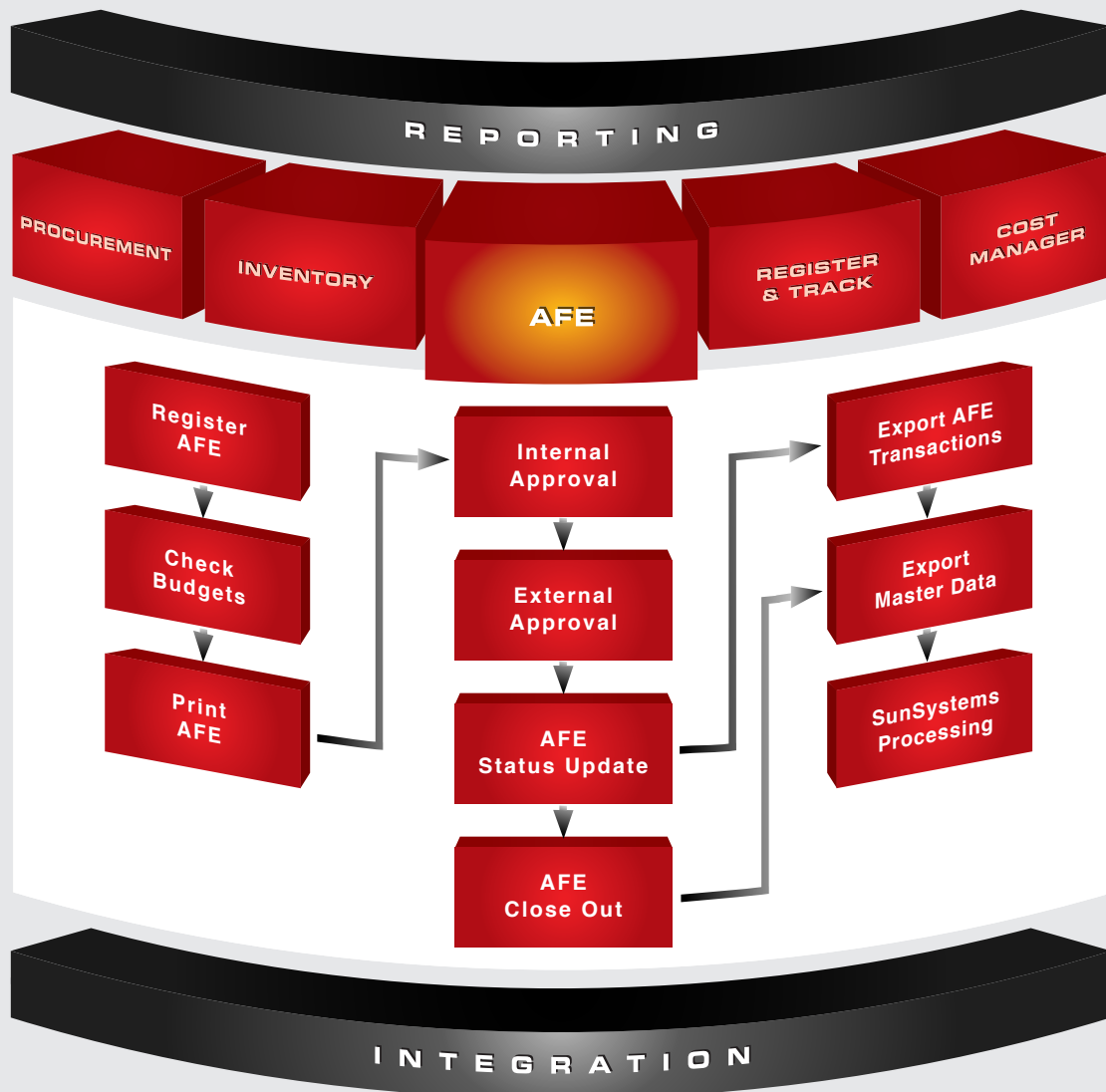
AFE and supplement AFE documentation can be generated, listing participating interest and partner share of the expenditures. Account codes, block, well, budget holder and other analysis are added during data entry and provide relevant information to decision-makers.

AFE submitted for internal approvals (management) and external approvals (partners) are tracked by dates, users, departments, type

of expenditure and class to facilitate monitoring. Workflow Dashboard provides an overview of status tracking the AFEs lifecycle, which enables prompt decision-making and avoids delay in approval process.

Budget enquiry by account code, block and department enables budget information to be viewed online during creation and before approval. Tolerance limit can be set, giving early warning of actual costs against budget.

Upon completion of capital project, AFE closure provides control to prohibit additional expenditure or charging to closed projects.





KEY FEATURES

REGISTRATION

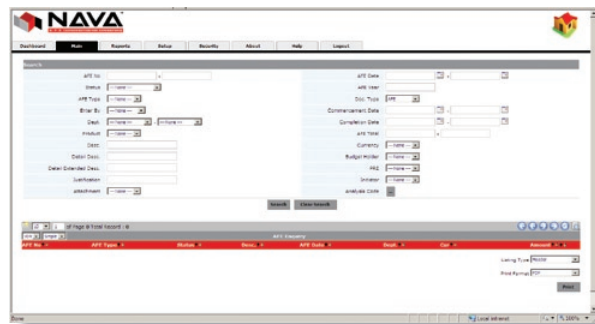
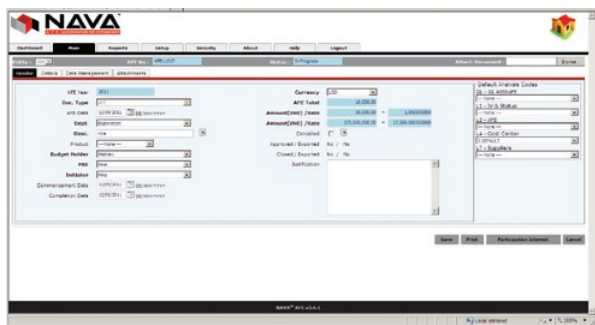
Auto-numbering of the AFE upon creation enhances internal control and reporting. User-defined numbering allows incorporation of block, department, product, year, type of expenditure and class as part of the number structure for easy reference.

Supplement AFEs are cross reference to the main AFE which facilitates reporting.

Details from an existing AFE can be copied to a new AFE using the duplicate function for similar expenditure. This minimises data entry, save time and improves efficiency in the process.

Multiple currencies and exchange rates can be defined for companies with world-wide operations. Upon AFE creation, the transaction currency is entered and automatically converted into the local currency and your company's reporting currency (base currency).

AFE Forms in PDF are automatically attached and can be viewed via the workflow process, providing supporting documents before approval.



REVIEW & APPROVAL

AFE and Supplement AFE Forms can be generated, then submitted for internal and partners approval.

AFE enquiry provides quick database search and takes users directly to the AFE for viewing and verification.

Optima Group
AUTHORISATION FOR EXPENDITURE (AFE)

BUDGET HOLDER (B#)	Mathew	AFE NUMBER	AFE11017
DEPARTMENT	Exploration	FIELD/LOCK	VD4
ACCOUNT CODE		DATE RAISED BY OPERATOR	13/09/2011
COST CENTER	0	PERSON RESPONSIBLE FOR EXPENDITURE (PRE)	Mke

Subject

File

Description and Justification

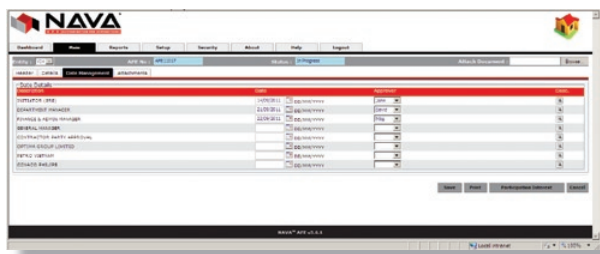
PARTICIPANTS	Percentage (%)	Amount (USD)	EXPENDITURE	Amount (USD)
			THIS AFE/SUPPLEMENT	
TOTAL			PROOR/AFE SUPPLEMENTS	
			TOTAL	

PHASING		TOTAL	
GROSS EXPENDITURE (USD)			10,000.00

INITIATOR (PRE)	DATE	OPTIMA GROUP LIMITED	DATE
DEPARTMENT MANAGER		PETRO VIETNAM	
FINANCE & ADMIN MANAGER		CONACO PHU QU	

AFEs can be approved or held for further review by authorised users.

Both manual approvals via AFE Form and online approvals via workflow are accommodated to meet the requirements of your company.



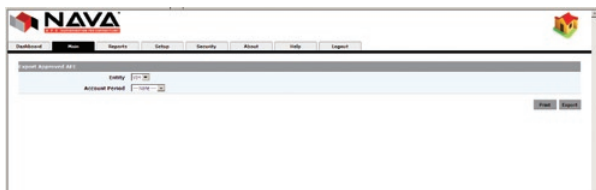


INTERFACES

Approved AFEs are uploaded to the AFE ledger in Infor™ FMS SunSystems to facilitate reporting on AFE value against actual expenditure.

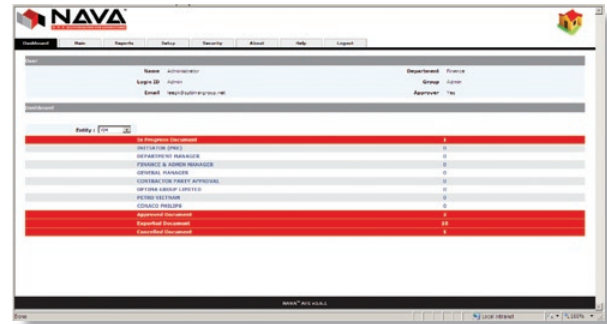
AFEs with active status are uploaded to the master data in Infor™ FMS SunSystems and tagged to expenditures. AFEs with closed status are uploaded to the master data in Infor™ FMS SunSystems and provide control on expenditure charged to closed project.

Export Validation Report (listing approved AFEs) allows checking prior to the actual export of data. Export Document Report (listing AFEs actually exported) is available for the purpose of audit control.



Post-Export Listing Report

AFE No.	AFE Name	AFE Status	AFE Value	AFE Budget	AFE Expenditure	AFE Balance	AFE Date	AFE User	AFE Department	AFE Location	AFE Cost Center	AFE Project	AFE Description
AFE 1001	AFE 1001	Approved	1000.00	1000.00	1000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1001
AFE 1002	AFE 1002	Approved	2000.00	2000.00	2000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1002
AFE 1003	AFE 1003	Approved	3000.00	3000.00	3000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1003
AFE 1004	AFE 1004	Approved	4000.00	4000.00	4000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1004
AFE 1005	AFE 1005	Approved	5000.00	5000.00	5000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1005
AFE 1006	AFE 1006	Approved	6000.00	6000.00	6000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1006
AFE 1007	AFE 1007	Approved	7000.00	7000.00	7000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1007
AFE 1008	AFE 1008	Approved	8000.00	8000.00	8000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1008
AFE 1009	AFE 1009	Approved	9000.00	9000.00	9000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1009
AFE 1010	AFE 1010	Approved	10000.00	10000.00	10000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1010



Date management enables internal and partners approval to be tracked by dates, users and departments provide KPI reporting showing days waited. A follow up can be initiated for AFEs with overdue days.

AFE Status Report listing all AFEs and their status (in progress, awaiting approval, approved, exported, closed and cancel) provides a complete database and tracking of its lifecycle.

AFE Tolerance Report enables tracking of actual expenditure incurred which exceeded the tolerance limit and alert decision-makers.

AFE Status Report

AFE No.	AFE Name	AFE Status	AFE Value	AFE Budget	AFE Expenditure	AFE Balance	AFE Date	AFE User	AFE Department	AFE Location	AFE Cost Center	AFE Project	AFE Description
AFE 1001	AFE 1001	Approved	1000.00	1000.00	1000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1001
AFE 1002	AFE 1002	Approved	2000.00	2000.00	2000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1002
AFE 1003	AFE 1003	Approved	3000.00	3000.00	3000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1003
AFE 1004	AFE 1004	Approved	4000.00	4000.00	4000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1004
AFE 1005	AFE 1005	Approved	5000.00	5000.00	5000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1005
AFE 1006	AFE 1006	Approved	6000.00	6000.00	6000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1006
AFE 1007	AFE 1007	Approved	7000.00	7000.00	7000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1007
AFE 1008	AFE 1008	Approved	8000.00	8000.00	8000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1008
AFE 1009	AFE 1009	Approved	9000.00	9000.00	9000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1009
AFE 1010	AFE 1010	Approved	10000.00	10000.00	10000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1010

TRACKING & REPORTING

AFEs can be tracked easily either to its location / department and user, using tools such as AFE enquiry and the workflow dashboard.

AFE Budget Expenditure

AFE No.	AFE Name	AFE Status	AFE Value	AFE Budget	AFE Expenditure	AFE Balance	AFE Date	AFE User	AFE Department	AFE Location	AFE Cost Center	AFE Project	AFE Description
AFE 1001	AFE 1001	Approved	1000.00	1000.00	1000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1001
AFE 1002	AFE 1002	Approved	2000.00	2000.00	2000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1002
AFE 1003	AFE 1003	Approved	3000.00	3000.00	3000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1003
AFE 1004	AFE 1004	Approved	4000.00	4000.00	4000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1004
AFE 1005	AFE 1005	Approved	5000.00	5000.00	5000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1005
AFE 1006	AFE 1006	Approved	6000.00	6000.00	6000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1006
AFE 1007	AFE 1007	Approved	7000.00	7000.00	7000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1007
AFE 1008	AFE 1008	Approved	8000.00	8000.00	8000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1008
AFE 1009	AFE 1009	Approved	9000.00	9000.00	9000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1009
AFE 1010	AFE 1010	Approved	10000.00	10000.00	10000.00	0.00	2011-10-01	Admin	0000	0000	0000	0000	AFE 1010



NAVA™ SUITE

NAVA™ Suite provides a comprehensive range of modules that meet the business process and management needs of your company.

- NAVA™ AFE (Authorisation For Expenditure)
- NAVA™ Register & Track
- NAVA™ Cost Manager
- NAVA™ Procurement
- NAVA™ Inventory

NAVA™ was created with both simplicity and usability in mind. Its success is proven with implementation that required minimum training for end users and system administrators.

Reporting combines information from Infor™ FMS SunSystems and NAVA™, producing consolidated and comprehensive reporting. Multi-currency reporting with transaction, local and base currency cater for companies with world-wide operations.

Seamless integration with Infor™ FMS SunSystems ensures that account codes, analysis codes and business rules are instantly available in NAVA™.

Transactions entered in NAVA™ can be directly uploaded into Infor™ FMS SunSystems without the need of building time consuming and costly interfaces.

APPLICATION FEATURES

- The application is web-based, capable of supporting multiple locations world-wide in real time.
- Comprehensive built-in security supports creation and management of role-based user groups for every key function within the application.
- The application can be fully configured and easily re-configured by system administrators as the business changes and develops.
- NAVATerm™ allows the company to use their own terminology to describe key data elements for ease of use and reference.
- Ready-built standard reports ensure rapid implementation and customised reports allow for enhanced reporting. All reports can be exported into various formats e.g. Microsoft® Excel, Microsoft® Word or PDF.
- Scanned documents can be attached during data entry and form part of the company's document management and control procedures. This includes technical drawings, contracts, purchase orders, invoices, general correspondences and emails.
- Emails alert decision-makers on important milestones i.e. budgetary constraints and status of events in the workflow. Hyperlink provided in the emails brings user directly to the relevant event for further processing.
- A Workflow Dashboard is available and tailored based on the role of the user, providing an overview of events that required processing.
- Application development employs commonly used Microsoft technology running on SQL Server database.



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