

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.
2. 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.

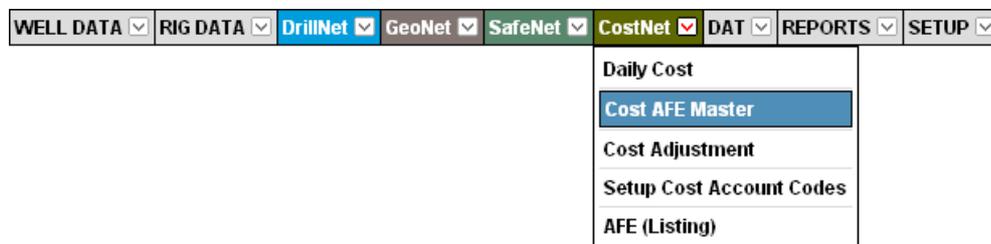


Figure 1.0 Accessing Cost AFE Master

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).

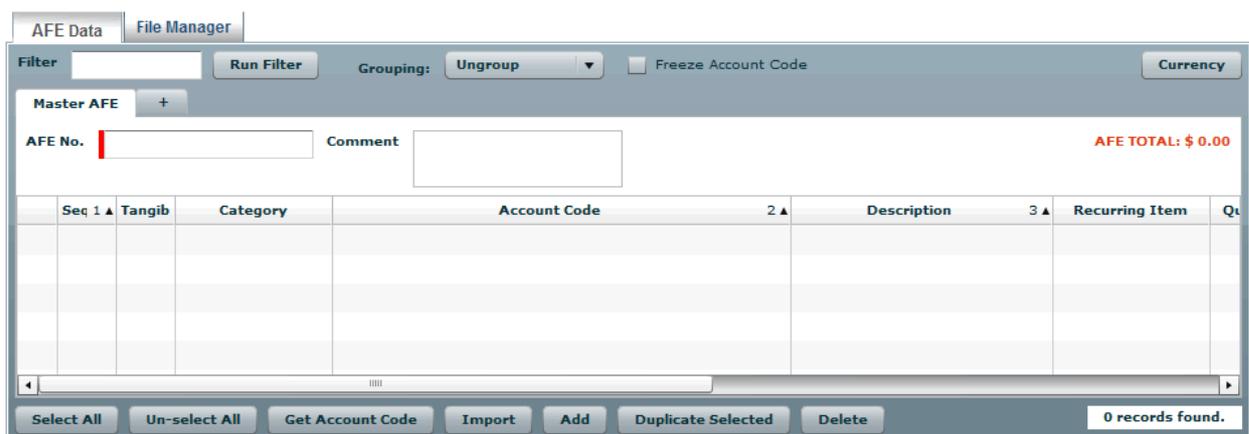


Figure 1.1 The Cost AFE Data page

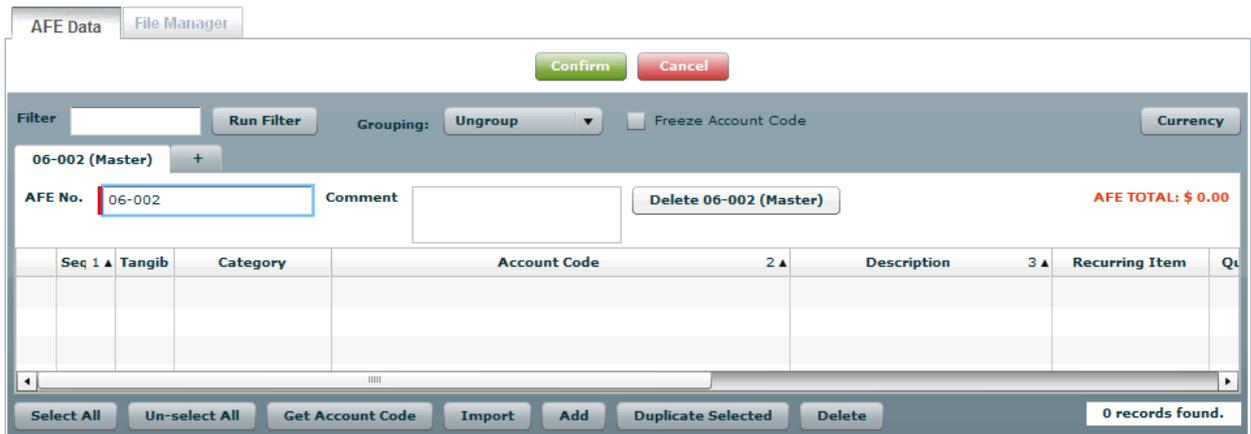


Figure 1.2 The Cost AFE Data page.

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.



Figure 1.4 Buttons

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	Qt
<input type="checkbox"/>	0	No	-					No	
<input type="checkbox"/>	2	No	-					No	

Figure 1.5 AFE Data row (View Mode and Edit Mode).
Mouse-over and click the selected columns to enable the text box

4. Enter the necessary information.
5. For the **Sequence No.**, **Description**, **Quantity**, **Estimated Day** and **Item Cost** columns, mouse-over 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).

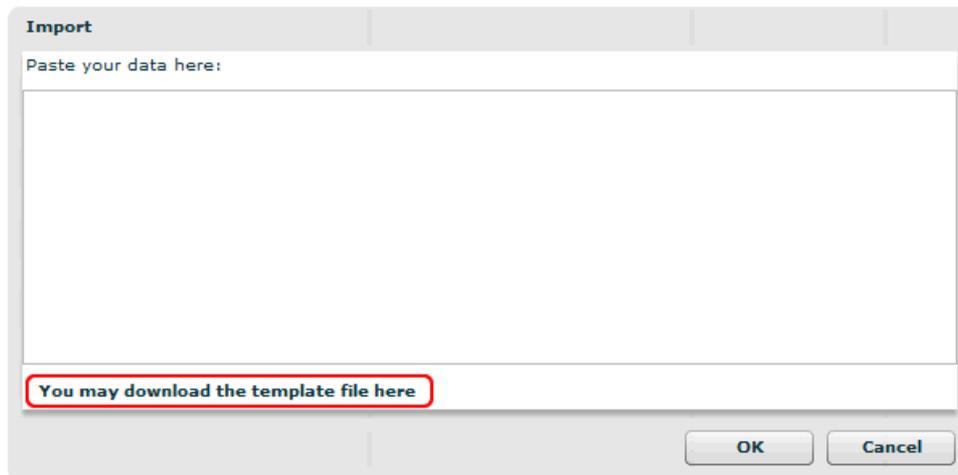


Figure 1.6 Click the highlighted link to download the template file

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**.
6. **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	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

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

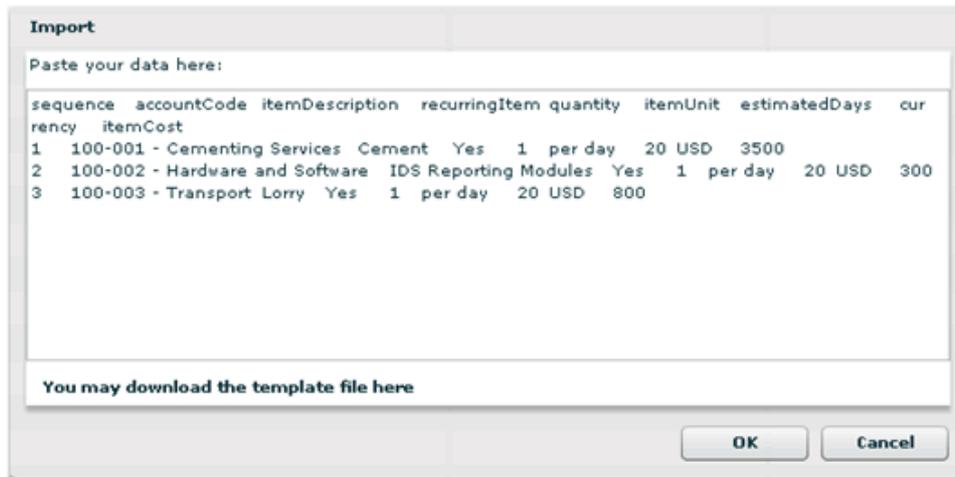


Figure 1.9 Paste the copied cells into the Import window

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).

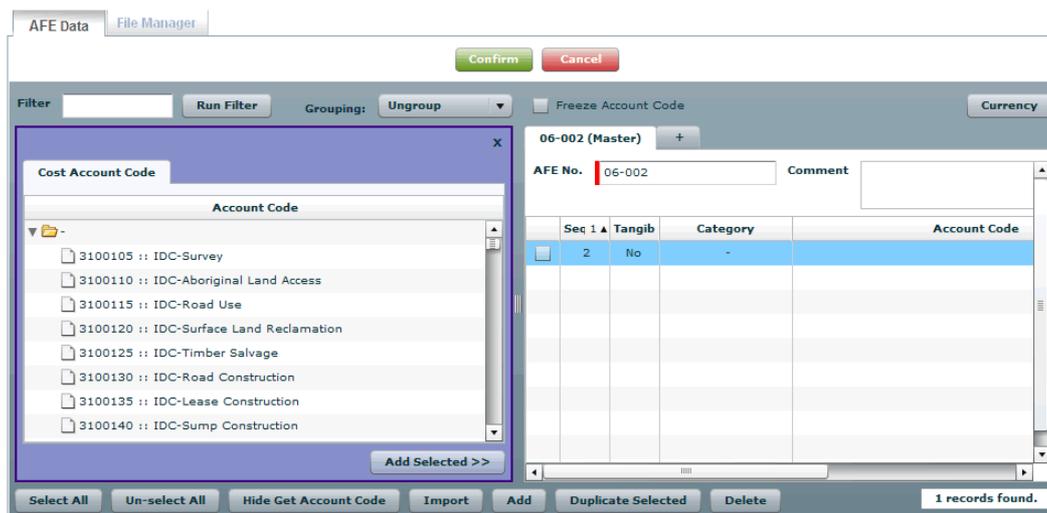


Figure 1.10 Cost Account Code is displayed on the left screen.

3. Select the **Account Code** from the **Cost Account Code** list by clicking the code(s).
4. 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.
9. 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).

10. 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.



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

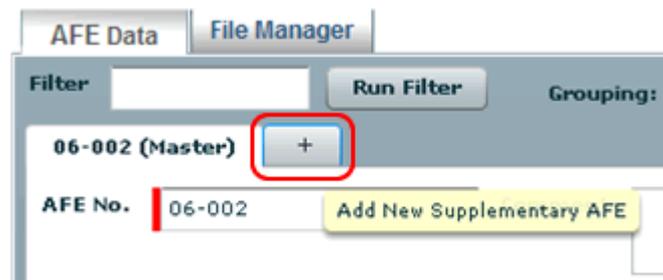


Figure 1.12 + button to add the Supplementary AFE