CostNet Quickstart Adding Cost AFE Master and AFE Data record

- 1. First, select a *Well* record and a *Day* record from the *Well Operations* and *Day* selectors respectively.
- Next, mouse-over the *CostNet* menu tab and select *Cost AFE Master* from the drop down menu.
- 3. This will load the **Cost AFE Master** page, showing the existing record associated with the selected **Well** and **Day** records.

WELL DATA 🖂	RIG DATA 🖂	DrillNet 🖂	GeoNet 💌	SafeNet 🔽	CostNet 💌	DAT 🖂	REPORTS	s ⊻	SETUP 🗹
					Daily Cost				
					Cost AFE N	laster			
					Cost Adjus	tment			
					Setup Cost	Accour	t Codes		
					AFE (Listing	g)			

Figure 1.0 Accessing Cost AFE Master

- 4. Enter the **AFE No.** for the selected **Well Operation** (as shown in Figure 1.1 and Figure 1.2).
- 5. The **AFE No.** is taken from the **AFE No.** record entered in the **Basic Well Data** page (as shown in *Figure 1.3*).

AFE Data	File Manager								
Filter	Run Filter	Grouping: Ungroup 🔻	Freeze Account Cod	le	Currency				
Master AFE	Master AFE +								
AFE No.	AFE No. Comment AFE TOTAL: \$ 0.00								
Seq 1 🛦 Ta	angib Category	Account Code	2 🛦	Description 3	Recurring Item Qu				
4		11111			•				
Select All	Un-select All Get Ad	count Code Import Add	Duplicate Selected	Delete	0 records found.				

Figure 1.1 The Cost AFE Data page

AFE Data File Manager							
	Confirm						
Filter Run Filter Grouping: Ungroup V Freeze Account Code Currency							
06-002 (Master) +							
AFE No. 06-002	Comment Delete 06-0	02 (Master)	AFE TOTAL: \$ 0.00				
Seq 1 🛦 Tangib Category	Account Code	2 A Description	3▲ Recurring Item Qu				
		_	•				
Select All Un-select All Get A	ccount Code Import Add Duplicate Sele	ected Delete	0 records found.				

Figure 1.2 The Cost AFE Data page.

After the AFE No. is entered the Confirm and Cancel buttons will automatically appear.

Cost Data		
AFE		
AFE No.	06-002	
Supplementary AFE No.		

- 6. Figure 1.3 AFE No. in Basic Well Data page.
- 7. To save, click the **Confirm** button.

Adding an AFE Data record

To add an **AFE Data** to the **Cost AFE Master** record, just follow any of the three (3) options:-

- a) By clicking the **Add** button.
- b) By clicking the **Import** button.
- c) By clicking the **Get Account Code** button.

Adding an AFE Data record by Clicking the Add button

1. To add an *AFE Data* to the *Cost AFE Master* record, click the *Add* button at the bottom of the page as shown in Figure 1.4.

Select All	Un-select All	Get Account Code	Import	Add	Duplicate Selected	Delete



- 2. A row is automatically added to the table. By default, a new row is highlighted in Red.
- 3. To perform inline editing, mouse-over the row and click the column. Editable columns are highlighted in Light Blue.

In the example below (Figure 1.5), the *Sequence No.* column is clicked, hence showing the corresponding text field.

Seq 1 🛦	Tangib	Category	Account Code 2 🔺	Description 3 🛦	Recurring Item	Qı
0	No	-			No	
Seq 1 🛦	Tangib	Category	Account Code 2 🛦	Description 3 🛦	Recurring Item	Qı



- 4. Enter the necessary information.
- 5. For the *Sequence No.*, *Description*, *Quantity*, *Estimated Day* and *Item Cost* columns, mouseover and click the column to display the text field.
- 6. For the *Account Code*, *Recurring Item*, *Item Unit* and *Currency* columns, mouse-over and click the column to display the drop down options.
- 7. To save, click the **Confirm** button.

Adding an AFE Data record by clicking the Import button

- 1. To add an *AFE Data* to the *Cost AFE Master* record, click the *Import* button at the bottom of the page as shown in Figure 1.3 (see above).
- 2. A pop-up window will appear as shown in Figure 1.4. Mouse-over and click the **You may download the template file here** link (see highlighted link in Figure 1.4).

Import			
Paste your data here:			
You may download the template file	e here		
		ок	Cancel

Figure 1.6 Click the highlighted link to download the template file

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



Figure 1.7 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*.
- Copy the highlighted cells and then Paste the copied cells to the Import pop-up window. Refer Figure 1.8 and Figure 1.9.
- 7. To save the data in the Import window, click the OK button.

- 8. The imported data will appear in the **Cost AFE Master** page.
- 9. To save the **AFE** record, click the **Confirm** button to save the data.

	A	В	C	D	E	F	G	H	I
1	sequence	account Code	item Description	recurringtem.	quantity	item Unit	estimatedDavs	currency	item Cost
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

Figure 1.8 Left-click on the mouse and drag the cursor over all the cells to highlight.

mport	
Paste your data here:	
sequence accountCode itemDescription recurringItem quantity itemUnit estimatedDays ency itemCost 1 100-001 - Cementing Services Cement Yes 1 per day 20 USD 3500 2 100-002 - Hardware and Software IDS Reporting Modules Yes 1 per day 20 USD 3 100-003 - Transport Lorry Yes 1 per day 20 USD 800	cur 300
You may download the template file here	
QK Canc	el

Figure 1.9 Paste the copied cells into the Import window

Adding an AFE Data record by clicking the Get Account Code button

- 1. To add an *AFE Data* to the *Cost AFE Master* record, click the *Get Account Code* button at the bottom of the page as shown in Figure 1.3 (see above).
- 2. This will display the **Cost Account Code** at the left screen of the **AFE Data** page (refer Figure 1.10).

AFE Data File Manager				
	Confirm	Cancel		
Filter Run Filter Grouping: Un	group 🔹	Freeze Account Co	de	Currency
	x	06-002 (Master)	+	
Cost Account Code		AFE No. 06-002	Comme	int 🔺
Account Code				
v 🗁 -	<u> </u>	Seq 1 🛦 Tangib	Category	Account Code
3100105 :: IDC-Survey	-	2 No	-	
3100110 :: IDC-Aboriginal Land Access				
3100115 :: IDC-Road Use				
3100120 :: IDC-Surface Land Reclamation				
3100125 :: IDC-Timber Salvage				
3100130 :: IDC-Road Construction				
3100135 :: IDC-Lease Construction				
3100140 :: IDC-Sump Construction				
Ada	d Selected >>			
Select All Un-select All Hide Get Account Code	Import Ad	d Duplicate Select	ed Delete	1 records found.

Figure 1.10 Cost Account Code is displayed on the left screen.

- 3. Select the *Account Code* from the *Cost Account Code* list by clicking the code(s).
- Next, click the Add Selected >> button. The selected Account Code will be added to the Cost AFE Master page.
- 5. Once you have selected all the account codes required, just close the window for **Cost Account Code** by clicking the '**X**' button at the top right of the window.
- 6. Enter necessary information for the selected Account Codes.
- 7. To save, click the **Confirm** button to save the record in the **Cost AFE Master** page.

TIP:

- 8. To speed up the process selecting *AFE Account Codes*, use the *Filter* or *Grouping* functions.
- To do so, enter a keyword the *Filter* text field. Next, click the *Run Filter* button or select the *Grouping* options from the drop down list (see Figure 1.11).

- To add a new Supplementary AFE record, click the plus ('+') tab next to the Master AFE tab (see Figure 1.12)
- 11. This will show the **Supplementary AFE** data entry screen, which is similar to the **Master AFE** data entry screen. The **AFE No.** can also be found in the **Basic Well Data** screen.

AFE	Data	File Manage	۶r			
Filter			Run Filter	Grouping:	Ungroup	•
					Ungroup	
					Category	
					Account Code	

Figure 1.11 Filter and Grouping functions in the Cost AFE Master page

AFE Data File Manager								
Filter			Run Filter	Grouping:				
06-0	06-002 (Master) +							
AFE N	о.	06-002	Add New Suppleme	entary AFE				

Figure 1.12 + button to add the Suplementary AFE