NAVA™

OFFICE IN A BOX

NAVA™ Office in a Box is an integrated financial and business software solution for the international upstream oil and gas industry. The application is web-based, capable of supporting multiple locations world-wide in real time. Consolidating results from overseas operations are straightforward allowing for flexibility, accuracy and real time reporting.

NAVA™ was created with both simplicity and usability in mind. Its success is proven with implementation that requires minimum training for end users and system administrators. Its solutions enable oil and gas companies to deploy the application faster due to its ease of implementation.

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, improving communication and accessibility by HQ and partners.

NAVATerm™ allows the company to use their own terminology to describe key data elements for ease of use and reference. The application can be fully configured and easily re-configured by system administrators as the business changes and develops.

Workflow environment ensures each event is updated by relevant parties and enables tracking by dates, users and departments. Seamless integration ensures finance reference data, budget amounts and related data are entered only once, at source and instantly available, shared throughout the workflow in a multi-user environment.

Each step in the workflow process adds only the additional data required for that step. This improves data consistency and accuracy throughout the company.

Scanned documents can be attached during the 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.

Comprehensive built-in security supports creation and management of role-based user groups for every key function within the application.

REPORTING

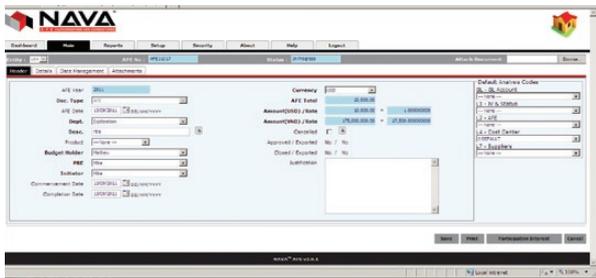AFE · REGISTER & TRACK · COST MANAGER · PROCUREMENT · INVENTORY
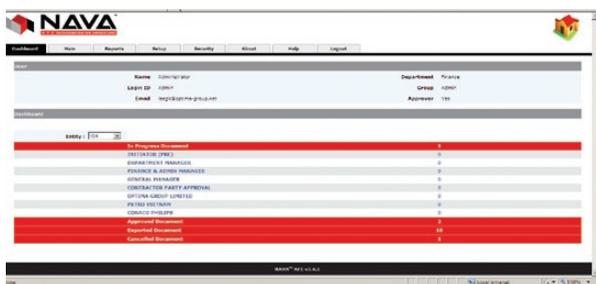
INTEGRATION

AUTHORISATION FOR EXPENDITURE

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

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.
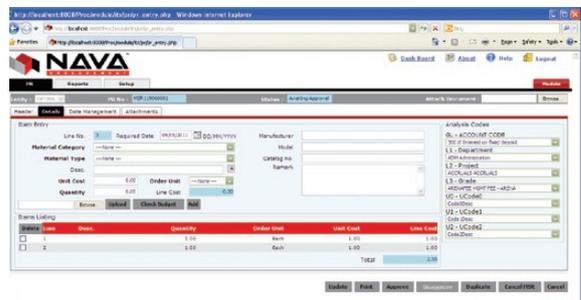

AFE enquiry provides quick database search and takes users directly to the AFE for viewing and verification. KPI report showing days waited facilitates the follow up for AFEs with overdue days.

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

PROCUREMENT OF MATERIALS & SERVICES

NAVA™ Procurement enables tracking of the complete procurement process through requisition, invitation to bid, purchase/service order/contract and release order.

Workflow environment ensures data is entered only once, at source (requisition) and then used in tender and award processing in a multi-user environment. Each step in the process adds only the additional data required for that step. Workflow also determines the routing of documents and the approvals required therefore improving the efficiency in the procurement cycle.
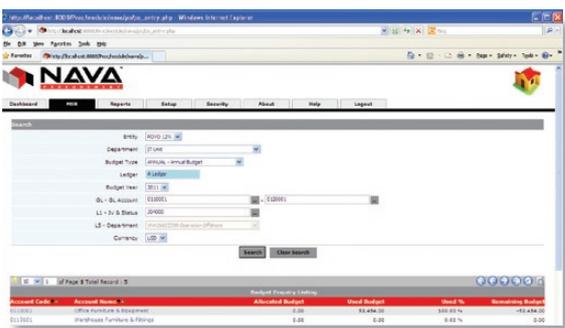

Scanned documents such as technical specification that are relevant for requisition can be attached during the data entry and later viewed via the workflow process, providing supporting documents before approval.

Requestors can select for competitive bidding or sole source, providing justification for sole source allows for transparency in the requisition process.

Ship-to-address facilitates the delivery of materials and services to the required location and person in charge thus improves delivery lead-time.

Requestors can follow up and check the status (draft, awaiting approval, approved and cancel) of the requisitions. Names, dates and departments are automatically tagged to requisitions to assist in tracking by requestors.
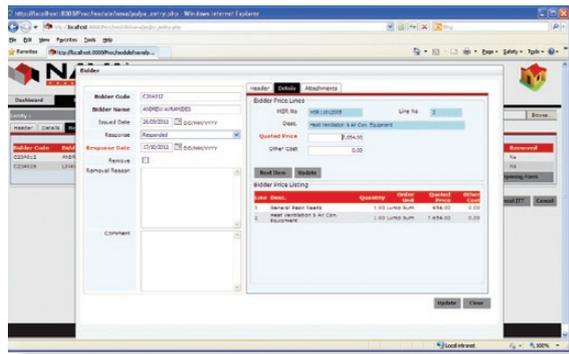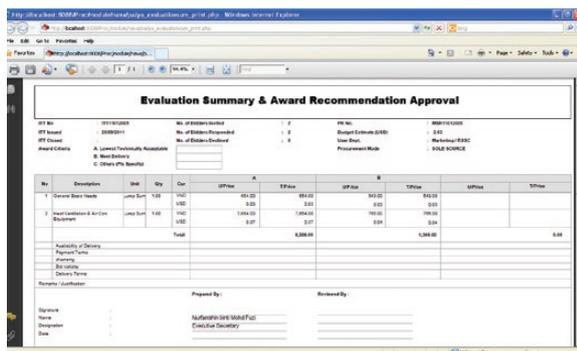
Estimated cost at requisition stage can be tracked and allows for budget checking against account codes, AFEs and multi-budgets. Budget checking can be configured for any event based on annual budget, AFE, contract or any combination, helping the company with cost control.

Multi-level approvals in the workflow allow delegation of authority based on user, department and approval limits. Approved requisitions can be converted into tender documents that are sent to bidders for competitive bidding.

Selected list of bidders or sole source can be registered to the materials and services allowing for transparency in the procurement process. Bidder List can be generated automatically based on supplier material configuration, thus improves efficiency in purchasing process and provides control where only registered bidders are allowed to bid.

Bidder response and details can be recorded to assist in evaluation. Evaluation Summary report showing both technical and commercial details allows for review and monitoring of bidders performance and capabilities. Close bid date ensures that bidders follow the timelines, allowing buyers to proceed to the evaluation stage in a timely manner. Removal of bidder who failed the evaluation due to technical or commercial reason can be noted for future reference.

Successful bids are then converted to purchase/service order/contract. Release orders are matched against contract and provide information on contract balance, committed costs and contract expiry before being released.

Change orders can be created for variation in quantity and price that are authorised by managers. In some cases where tender is not required such as change order, stationery and other small items requisition can be converted directly to an award.

Release orders will be checked against contract values and expiry date enhancing the business controls. Tolerance limit can be set, giving early warning of committed costs against contract value.

Award closure is the last process in the procurement cycle and provides control to prohibit any changes in award details. Award cancellations will restore the budget amount for future requisitions therefore reflecting accurate budgets against account codes, AFEs and contracts.
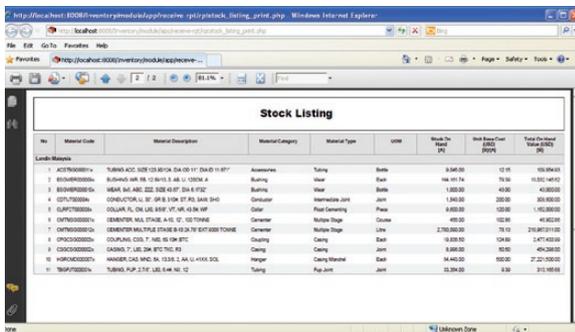

MATERIALS MANAGEMENT

NAVA™ Inventory offers comprehensive stock control, enables tracking and enquiries on stock location, condition, dimension, quantity and costing.

NAVA™ manages different types of stock movements including stock receipt, issue, transfer and adjustments. Stock receipts and releases can be easily tracked for new purchases or returns to AFE's, locations and wells. Stock adjustment which may arise from stock-take and stock transfer between storages reflect an accurate stock level.

Stock management is facilitated through entry of receiving data including (i) "over, short and damaged" (OS&D) information, (ii) multiple warehouse, bin and/or laydown locations, (iii) reusable stock issue & return status and (iv) condition and remaining useable life coding.

Material can be identified to new purchase and consignment. The stock conditions (new, damaged, repaired & inspected) and storage (warehouse, location & bin) are recorded during data entry providing relevant information for reporting and stock management.

Unit conversion enables goods receipts to be issued out in different unit of measurement, tracking of bulk-breaking and stock issue by applicable quantities. Various methods of stock costing such as LIFO, FIFO and average weighted by warehouse, location and bin allows for accurate stock valuation.

A comprehensive stock master which contains the material characteristics provides transparency in stock handling. The process is simplified and maximised efficiency is achieved.
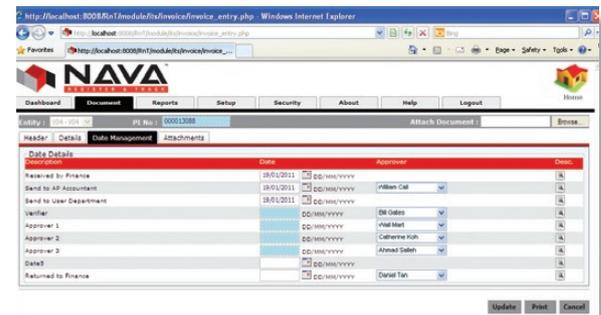
Auto-numbering of material coding during new material registration enhances internal control and reporting. User-defined numbering allows incorporation of material category and sub-category as part of the number structure for easy reference.

Real time checking on stock availability during stock movements (issue and transfer) provides control for stock management. Stock movement enquiry provides quick database search and takes users directly to the event and scanned documents for viewing and verification.

REGISTER AND TRACKING OF INVOICE

NAVA™ Register & Track enables the registration, review and approval of invoices, debit notes, credit notes, inter-company billing and other payable documents such as employees claim.

Account codes, AFEs, cost centers, contracts, cost recovery and other analysis are added during data entry and provide relevant information to decision-makers. Document templates allow for preset account codes and analysis for different document types. This minimises data entry, saves time and improves efficiency in the process.

NAVA™ incorporates tax calculations such as Withholding Tax, Value Added Tax and GST, producing tax reports from which tax payment can be made.
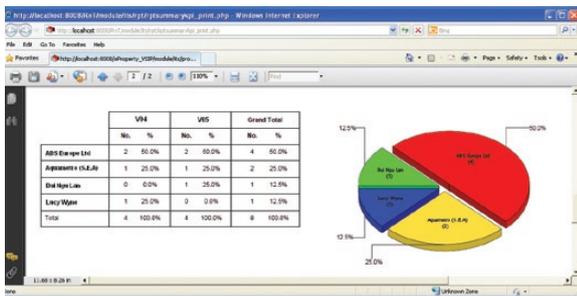
Notification letters can be generated for disputed documents and sent to payable parties stating the reason for dispute.

Document enquiry provides quick database search and takes users directly to the event and scanned documents for viewing and verification.

Documents can be approved, disputed or held for further review by authorised users. Both manual approvals via AFP (Authorisation For Payment) and online approvals via workflow are accommodated to meet the requirements of your company. Multiple-level approvals in the workflow allow delegation of authority based on user, department and approval limits.

Date Management enables each stage of the workflow processes to be tracked by date and time. A maximum of 18 dates can be set to track registration, review, approval and final payment, therefore providing KPI reports showing document turnaround days and average processing days.

FINANCIAL REPORTING

Infor™ FMS SunSystems combines the functionality of multiple ledgers into one, including cash, payables, AFE, contract tracking and reporting.

Its powerful, real-time financial transaction processing engine lets the user see the immediate impact of each financial posting in the format that both operators and partners require.

Its transactions posted with analysis (Block, Well, AFE, Contract and Cost Recovery) provide relevant data from one single source enables better reporting, such as JV/JIB, AFE, SOE, Recoverable and Non-recoverable Expenditure. Statistical data such as production information can be maintained along with financial data to facilitate performance management reporting.

Infor™ FMS SunSystems extends functionality to facilitate budgeting and forecasting such as Work Plan Budget (WPB) and Corporate Budgets. Budgets can be established by year, multi year, AFE and working interest or joint venture partner.

Analytics tools in Infor™ Performance Management helps drilling into multiple dimensions of financial and operational data for a detailed insight of the business.

As a business intelligence tool with data fields that are easy to understand and allows customised reports to be efficiently produced within the minimum timeline. Financial reports can be quickly created for cash call statements, profit & loss and balance sheets.

Timely reports to management such as JV/JIB, AFE, SOE, Recoverable and Non-recoverable Expenditure, can be run automatically and critical reports are alerted ensuring a strategic decision-making.
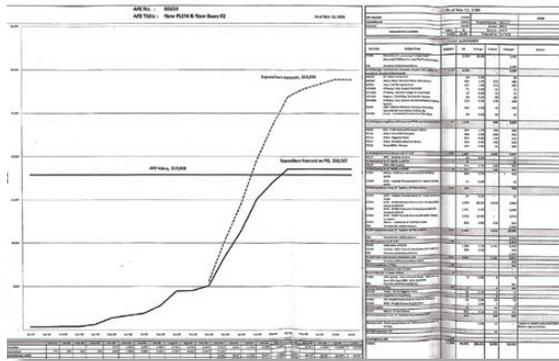
TRENDING AND FORECAST

NAVA™ Cost Manager consolidates costs (committed, non-committed and actual) and compares them against budgets, calculating the variances and enable trending and forecasting.

Budget structures can be defined for direct and indirect cost for field operations, regional offices and corporate headquarters. Multi-level budget structures enable tracking and monitoring of costs by activities (G&G, Exploration Drilling, Development, Facilities Project, Production and Operation), AFEs, Cost Centers and Budget Year.

Budget checking can be configured for any event based on budget structures up-to detail budget lines, helping the company with cost control.
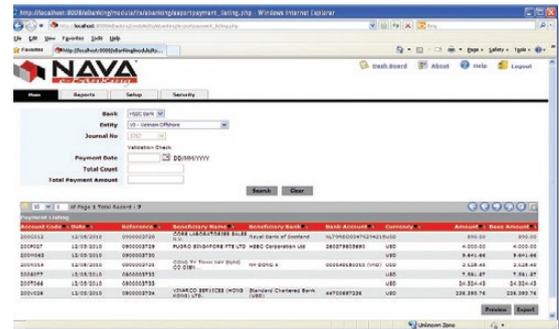

Large scale projects may be executed over a long period of time, therefore require detailed planning and may have many amendments and variations during their life. Changes in purchase orders and contracts are recorded against budget structures and added to the total project cost. Unspent funds can be trended or forecasted which provide control of potential cost overruns.

NAVA™ provides the ability to budget and trend costs before they are committed offering lead time to forecast what is coming.

ONLINE PAYMENT

NAVA™ e-Banking manages secured electronic payments between the company and its payable parties (supplier, contractor and employee banks).

Freeing staff from preparation and manual processing of cheques, NAVA™ automates electronic payments to payable parties through their respective banks and individual accounts. This improves staffs productivity and efficiency in the company.
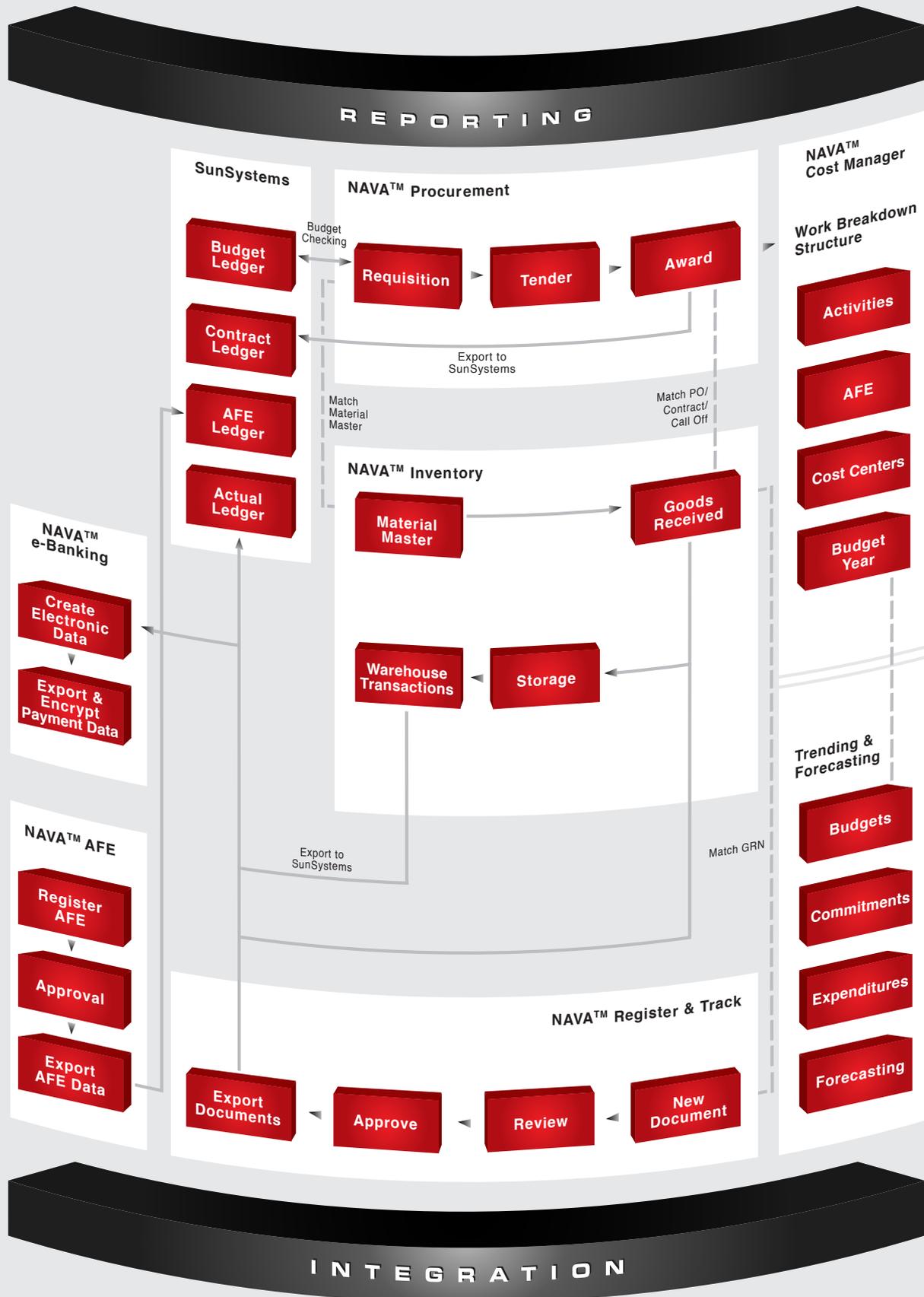

NAVA™ reads the approved payments directly from Infor™ FMS SunSystems and generates payment files that are uploaded to the bank for processing. Supported payment modes include telegraphic transfer, intermediary bank transfer and cheques outsourcing. The seamless integration ensures data integrity and security that is crucial for today business controls.

Payment files can be encrypted with encryption tools such as PGP® that are used by major banks. This ensures payment data is not editable before it is uploaded to the bank. Local and international payments, with multiple currencies, can be segregated to accommodate the banking requirements for companies dealing with suppliers and contractors throughout the world.

NAVA™ OFFICE IN A BOX

REPORTING

SunSystems

NAVA™ Procurement

NAVA™ Cost Manager

Work Breakdown Structure

Budget Checking

- Budget Ledger
- Requisition → Tender → Award
- Contract Ledger
- AFE Ledger
- Actual Ledger

Export to SunSystems

Match PO/ Contract/ Call Off

Match Material Master

- Activities
- AFE
- Cost Centers
- Budget Year

NAVA™ Inventory

- Material Master → Goods Received
- Warehouse Transactions ← Storage ← (Goods Received)

NAVA™ e-Banking

- Create Electronic Data
- Export & Encrypt Payment Data

Trending & Forecasting

- Budgets
- Commitments
- Expenditures
- Forecasting

NAVA™ AFE

- Register AFE
- Approval
- Export AFE Data

Export to SunSystems

Match GRN

NAVA™ Register & Track

- Export Documents ← Approve ← Review ← New Document

INTEGRATION

Nava (Systems) Limited
Emerald House, East Street, Epsom, Surrey, KT17 1HS, United Kingdom