CostNet Quickstart

Setting Up Cost Account Codes

1. To set up ***Cost Account Codes***, first select a ***Well*** record and a ***Day*** record from the ***Well Operations*** and ***Day*** selectors respectively.

2. Next, mouse-over the ***CostNet*** menu tab and select ***Setup Cost Account Codes*** from the drop down menu.

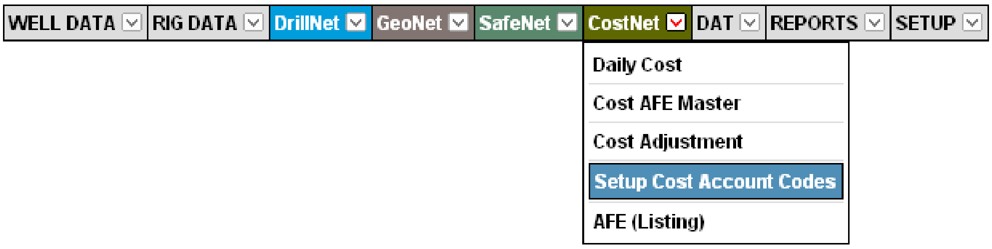


Figure 1.0 Accessing the Cost Account Codes

3. This will load the ***Cost Account Codes Data*** page, showing the existing record associated with the selected ***Well*** and ***Day*** records.

4. To add and setup ***Cost Account Codes*** record, just follow any of the three (3) options:-

   a) By clicking the ***Add New*** button.

   b) By clicking the ***Add Cost Account Code*** button.

   c) By clicking the ***Import*** button.

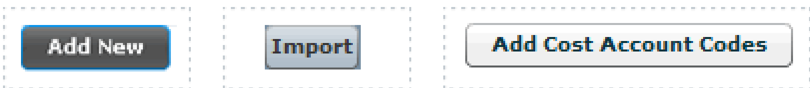


Figure 1.1 Add New, Add Cost Account Code and Import buttons

Adding an Cost Account Code by Clicking the Add New button

1. To add a ***Cost Accoutn Code***, click the ***Add New*** button at the top of the page as shown in Figure 1.1.
2. A row is automatically added to the table. To perform inline editing, mouse-over the row and click the column. Enter the necessary information.
3. To save, click the ***Confirm*** button.

Adding an Cost Account Code by Clicking the Add New Cost Account Code button

1. To add a ***Cost Account Code***, click the ***Add New Cost Account Code*** button at the bottom of the page as shown in Figure 1.1.
2. A row is automatically added to the table. To perform inline editing, mouse-over the row and click the column. Enter the necessary information.
3. To save, click the ***Confirm*** button.

Adding an Cost Account Code by Clicking the Import button

1. To add a ***Cost Account Code***, click the ***Import*** button at the bottom of the page (see Figure 1.1).

Figure 1.2 Import button

2. A pop-up window will appear as shown in Figure 1.3. Mouse-over and click the ***You may download the template file here*** link (see highlighted link in Figure 1.3).

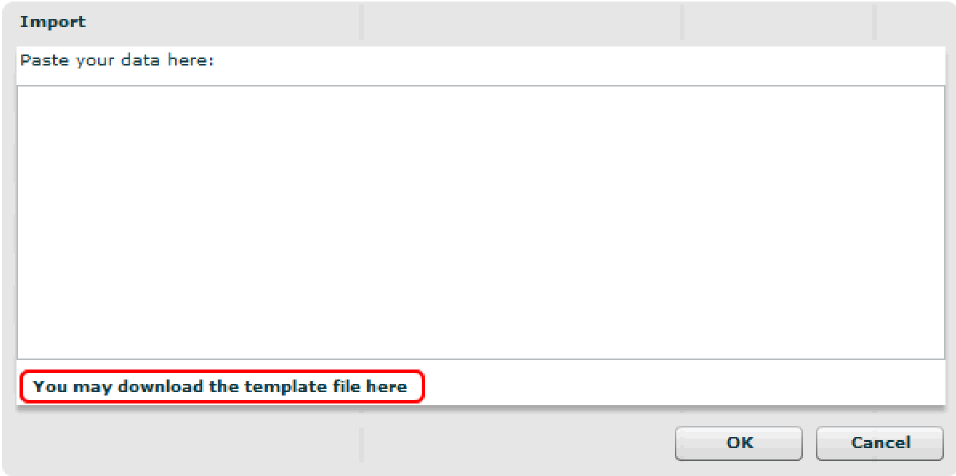


Figure 1.3 Click the highlighted link to download the template file

3. Click the ***Open*** button to download the template.

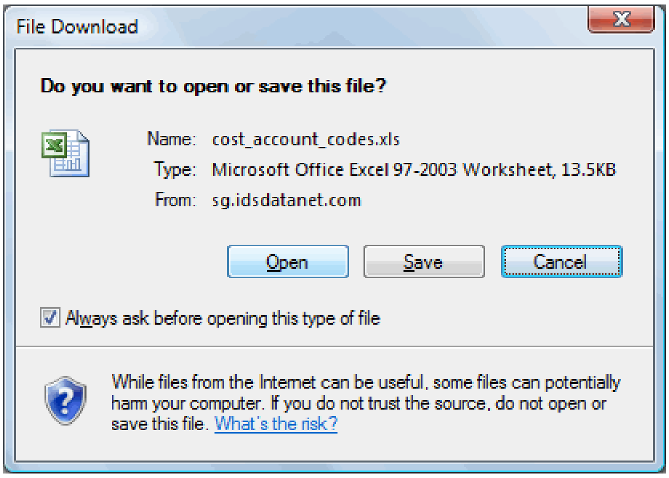
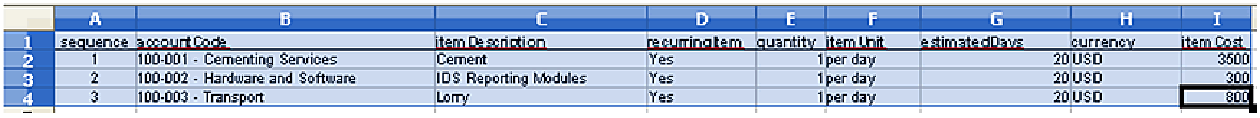


Figure 1.4 Click the Open button to download the template.

4. An ***Excel*** file will appear on the screen. Enter the necessary information into the file.

5. Next, select the whole file (including the headers) by highlighting the ***Cells*** (see Figure 1.5).



	A	B	C	D	E	F	G	H	I
1	sequence	accountCode	itemDescription	recurringItem	quantity	itemUnit	estimatedDays	currency	itemCost
2	1	100-001 - Cementing Services	Cement	Yes	1	per day	20	USD	3500
3	2	100-002 - Hardware and Software	IDS Reporting Modules	Yes	1	per day	20	USD	300
4	3	100-003 - Transport	Lorry	Yes	1	per day	20	USD	800

1.

Figure 1.5 Left-click on the mouse and drag the cursor over all the cells to highlight.

6. ***Copy*** the highlighted cells and then ***Paste*** the copied cells to the ***Import*** pop-up window (see Figure 1.6).

7. To save the data in the ***Import*** window, click the ***OK*** button.

8. The imported data will appear in the ***Cost Account Code*** page.

9. To save the record, click the ***Confirm*** button to save the data.

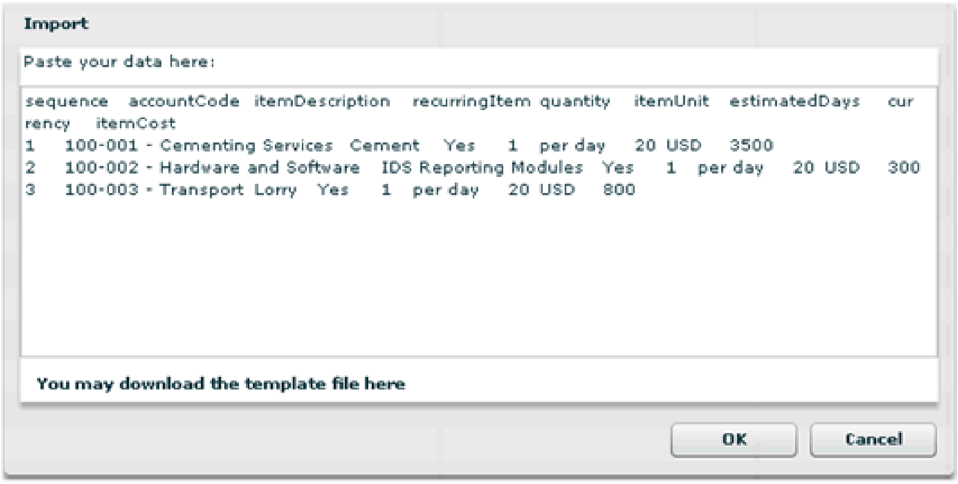


Figure 1.6 Paste the copied cells into the Import window

10. To save the record, click the ***Confirm*** button to save the data.