

# 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.

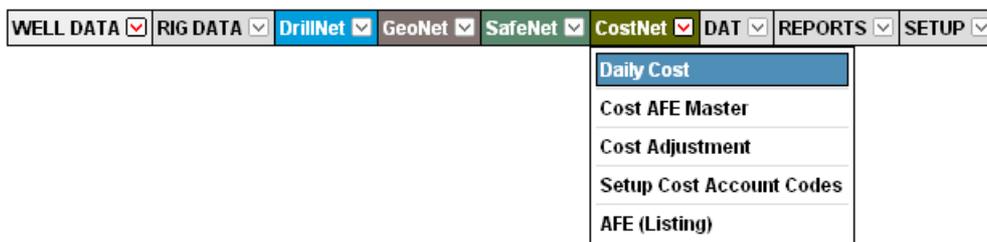


Figure 1.0 Accessing the Daily Cost menu.

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

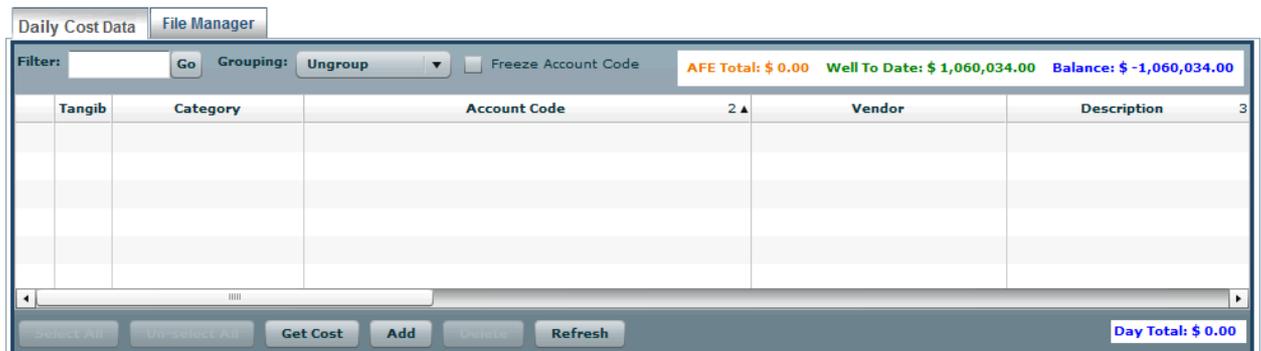


Figure 1.1 The Daily Cost Data page.

4. To add **Daily Cost** to the selected **Day's Well Operation** record, just follow any of the two (2) options:-
  - a) [By clicking the \*\*Add\*\* button.](#)
  - b) [By clicking the \*\*Get Cost\*\* button.](#)

# Adding a Daily Cost record by clicking the Add button

1. 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.



Figure 1.2 The Add and Get Cost buttons.

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

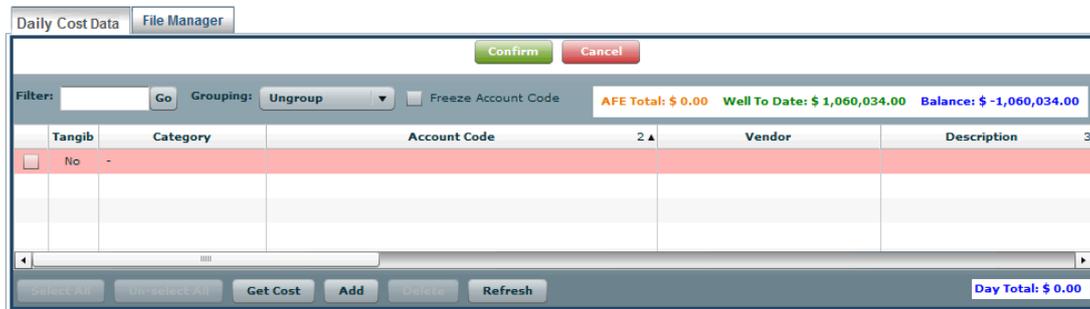


Figure 1.3 Daily Cost Data page with new row added. This is the View Mode.  
Mouse-over and click the selected columns to enable the text box

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

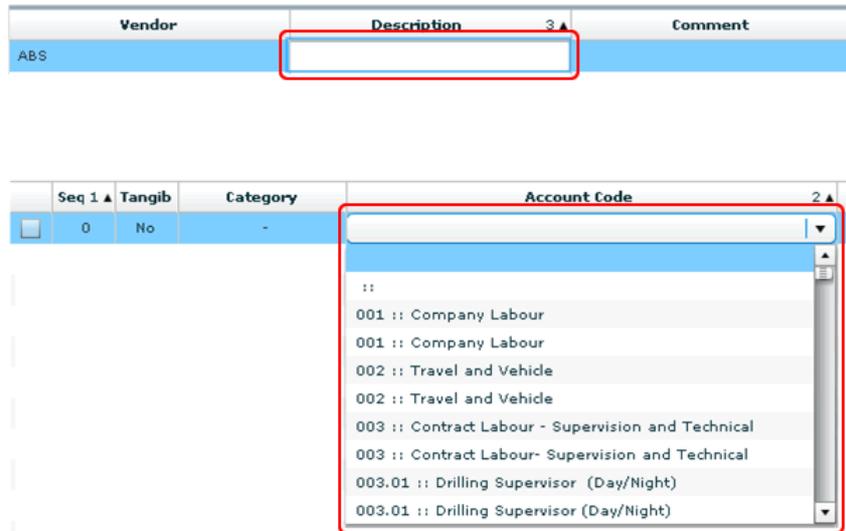


Figure 1.4 Mouse-over columns and click to display editable fields.

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).
2. This will display the **Cost Account Code** at the left screen of the **Daily Cost Data** page (refer Figure 1.5).
3. Next, select the **Account Code** from the **Cost Account Code** list by clicking on it and then click the **Add Selected >>** button.

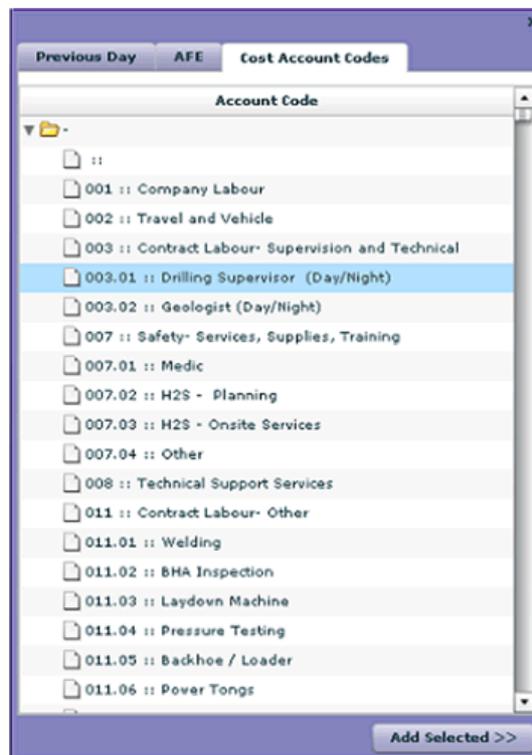


Figure 1.5 Mouse-over the account code and left-click on the mouse to select

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.
2. 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*