CostNet Quickstart Adding Daily Cost record

- 1. To add a **Daily Cost** record, first select a **Well** record and a **Day** record from the **Well Operations** and **Day** selectors.
- 2. Mouse-over the **CostNet** tab and select **Daily Cost** from the drop down menu.

| WELL DATA 🔽 RIG DATA 🔽 DrillNet 🔽 GeoNet 🖾 SafeNet 🖾 | CostNet 🗹 DAT 🔽 REPORT | S 🗹 SETUP 🗹 |
|--|--------------------------|-------------|
| | Daily Cost | |
| | Cost AFE Master | |
| | Cost Adjustment | |
| | Setup Cost Account Codes | |
| | AFE (Listing) | |

Figure 1.0 Accessing the Daily Cost menu.

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

| Dail | y Cost Dat | ta File Manager | | | | | |
|--------------------------------|------------|---------------------|-----------------|-------------------------------|--------------------------------|--------|--------------------|
| Filter: Go Grouping: Ungroup 🔻 | | Freeze Account Code | AFE Total: \$ 0 | .00 Well To Date: \$ 1,060,03 | 4.00 Balance: \$ -1,060,034.00 | | |
| | Tangib | Category | | Account Code | 2 🔺 | Vendor | Description 3 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 4 | | 11111 | | | | | • |
| - 54 | | Un-select All Ge | t Cost Add | Delete Refresh | | | Day Total: \$ 0.00 |



- To add *Daily Cost* to the selected *Day*'s *Well Operation* record, just follow any of the two (2) options:
 - a) <u>By clicking the **Add** button.</u>
 - b) By clicking the **Get Cost** button.

Adding a Daily Cost record by clicking the Add button

 To add *Daily Cost* to the selected *Day's Well Operation* record, click the *Add* button at the bottom of the page as shown in Figure 1.2.

| Select All | Un-select All | Get Cost | Add | Delete | Refresh |
|------------|---------------|----------|-----|--------|---------|
| | | | | | |

Figure 1.2 The Add and Get Cost buttons.

A row is automatically added to the table. By default, a new row is highlighted in Red. (see Figure 1.3)



Figure 1.3 Daily Cost Data page with new row added. This is the View Mode. Mouse-over and click the selected columns to enable the text box

3. To perform inline editing, mouse-over the row and click the column. Editable columns are highlighted in Light Blue (see Figure 1.4)

| | | Vendor | _ | Description 3 Comment | |
|-----|---------|--------|----------|--|----------|
| ABS | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Seq 1 🛦 | Tangib | Category | Account Code | 2 🔺 |
| | 0 | No | - | h | _ |
| | | | | | • |
| | | | | | - |
| | | | | 001 :: Company Labour | - 11 |
| | | | | 001 :: Company Labour | |
| | | | | 002 :: Travel and Vehicle | - 11 |
| | | | | 002 :: Travel and Vehicle | - 11 |
| | | | | 003 :: Contract Labour - Supervision and Technical | - 11 |
| | | | | 003 :: Contract Labour- Supervision and Technical | |
| | | | | 003.01 :: Drilling Supervisor (Day/Night) | - 11 |
| | | | | 003.01 :: Drilling Supervisor (Day/Night) | - |

Figure 1.4 Mouse-over columns and click to display editable fields.

- 4. Enter the necessary information such as *Account Code*, *Quantity*, *Unit Price* etc.
- 5. For the **Description**, **Comments**, **Quantity**, and **Unit Price** columns, mouse-over and click the column to display the text field.
- 6. For the **Account Code**, **Vendor**, **Cls**, **Phs**, **Ops**, **NPT**, **UOM** and **Currency** columns, mouse-over and click the column to display the drop down options.
- 7. To save, click the **Confirm** button.

Adding a Daily Cost record by clicking the Get Cost button

- 1. To add **Daily Cost** to the selected **Day's Well Operation** record, click the **Get Cost** button at the bottom of the page as shown in Figure 1.2 (see above).
- This will display the *Cost Account Code* at the left screen of the *Daily Cost Data* page (refer Figure 1.5).
- Next, select the *Account Code* from the *Cost Account Code* list by clicking on it and then click the *Add Selected* >> button.

| x |
|---|
| Previous Day AFE Cost Account Codes |
| Account Code |
| v 🗁 - |
| D == |
| 001 :: Company Labour |
| 002 :: Travel and Vehicle |
| 003 :: Contract Labour- Supervision and Technical |
| 003.01 :: Drilling Supervisor (Day/Night) |
| 003.02 :: Geologist (Day/Night) |
| 007 :: Safety- Services, Supplies, Training |
| 007.01 :: Medic |
| 007.02 :: H2S - Planning |
| 007.03 :: H2S - Onsite Services |
| 007.04 :: Other |
| 008 :: Technical Support Services |
| 011 :: Contract Labour- Other |
| 011.01 :: Welding |
| 011.02 :: BHA Inspection |
| 011.03 :: Laydown Machine |
| 011.04 :: Pressure Testing |
| 011.05 :: Backhoe / Loader |
| 011.06 :: Pover Tongs |
| Add Selected >> |

Figure 1.5 Mouse-over the account code and left-click on the mouse to select

- 4. Once you have selected all the account codes required, just close the window for **Daily Cost** by clicking the **'X'** button at the top right of the window.
- 5. Enter or edit necessary information for the selected *Account Codes*.
- 6. To save, click the **Confirm** button to save the record in the **Cost AFE Master** page.

TIP:

- 1. 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 1.6).
- 3. Just type in the in the *Filter text box* and click the *Run Filter* button or sort by selecting the *grouping* options in the drop down.



Figure 1.6 Filter and Grouping functions in the Daily Cost Data page