Rate Sheet Quick Reference

Document Version VC1

Cortex Desktop allows you to create your own Rate Sheets, or internal lists of your services and prices, in order to easily populate the Line Items on your documents. Rate Sheets are your internal list(s) of prices and are not negotiated or approved of by your Trading Partner through the Cortex Desktop.

Creating and Activating Rate Sheets

To create and activate a Rate Sheet:

1 Open a blank Rate Sheet form. For details, refer to *Opening a Blank Rate Sheet Form* on page 2.

2 Fill in the Rate Sheet details. For instructions, refer to the following sections:

- *Filling in Rate Sheet Header Details* on page 3
- *Completing the Line Items Area of the Rate Sheet* on page 3
- *Completing the Service/Material Specification Area of the Rate Sheet* on page 3
- *Completing the Pricing Conditions Area of the Rate Sheet* on page 4
- *Creating Rate Sheet Line Items* on page 4

NOTE	While filling in a Rate Sheet, you can save it when it is partially finished, without activating it. You will be able to complete and activate the Rate Sheet at any time. For more details, refer to *Saving Incomplete Rate Sheets Locally* on page 9.

3 Click **View** to preview the Rate Sheet as it would look when printed. Make sure all of the details are complete and correct.

4 Click **Activate**.

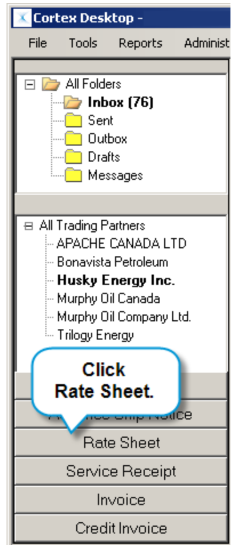
- If any missing or incorrectly formatted information was detected on your Rate Sheet, it will not activate and the **Validation Messages** window is displayed listing the errors. Fix the errors and activate the Rate Sheet again.
- If you filled in all of the required fields and the data format is correct, your Rate Sheet is activated and will appear in bold blue font with a status of **Activated** in your Cortex **Inbox** after clicking the **Refresh** button. This Rate Sheet can now be used to easily add Line Items to your documents.

Opening a Blank Rate Sheet Form

The first step to creating a new Rate Sheet is to open a blank Rate Sheet form.

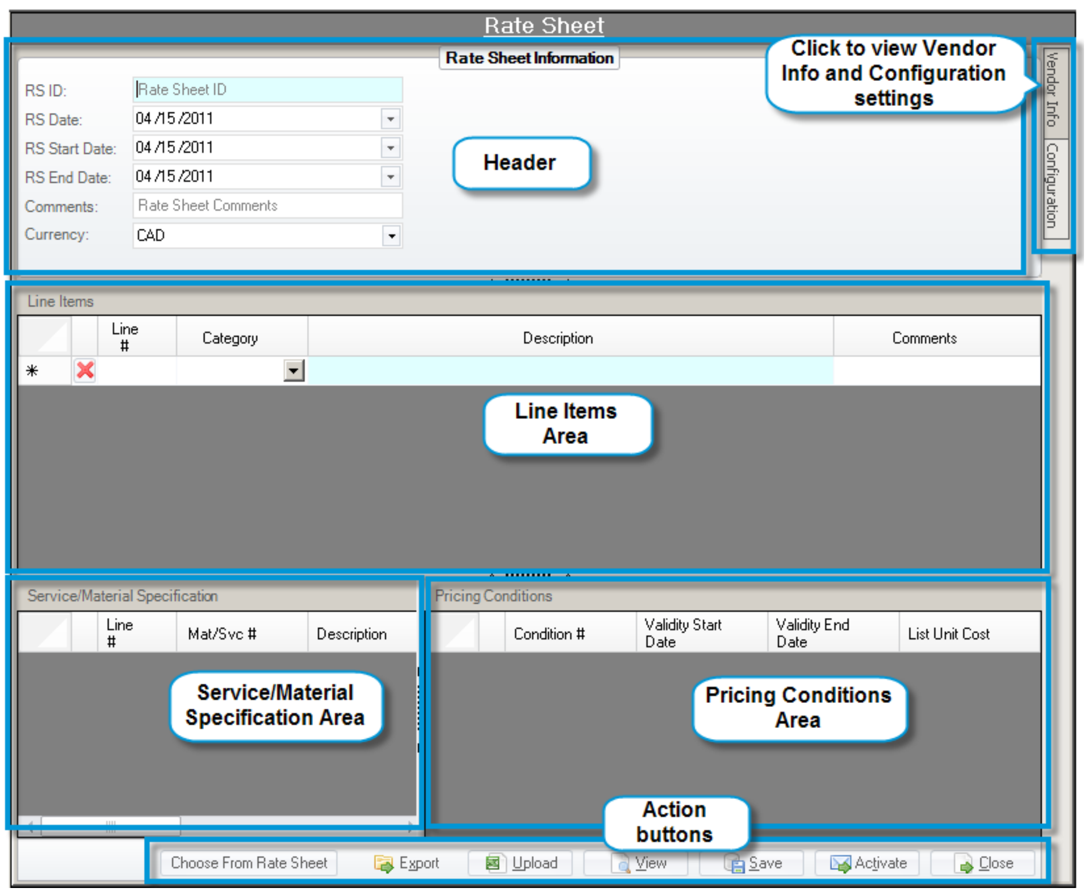
To open a blank Rate Sheet form:

- Click the Rate Sheet quick button in the lower left corner of the Desktop window.



Rate Sheet Elements

This image shows the main sections of the Rate Sheet form:



> **NOTE** You are able to configure the view of your Rate Sheet by clicking on the arrows contained in the borders of each area within the form to hide or view those areas. The view settings only apply to the current Rate Sheet you are working in and will be lost when the Rate Sheet form is closed.

Filling in Rate Sheet Header Details

The header of the Rate Sheet form contains general details that pertain to the entire Rate Sheet. The fields you are able to enter in the header are:

- **RS ID** – enter the Rate Sheet ID. This is a mandatory field and has a maximum limit of ten (10) alphanumeric characters.
- **RS Date** – select the Rate Sheet creation date.
- **RS Start Date** – select the start date of the Rate Sheet validity.
- **RS End Date** – select the end date of the Rate Sheet validity.
- **Comments** – enter any comments pertaining to this Rate Sheet.
- **Currency** – select the appropriate currency. By default, the currency is Canadian Dollar and can be changed to US Dollar if required.

Completing the Line Items Area of the Rate Sheet

The Rate Sheet **Line Items** area contains the line item numbers within that Rate Sheet. The fields you are able to enter in the Line Items area are:

- **Line #** - the Rate Sheet line number for this item in increments of 10.
- **Category** – select the item category: **S** for Services and **M** for Materials.

> **NOTE** Items entered as a Material category are only able to have one Service/Material Specification line added. Items entered as a Services category can have multiple Service/Material Specification lines.

- **Description** – enter the description of the item.
- **Comments** – enter any option comments pertaining to the item.

Completing the Service/Material Specification Area of the Rate Sheet

The Rate Sheet **Service/Material Specification** area contains the specifications for the Rate Sheet line selected in the **Line Items** area above. These are the actual item details that you will be adding to your documents as Line Items.

The fields you are able to enter in the Service/Material Specification area are:

- **Line #** - the Service/Material Specification line number in increments of 10.
- **Mat/Svc #** - enter the material or service code number.
- **Description** – enter a short, detailed description of the item. This will be the description that transfers to the Line Item field on your documents.
- **UOM** – select the unit of measure.
- **Commodity Code** – enter or search for the UNSPSC commodity code for that item, if desired.
- **G/L Account** – enter the GL account information for that item, if desired.

Completing the Pricing Conditions Area of the Rate Sheet

The Rate Sheet **Pricing Conditions** area contains the conditions for the item selected in the **Service/Material Specification** area. This area contains pricing information for that item.

The fields you are able to enter in the Service/Material Specification area are:

- **Condition #** - the pricing condition number in increments of 10.
- **Validity Start Date** – enter the start date for the validity of this pricing condition.
- **Validity End Date** – enter the end date for the validity of this pricing condition.

NOTE	Ensure that the validity dates for your pricing conditions are within the overall Rate Sheet start and end dates or your Rate Sheet will not successfully activate.

- **List Unit Cost** – the unit price for that item during the specified validity dates.

Creating Rate Sheet Line Items

The Line Items on your Rate Sheet can be entered or created in three different ways:

- **By manually entering your items and services**. See *Creating Rate Sheets Manually* on page 4 for more information.
- **By uploading your items and services from an Excel template file**. See *Uploading Rate Sheets* on page 5 for more information.
- **By selecting items from existing Rate Sheets in your Cortex Desktop**. See *Creating Rate Sheets from Items on Existing Rate Sheets* on page 8 for more information.

You are also able to create Rate Sheets by combining any and all of these methods, i.e. you may upload several items from the Excel template file, add more items from an existing Rate Sheet and then add items manually.

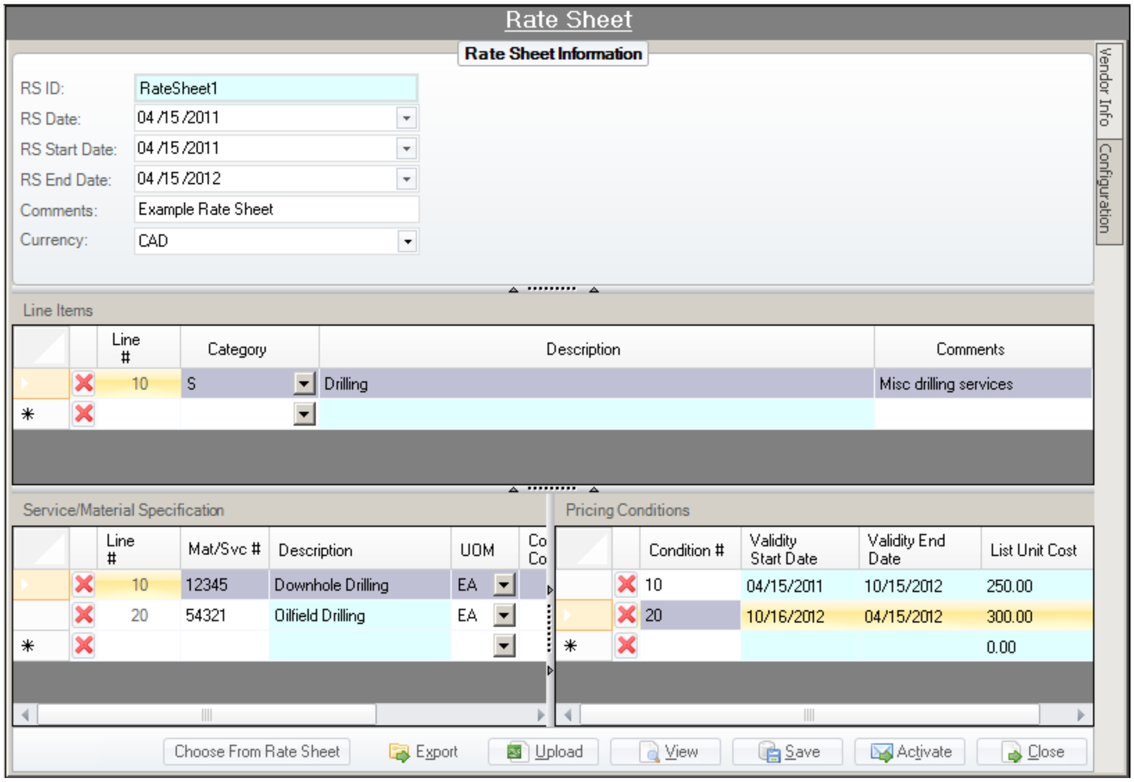
Creating Rate Sheets Manually

To create Rate Sheets manually, you will enter all of your items and services, with all of their associated details and conditions, directly into the Rate Sheet form in the Cortex Desktop.

To manually create a Rate Sheet:

1. Open a blank Rate Sheet form as described in *Opening a Blank Rate Sheet Form* on page 2.
2. Enter the Rate Sheet header details. For details, see *Filling in Rate Sheet Header Details* on page 3.
3. Enter the Line Item area information for the first item. For details, see *Completing the Line Items Area of the Rate Sheet* on page 3.
4. Enter the service/material specification details for that line item. For details, see *Completing the Service/Material Specification Area of the Rate Sheet* on page 3.
5. Enter the pricing conditions for that specification. For details see *Completing the Pricing Conditions Area of the Rate Sheet* on page 4.

For example, the completed Line Item in the Rate Sheet shown below is a service item named Drilling which has two service/material specifications: Downhole Drilling and Oilfield Drilling. The highlighted specification, Downhole Drilling, has two pricing conditions entered for it, which are shown in the **Pricing Conditions** area.



6 Click **View** to preview the Rate Sheet as it would look when printed. Make sure all of the details are complete and correct.

7 Click **Activate**.

- If any missing or incorrectly formatted information was detected on your Rate Sheet, it will not activate and the **Validation Messages** window is displayed listing the errors. Fix the errors and activate the Rate Sheet again.
- If you filled in all of the required fields and the data format is correct, your Rate Sheet is activated and will appear in bold blue font in your Cortex **Inbox** after clicking the **Refresh** button. This Rate Sheet can now be used to easily add Line Items to your documents.

Uploading Rate Sheets

You are able to upload a Rate Sheet using the Excel spreadsheet upload template provided on the Cortex Training and Support website (http://www.cortex.net/s/Training_Documents.asp).

NOTE	Only the most recent version of the template spreadsheet will upload successfully into Cortex Desktop. If your template does not upload correctly, check the Cortex website (www.cortex.net) to ensure that you are using the most current version of the spreadsheet.

To create a Rate Sheet using the upload feature:

1 Complete and save the upload template as described in *Completing the Upload Template* on page 7.

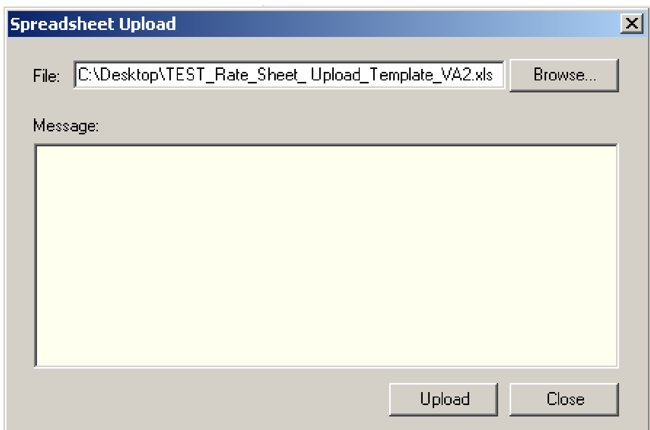
NOTE	In order to use the upload functionality to create Rate Sheets in Cortex Desktop, you must be using a version of Microsoft Excel developed in 2002 or later.

2 Open a blank Rate Sheet form as described in *Opening a Blank Rate Sheet Form* on page 2.

3 Enter the Rate Sheet header information. For details, see *Filling in Rate Sheet Header Details* on page 3.

4 Click the **Upload** button 

at the bottom of the form.
The **Spreadsheet Upload** window displays.

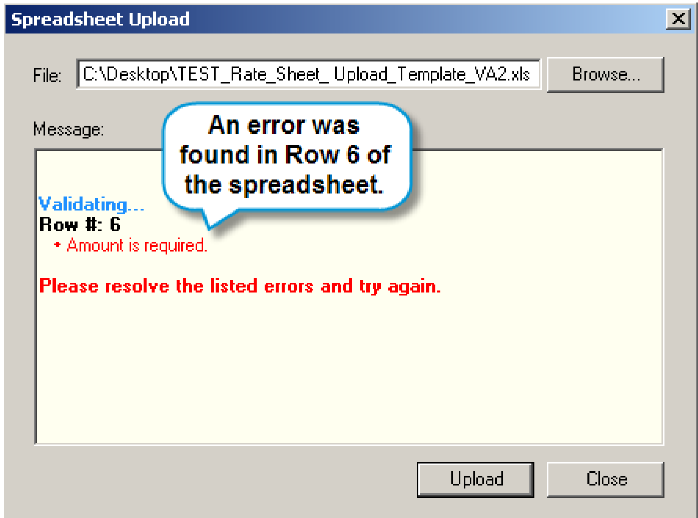


5 Click **Browse** to navigate to the stored spreadsheet upload template on your computer.

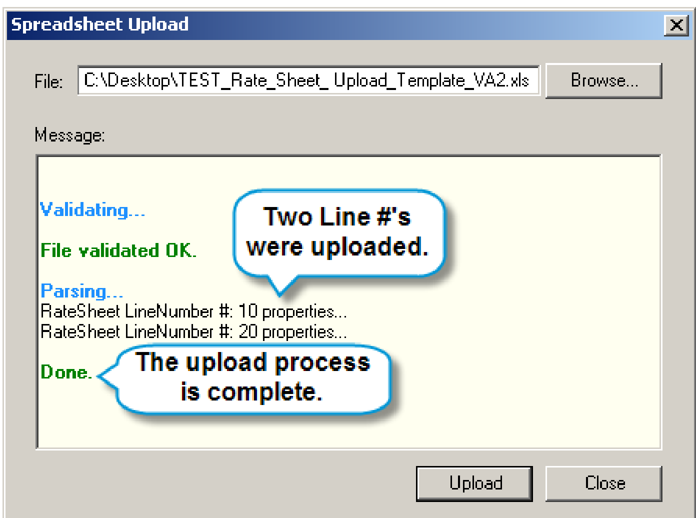
6 Double-click on the file name.
The file name now appears in the **File** field on the **Spreadsheet Upload** window.

7 Click **Upload**.

- If any missing or incorrectly formatted information was detected in your spreadsheet, it will not upload and the **Spreadsheet Upload** window is displayed listing the errors. Fix the errors and upload the spreadsheet again.



- If you filled in all of the required fields and the data format is correct, the Rate Sheet is uploaded successfully and the **Spreadsheet Upload** window will indicate the number of Line #'s uploaded and the **Done** status displays.



8 Click **Close** to return to the Rate Sheet form.

Completing the Upload Template

The upload template allows you to enter all of your Rate Sheet services and prices in an Excel spreadsheet and then upload them into the Cortex Desktop.

To complete the upload spreadsheet:

1 Open the Excel spreadsheet upload template provided on the Cortex Training and Support website (http://www.cortex.net/s/Training_Documents.asp).

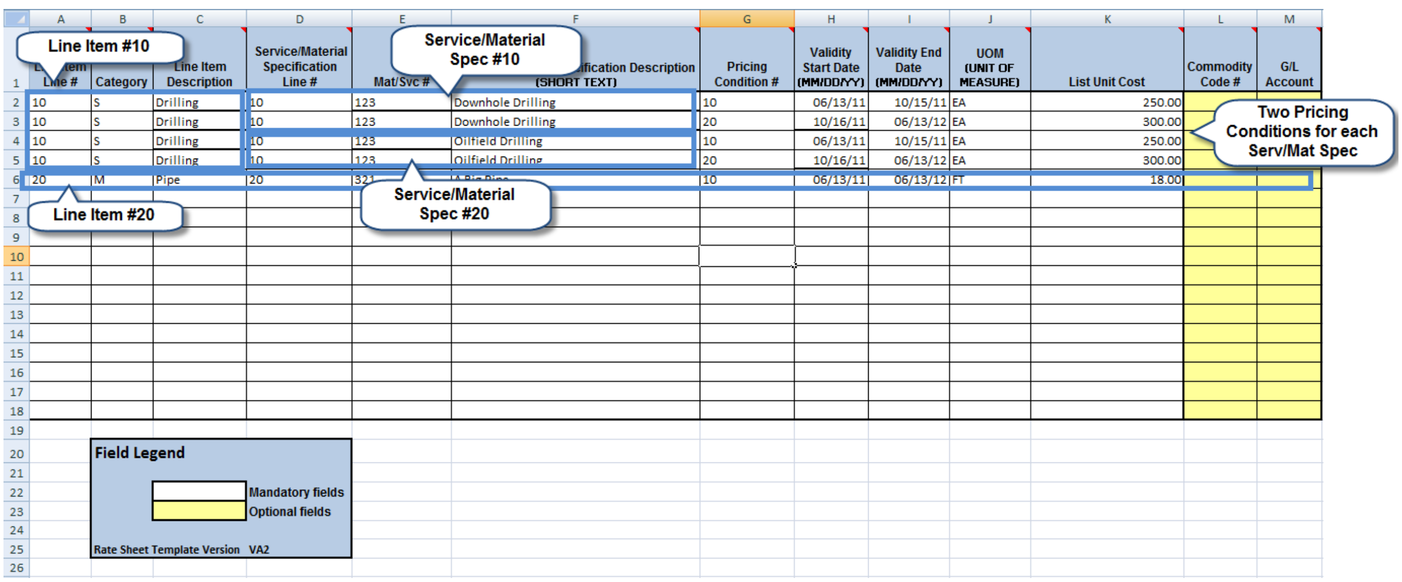
2 Complete all of the required details on the spreadsheet for all of your Line Items.

TIP

- The white fields on the spreadsheet are required fields; yellow fields are optional.
- For information on the format and details required in each field, hover your mouse over the column header for a tooltip.
- If you have Line Items with multiple service/material specifications or pricing conditions, you must enter multiple lines for each Line Item in order to define all of the specifications and conditions. See the example below for more information.
- You are able to insert and delete row to add or erase Line Items, however you are not able to add or delete columns in the spreadsheet, as this will affect the upload process.

Example:

In the spreadsheet shown below, there are two Line Items entered: service **Line Item# 10**, Drilling and material **Line Item# 20**, Pipe. The service Line Item, Drilling, has two **Service/Material Specifications**: Downhole Drilling and Oilfield Drilling. Each of these **Service/Material Specifications** has two **Pricing Conditions**. The material Line Item, Pipe, has only one **Service/Material Specification** with only one **Pricing Condition**.



Line #	Category	Line Item Description	Service/Material Specification Line #	Mat/Svc #	...ification Description (SHORT TEXT)	Pricing Condition #	Validity Start Date (MM/DD/YY)	Validity End Date (MM/DD/YY)	UOM (UNIT OF MEASURE)	List Unit Cost	Commodity Code #	G/L Account
10	S	Drilling	10	123	Downhole Drilling	10	06/13/11	10/15/11	EA	250.00		
10	S	Drilling	10	123	Downhole Drilling	20	10/16/11	06/13/12	EA	300.00		
10	S	Drilling	10	123	Oilfield Drilling	10	06/13/11	10/15/11	EA	250.00		
10	S	Drilling	10	123	Oilfield Drilling	20	10/16/11	06/13/12	EA	300.00		
20	M	Pipe	20	321	A Big Pipe	10	06/13/11	06/13/12	FT	18.00		

3 Save the spreadsheet to your computer with a comprehensive name so you are able to easily find it when you are ready to upload the file into Cortex Desktop.

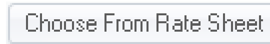
Creating Rate Sheets from Items on Existing Rate Sheets

You are able to use Rate Sheets already in your Cortex Desktop to add items to new Rate Sheets.

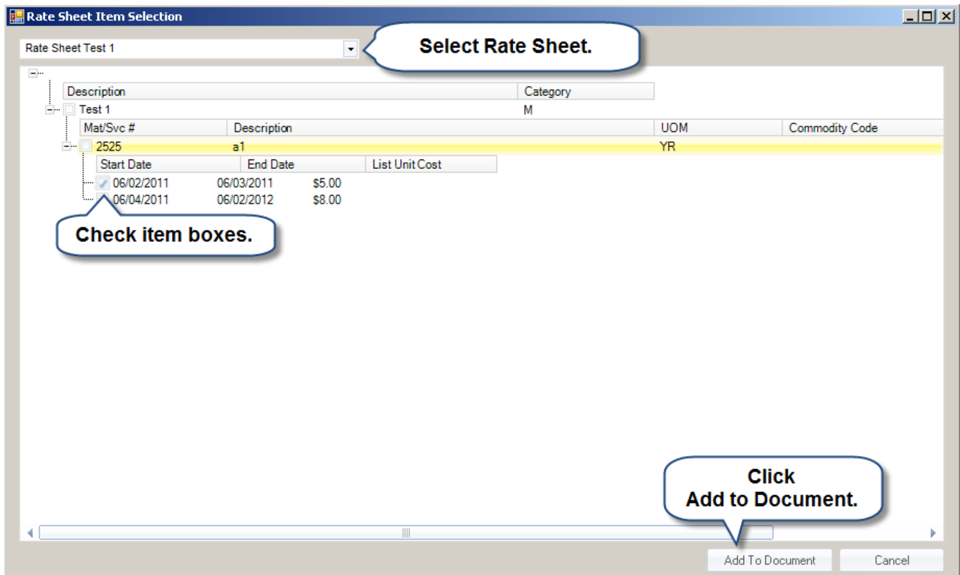
To add Line Items from existing Rate Sheets to a new sheet:

1 Open a blank Rate Sheet form as described in *Opening a Blank Rate Sheet Form* on page 2.

2 Enter the Rate Sheet header details. For details, see *Filling in Rate Sheet Header Details* on page 3.

3 Click the **Choose From Rate Sheet** button 

at the bottom of the form.
The **Rate Sheet Item Selection** window displays.



4 Select the Rate Sheet you would like to add items from in the drop down at the top of the window.

5 Check the boxes of the items you would like to add to your new Rate Sheet.

6 Click **Add to Document**.
The items are added to your Rate Sheet.

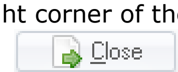
Saving Incomplete Rate Sheets Locally

If you are not able to fully complete your Rate Sheet at one time, for example, because it includes a large number of items or you do not have all the required details, you can save it when it is partially finished, without activating it. You can return to this Rate Sheet at any time to complete and activate it.

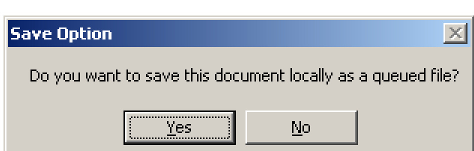
Incomplete Rate Sheets can be saved regardless of the amount of data on them. The only required field to save is the Rate Sheet ID.

To save a Rate Sheet locally:

1 With the Rate Sheet form open, in the lower right corner of the Rate Sheet form, click the **Save** button 

or the **Close** button 

.
The **Save Option** window displays:



2 Click **Yes**.
Your Rate Sheet is saved, and a confirmation message is displayed.

3 If you have not provided the Rate Sheet ID, the following message displays:

4 Click **OK** to close the message, enter the Rate Sheet ID, and then save the Rate Sheet again, starting from step 1 of this procedure.

To load a saved Rate Sheet:

1 From the **Tools** menu, select **Manage Local Files > View Queued Documents.** Your list of saved documents is displayed.

2 Select the **Rate Sheets** tab.

3 Highlight the Rate Sheet you want to load.

4 Click **Load To Form** at the bottom of the screen. The Rate Sheet is moved to the Cortex Desktop, and a confirmation message is displayed.

5 Click **OK** to close the confirmation message. The Rate Sheet with its saved details is loaded.

6 Complete the Rate Sheet. For instructions, refer to *Creating and Activating Rate Sheets* on page 1.

Editing Existing Rate Sheets

Rate Sheets in your system can be edited at any time to reflect changes in your services and prices.

To edit an existing Rate Sheet:

1 Double-click on the Rate Sheet you wish to edit in your Cortex **Inbox**.

2 Click the **Edit** button 

at the bottom of the form.

3 Make the desired changes and updates to the Rate Sheet.

4 Click **Activate**.

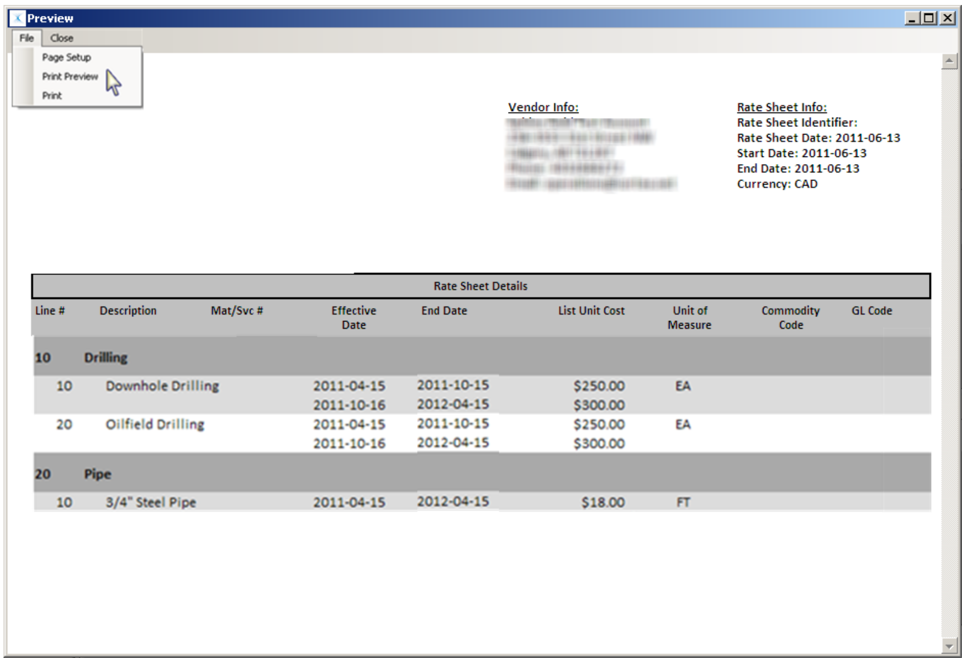
Viewing and Printing Rate Sheets

You can print a Rate Sheet while you are creating it or after it has been activated.

To print a Rate Sheet during creation:

1 With the Rate Sheet form open, click the **View** button 

at the bottom of the form.
The **Preview** window opens, showing a print preview of the Rate Sheet.



2 In the **Preview** window, from the **File** menu, select **Print**.
A standard **Print** window opens.

3 If needed, change your print settings.

4 Click **Print**.

To print an activated Rate Sheet:

1 In your Cortex **Inbox**, double-click the Rate Sheet that you want to print.
The Rate Sheet opens in a full-sized window.

2 Click the **View** button at the bottom of the form.
A **Preview** window opens, showing a print preview of the Rate Sheet.

3 In the **Preview** window, from the **File** menu, select **Print**.
A standard **Print** window opens.

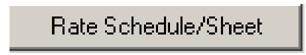
4 If needed, change your print settings.

5 Click **Print**.

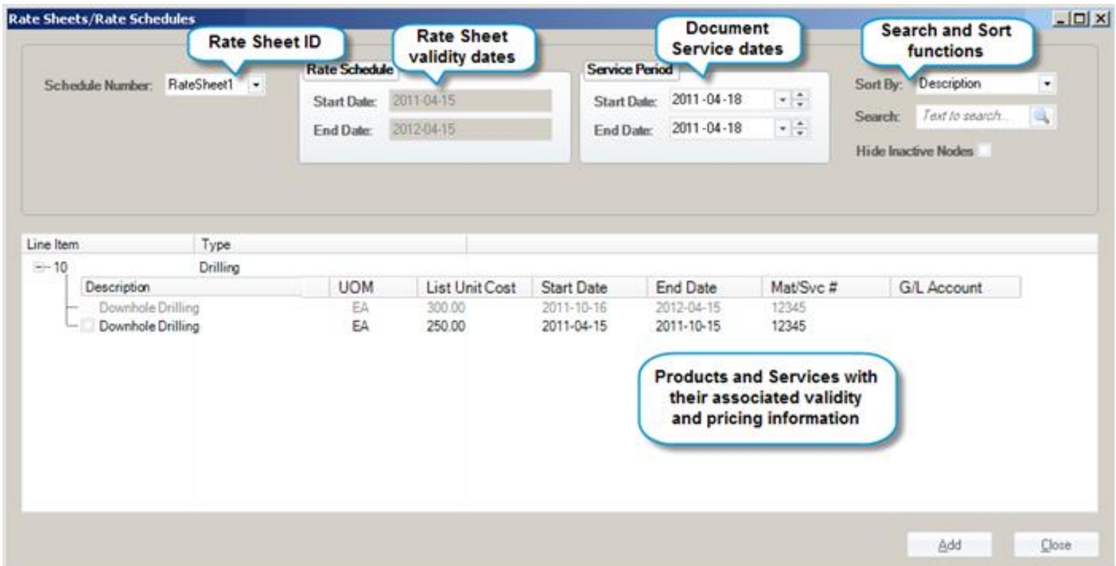
Using Rate Sheets to Add Line Items to Your Documents

The products and services contained in your Rate Sheets can be quickly added as Line Items on your documents.

To use Rate Sheets to add Line Items to your documents:



1 While creating a document, click the **Rate Schedule/Sheet** button at the bottom of the form.
The **Rate Sheets/Rate Schedules** window is displayed.



2 Select the desired Rate Sheet from the **Schedule Number** drop down list. Only activated Rate Sheets will be available.

NOTE	The Rate Sheet validity dates will be applicable to the Rate Sheet selected in the **Schedule Number** field. You will only be able to select the products and services listed that have pricing conditions applicable to your document's dates.

3 Check the boxes beside the appropriate products and services.

TIP	To easily navigate and find items in your Rate Sheet, use one of the following: • Use the **Sort By** field to sort the columns in ascending or descending order. • Use the **Search** field to perform a text search for specific items.

4 Click the **Add** button.
You will be returned to your document. The products and services selected on the Rate Sheet will be listed in your Line Items.

5 Enter the quantity in the **Qty** column.

6 Review and complete the rest of the details for your document and Line Items.

7 Submit the document to your trading partner.

Exporting Rate Sheets

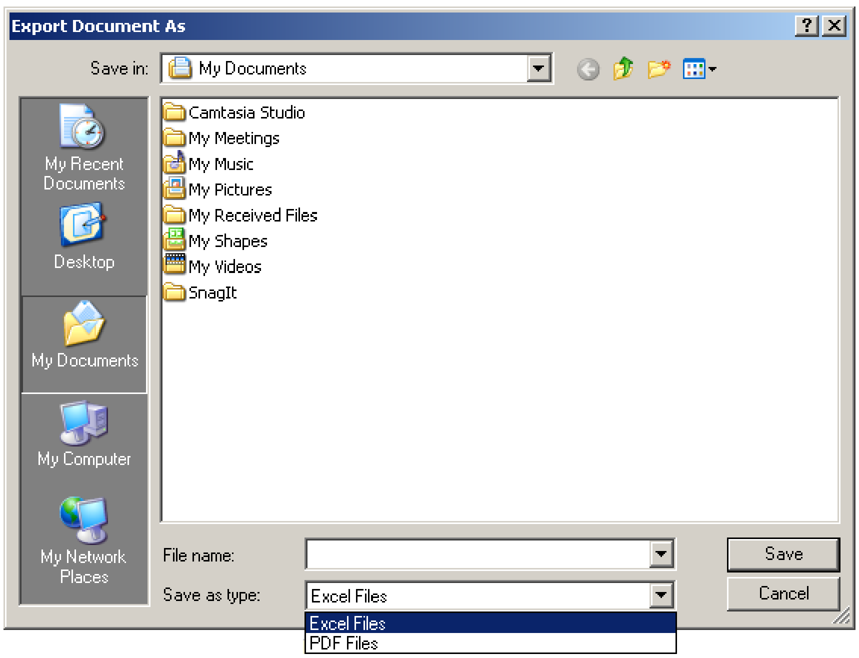
Rate Sheets in Cortex Desktop can now be exported to an Excel spreadsheet or to a PDF document. You are able to export a Rate Sheet in two ways:

- From a Rate Sheet you are currently viewing.
- From the **Tools** menu.

To export a Rate Sheet you are viewing:

1 Click the **Export** 

button at the bottom of the Rate Sheet form.
The **Export Document As** window displays.

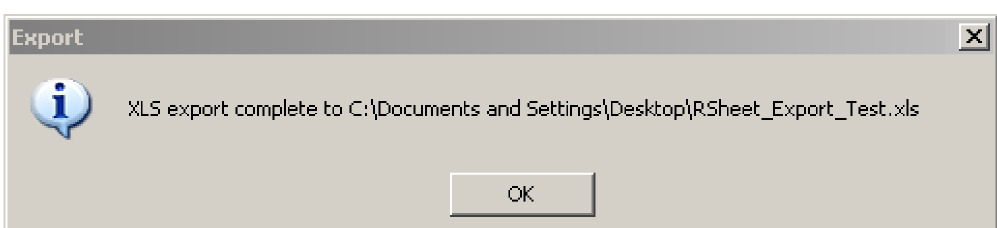


2 Browse to and select the location on your computer where you would like to save the export file.

3 Enter a name for the export file in the **File name** field.

4 Select the format for the export file (Excel or PDF) in the **Save as Type** field.

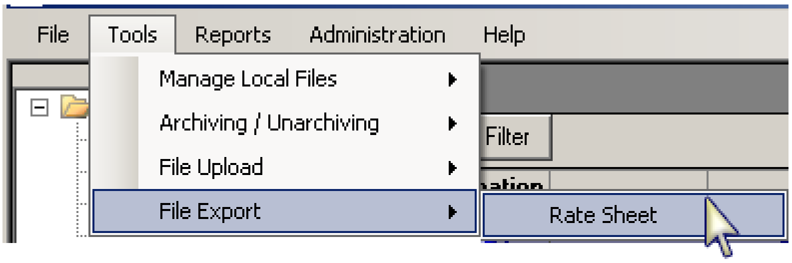
5 Click the **Save** button.
The **Export** window displays confirming that the export file has been saved.



6 Click **OK**.

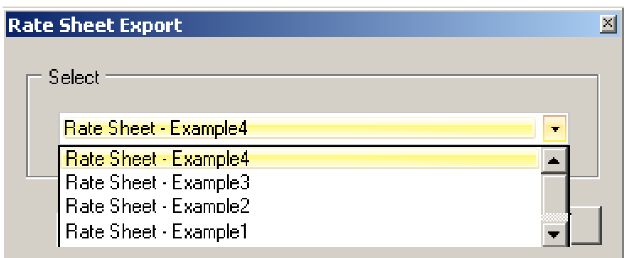
To export a Rate Sheet from the Tools menu:

1 On the **Tools** menu, select **File Export** > **Rate Sheet**.



The **Rate Sheet Export** window displays.

2 On the **Rate Sheet Export** window, select the Rate Sheet you wish to export from the drop-down menu.



3 Click **OK**.

4 On the **Export Document As** window, browse to and select the location on your computer where you would like to save the export file.

5 Enter a name for the export file in the **File name** field.

6 Select the format for the export file (Excel or PDF) in the **Save as Type** field.

7 Click the **Save** button.
The **Export** window displays confirming that the export file has been saved.

8 Click **OK**.

NOTE	After exporting a Rate Sheet, Cortex Desktop returns you to the folder or screen you were viewing prior to the export. To view your exported file, navigate to it on your computer.