

Making a Cost Adjustment

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

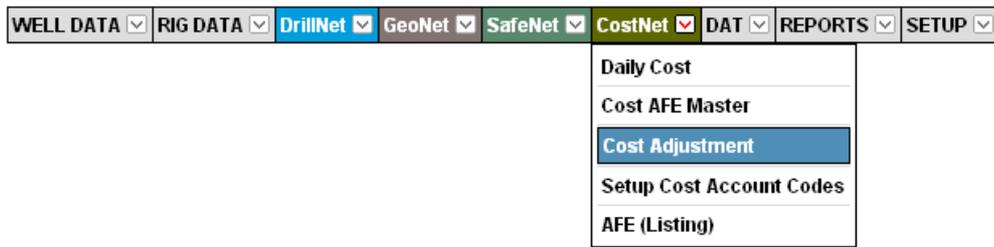


Figure 1.0 Accessing the Cost Adjustment record

3. This will display the **Cost Adjustment** page as shown in Figure 1.1.

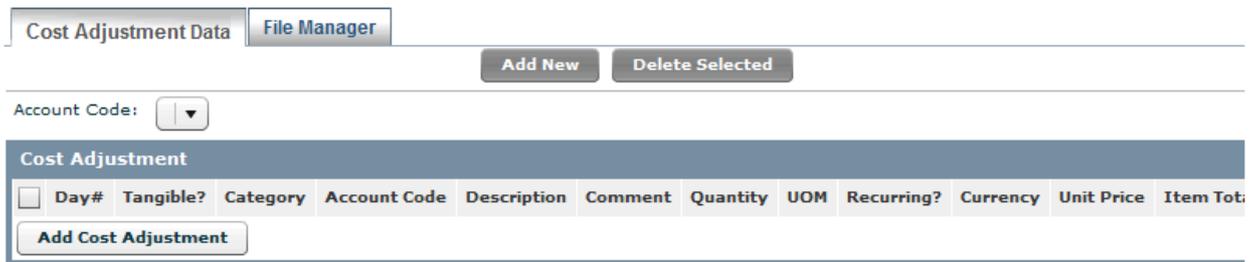


Figure 1.1 Cost Adjustment Data page

4. To add a **Cost Adjustment** to the selected **Day's Well Operation** record, just click the **Add Cost Adjustment** button (refer Figure 1.2).

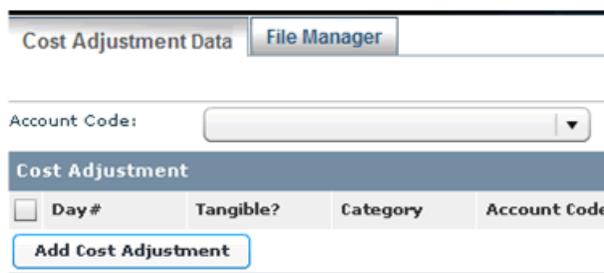


Figure 1.2 The Add Cost Adjustment button

5. A row is automatically added to the table. To perform inline editing, mouse-over the row and click the column (see Figure 1.3).

Day#	Tangible?	Category	Account Code	Description	Comment	Quantity
<input type="checkbox"/> <input type="text" value="Cancel"/> <input type="text" value=""/>	<input type="text" value=""/>					

Figure 1.3 Add Cost Adjustment button

6. Select the **Account Code** from the drop down or select the **Day#** which requires the **Cost Adjustment** and make the necessary adjustments (see Figure 1.4).

Account Code: 001 - Company Labour

- 001 - Company Labour
- 002 - Travel and Vehicle
- 003.01 - Drilling Supervisor (Day/Night)
- 011.02 - BHA Inspection
- 015 - Meals
- 100-001 - Cementing Services
- 100-002 - Hardware and Software
- 100-003 - Transport
- A12-34 - Transportation

Day#

- #1 (04 Mar 2007)
- #2 (05 Mar 2007)
- #3 (06 Mar 2007)
- #4 (07 Mar 2007)
- #5 (08 Mar 2007)
- #6 (09 Mar 2007)
- #7 (10 Mar 2007)
- #8 (11 Mar 2007)

Figure 1.4 Account Code and Day# drop downs

7. To save, click the **Confirm** button.