



Report Summarization

Seplat Energy

Post Deployment User Manual Document

Submitted on March 14th 2025, by:

NeoStats Analytics Services LLC ("NeoStats")

About Seplat	
Name of Company	Seplat Energy
Company Site	https://www.seplatenergy.com/
Address	16A Temple Road, Ikoyi, Lagos, Nigeria

VERSION HISTORY					
VERSION	APPROVED BY	CREATION DATE	UPDATION DATE	DESCRIPTION OF CHANGE	AUTHOR
0.1		14/03/25			

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1. Introduction

The Report Summarization application has been designed to assist Seplat Energy employees in efficiently summarizing documents and extracting key insights. This user manual serves as a guide for using the application effectively.

The application enables users to:

- Upload documents.
- Generate concise summaries.
- Interact with a chatbot that provides answers based on uploaded content.
- Generate summaries for specific sections of a document.

By leveraging Gen AI, the application streamlines the document review process, saving time and improving decision-making. The tool ensures consistency in summarization and provides instant access to relevant information from uploaded reports.

2. System Overview

The Report Summarization application utilizes Azure AI Services to process and summarize documents accurately. Below are its key components:

- **Azure OpenAI:** Enables natural language understanding, allowing the chatbot to interpret user queries accurately and generate coherent responses and generating concise summary of report. It improves user experience by providing human-like conversational abilities.
- **Azure AI Search:** Helps in retrieving relevant data from uploaded report, ensuring quick and precise responses.
- **Azure AI Document Intelligence:** Enhances document processing by extracting key financial data from uploaded report, enabling quick interpretation and response to related queries.
- **Azure App Service:** Host app on cloud, manage, and scale the Report Summarization application securely and efficiently.

The integration of these services ensures the app is both responsive and intelligent, delivering real-time, accurate financial insights while maintaining security and compliance with company policies.

3. User Access and Authentication

3.1 Access Restriction:

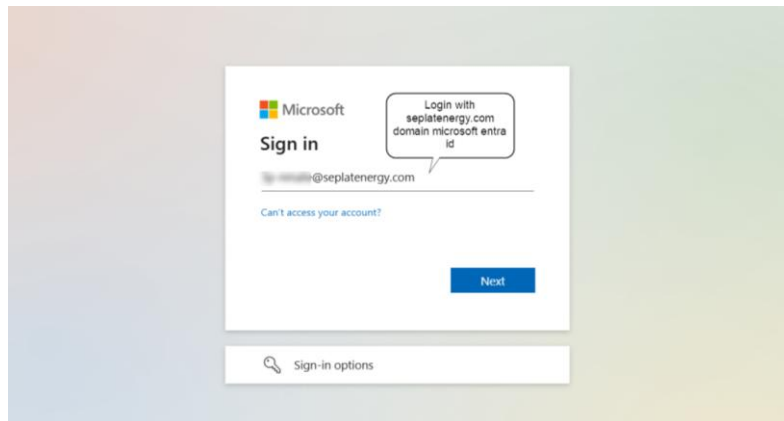
Only authorized members of the **Finance Department** of Seplat Energy (Users who are member of azure security groups) will have access to the report summarization app.

3.2 Authentication Method:

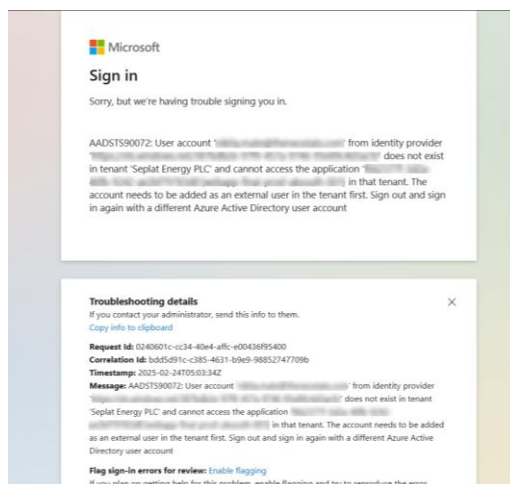
The chatbot requires a **two-step authentication process** to ensure secure access:

1. **Single-Tenant Authentication:**

- Only users with a **@seplatenergy.com** domain can log in.



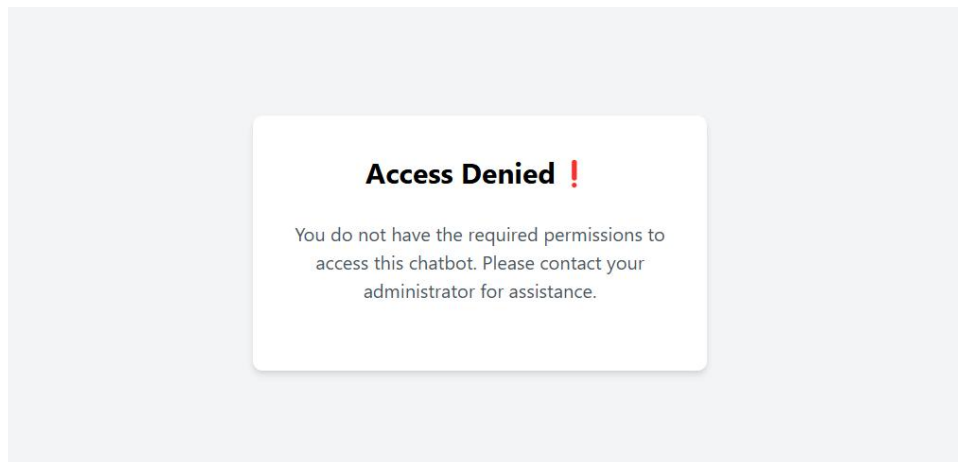
- External users or those with different domains will be restricted from accessing the chatbot.



- If login issues occur, contact IT Support - Taofeeq Olusesi

2. Group-Based Authorization:

- Even after logging in, only users who are members of the designated **Seplat Finance Department security group** will have access to the chatbot.
- Users outside the authorized group will not be able to interact with the chatbot, even if they have a SeplatEnergy domain account.



3. Login Process:

- Users must enter their **Microsoft Entra ID credentials**.
- If the credentials match the domain and security group conditions, access will be granted.
- If login issues occur, contact **IT Support** - Taofeeq Olusesi

(Screenshots will be added here for visual guidance.)

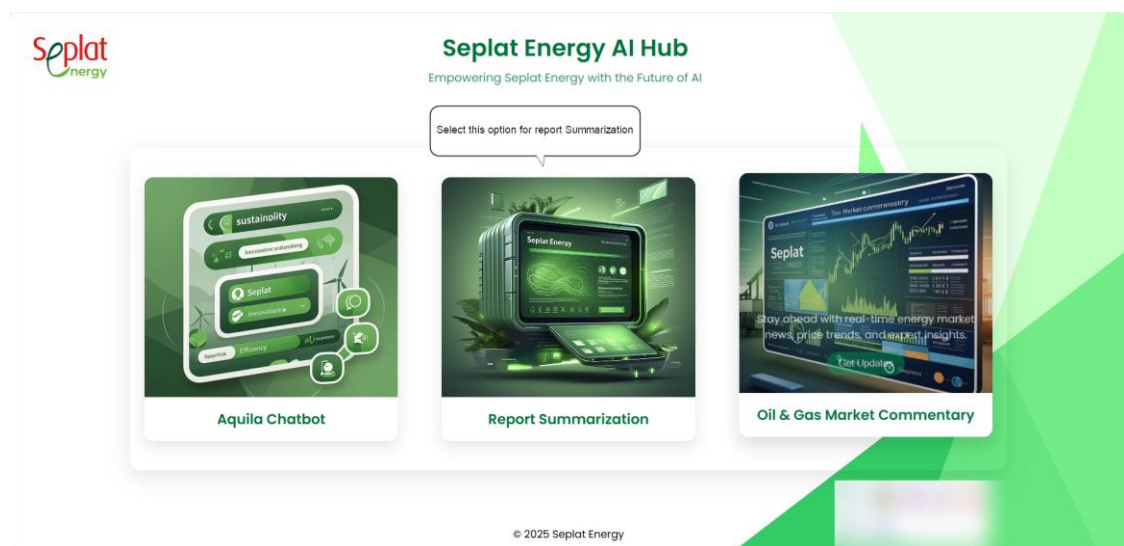
4. Report Summarization App Usage Guide

4.1 Accessing the Seplat Energy AI Hub

- Open the application via the provided link.
- Authenticate using your Microsoft Entra ID credentials.

4.2 Navigate to Report Summarization

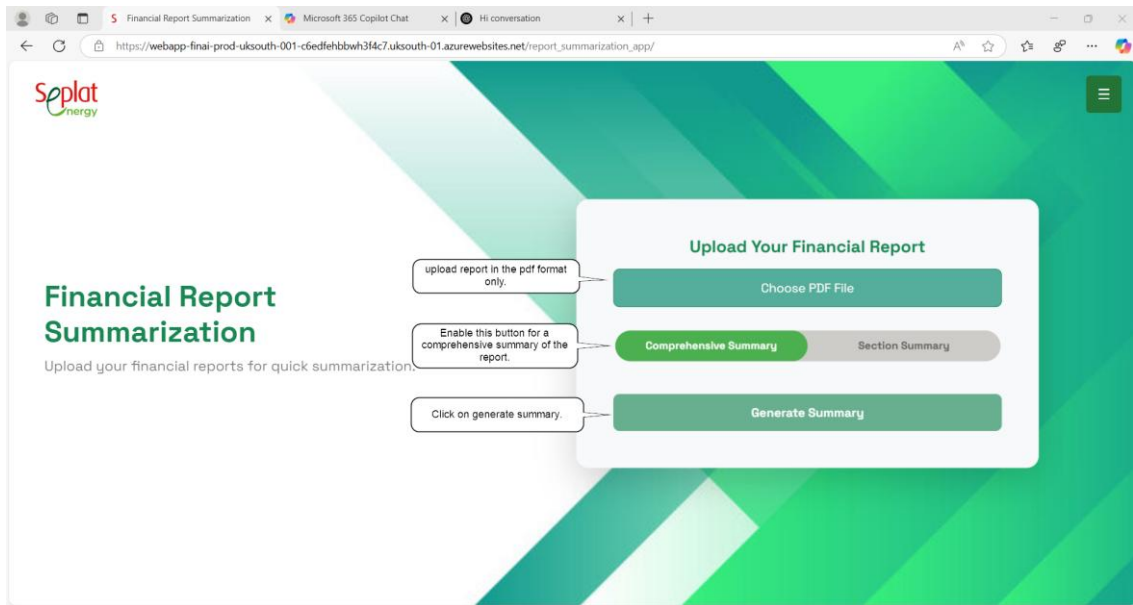
- Click on Report Summarization.



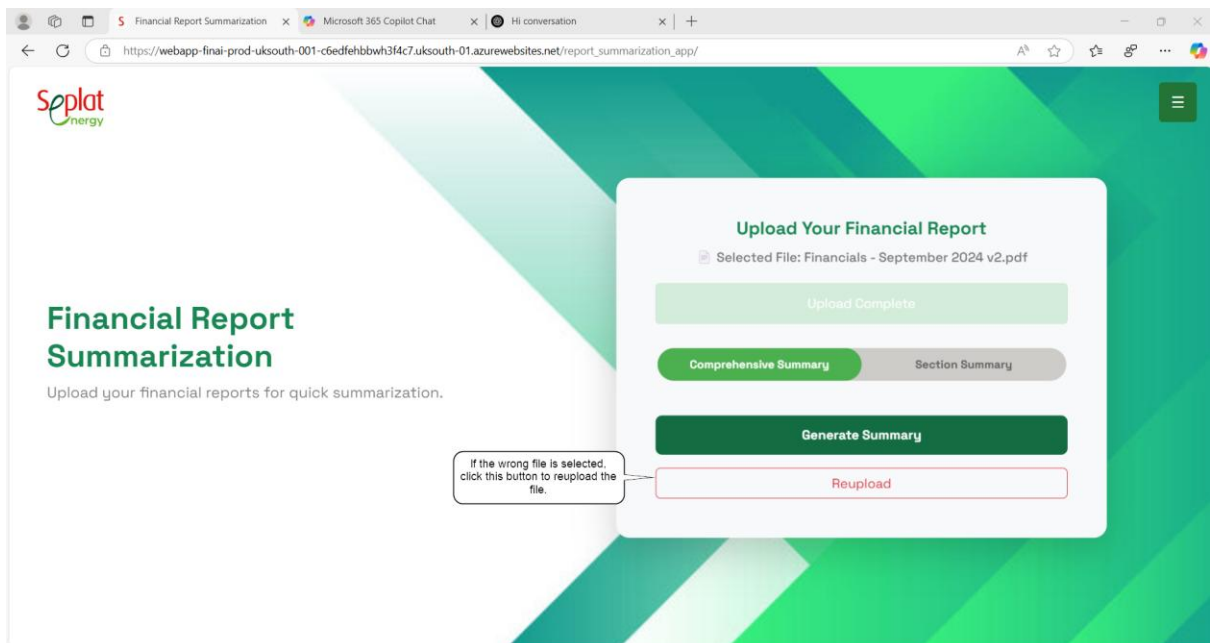
4.3 File Uploading and Processing

- Click **Choose PDF File** to upload the report in the PDF format that needs to be summarized.
- To generate a comprehensive summary of the entire report, enable the toggle **Comprehensive Summary**.

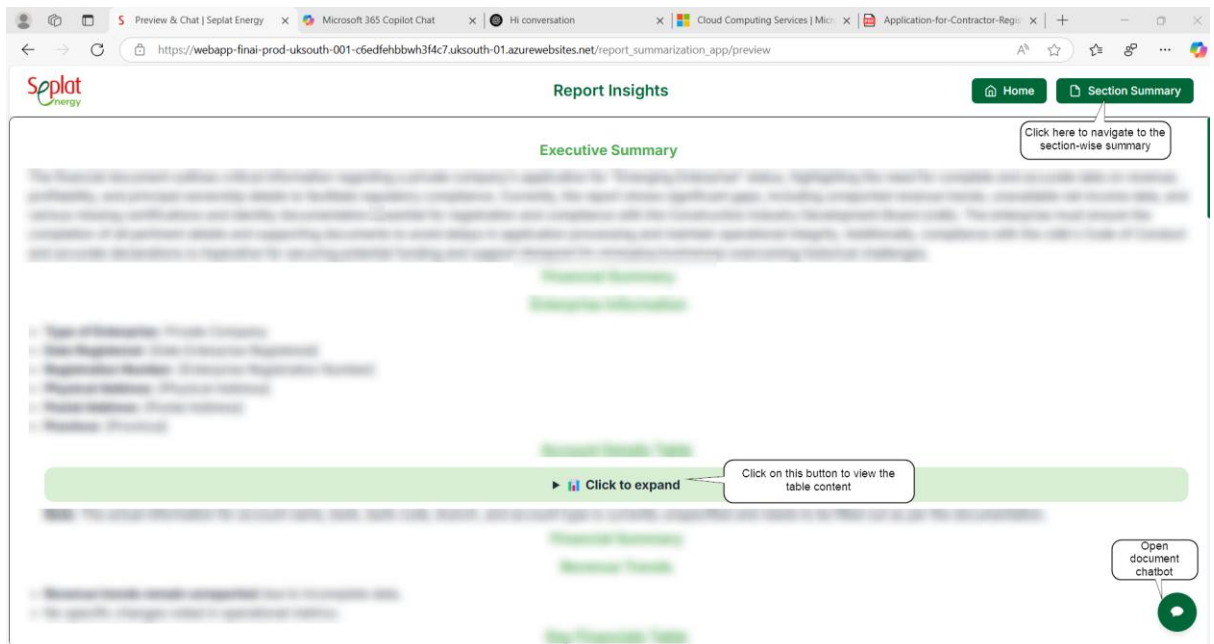
- Click on the **Generate Summary** button.



- If the wrong file is selected, click on **Reupload** button to upload a different file.



- After clicking **Generate Summary**, the file will be processed. Processing time may vary based on the file size and length.
- The system will generate a concise summary of the document.



4.4 Chatbot Feature

- Users can enter queries related to the uploaded document.
- The chatbot retrieves relevant answers from the uploaded document.
- If needed, rephrase your query for better accuracy.

Insight Bot
✕

Hello! How can I assist you with your financial report?

What was the total revenue for the last fiscal year?

How much did operating expenses increase compared to the previous year?


What percentage of the total revenue was allocated to research and development?

Which segment reported the highest growth rate in sales?

Type your message...
➤

4.4 Section–Wise Summary Feature

- Users can enter the name of a specific section or part of the document for which they need a summary.
- The system generates a concise summary of the selected section.



Section wise summary

[Home](#) [Comprehensive Summary](#)

Hello! How can I assist you with the section summary today?

Financial Summary

General and Administrative Costs

Key Financials Table

Cost Structure Overview

Production and Operational Insights

Revenue Trends

Finance Costs

Taxation

Profit After Tax (PAT)

Project Updates

Hedging Activities

Currency Fluctuations

Key Financial Figures

Financial Performance Overview

Profit and Loss Insights

Expense Overview

Other Highlights

Profitability Overview

Taxation Impact

Overall Financial Health

Key Financials

Cash and Short-Term Deposits

Financial Instruments

Share Capital and Premium

Non-Controlling Interest

Loans and Borrowings

Trade and Other Payables

Revenue Trends

Cost Analysis

Taxation Overview

Effective Tax Rate

Tax Liability Overview

Cash Generation from Operations

Future Outlook


Composition of Professional Fees

Foreign Exchange Analysis

Premium Analysis

Loss to Profit & Loss Analysis

4.3 Success Scenario



Report Insights

[Home](#) [Section Summary](#)

Executive Summary

The financial document outlines the performance of the company over the fiscal year, revealing a 9% decrease in General and Administrative costs and an 11% drop in overall revenue primarily attributed to a reduction in crude oil sales. While exceptional costs totalled \$14.7 million, operational improvements led to an 8.6% decrease in the Cost of Sales. Crude production increased by 5.2% year-on-year, though gas flare penalties rose significantly. The company faced higher tax expenses due to deferred tax liabilities, reducing profit after tax by 56% to \$35.3 million. Notable changes in the balance sheet included a 13% increase in total assets, reflecting growth, albeit alongside a 10.5% increase in total liabilities. Cash management appears robust, with cash reserves at \$434 million despite challenges in revenue generation and rising finance costs. Overall, while the operational metrics display improvements, the rising tax liabilities and foreign exchange losses require close monitoring to sustain financial health moving forward.

Financial Summary

General and Administrative Costs

- **G&A costs decreased by 9% YoY**, attributed mainly to lower staff costs primarily due to Naira depreciation.
- Noteworthy exceptional costs included:
 - **Depreciation of Turnkey rigs:** \$3.4M - **Stamp duty and VAT/WHT payments:** \$6.3M - **Legal fees related to acquisitions** (Eland and OML 53): \$5M

Key Financials Table

[Click to expand](#)

Financial Summary

Cost Structure Overview

- Overall Cost of Sales (COS) decreased by **8.6% YoY**.
- Major contributors to the decrease include:
 - **Royalty expenses fell by \$33 million** due to a credit note to Seplat East for royalties from WSR crude sales for the period May 2022 to March 2024. - **OSM expenses reduced by \$11.6 million**, largely impacted by foreign exchange rate effects on operational expenses. - **NDCC costs** declined by **\$1.8 million** owing to lower Joint Venture (JV) budgets. - **DDA slightly dropped by \$2.8 million** YoY due to higher reserves volumes reported in the 2023 CPR.

Production and Operational Insights

Report Insights

[Home](#)
[Section Summary](#)

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 - Legal fees related to acquisitions (Eland and OML 53): \$5.0M

Key Financials Table

Click to expand

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Production and Operational Insights

- Crude oil production for the year-to-date (YTD) has increased from 7.7 million barrels (mmbbls) last year to 8.12 mmbbls this year, indicating improved operational performance.
- This increase led to a rise in CHA and barging expenses by \$1.6 million YoY.

Insight Bot

How much did exceptional costs total in the current year?

What is the year-to-date crude oil production for the current year?

What was the total tax charge for the current financial period?

What was the percentage decrease in General and Administrative costs compared to the previous year?

The percentage decrease in General and Administrative (G&A) costs compared to the previous year was 8%.

Type your message...

5. Troubleshooting and Support

5.1 Common Issues & Resolutions

Issue	Possible Solution
Unable to log in	Ensure correct Microsoft Entra ID credentials are used. Contact IT Support if the issue persists.
Chatbot does not understand the query	Try rephrasing the question or check for spelling errors.
Incorrect or incomplete summary	Try re-uploading the document or adjusting the summarization parameters

6. Security and Compliance

- Data security measures are in place to ensure compliance with Seplat Energy’s policies.
- All app interactions are logged for auditing purposes.
- Unauthorized access attempts will be monitored and flagged.