

Setting up Fees for Tests(or Services)

This guide will explain how to set up fees for a test.

- Note: Services like "Rush" or "Phone Results" are defined as tests, but by selecting the checkbox **[x] Appears in a list of Services to add to a sample** it will be categorized as a service not a test.
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Step 1

From the **Seed Lab** → **Test Definitions** screen, either select an existing test to edit, or create a new test.

Below the list of tests, the test definition form will be shown, there is a list of checkboxes. To have the system create a charge for that test or service, check off the line that says:

[x] A charge will be created for this when the sample is billed.

Save.

At this point, when the sample is billed, a charge will be created for this test(if it appears on the sample) But since no pricing has been setup yet, the amount will default to 0.00.

Step 2

To define pricing for the test, go to the **Billing** → **Define Fees** screen

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At this point, when a sample is billed if the test/service, and select the test from the pick list.

There are 3 different ways a test can be priced,

- By Sample - The fee will always be the same regardless of the crop.
- By Crop Group - Any number of crops can be added to any number of groups. If, for example, this fee for this test is different for Grasses than it is for Beans, the various Grasses(wheatgrass,bluegrass etc) can be added to one group, and the various Beans(soy,black,red etc) can be added to another. Then a price can be created for each group, and that price will be used when for any of the crops that are in those groups.
- By Crop - The test can be priced differently for each crop. If using this method, a row must be created for every crop this test is performed on. If the test is billed on a sample where the crop fee has not been defined for the test, it will default to 0.00, and will need to be adjusted manually.

Save.

IMPORTANT

If fees have been entered for the sample, crop & group on the same test, **THE BIGGEST FEE WILL BE USED.**