



Setting up Fees for Tests (or Services)

2025-10-02

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.

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.

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

The Fee name must match the Test Name.

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**

How are Tests & Fees used?

On the Lab Entry screen, on the Add Tests tab, the available tests are shown. From here you can add tests to your sample by checking the boxes and clicking Save.

SampleAdd TestsResultsRemarksBillingSample AuditSharingMultiple

Add Tests[Help]

to Sample: S26-1171

Last refreshed @ 2025-10-02 19:02:40 [Refresh]

Reserved By: YOU for >>05:00<< more minutes

Notice:

Tests will be added for the crop name shown. Duplicate tests & components will be skipped

For Mixtures:

To add a new crop to the mixture, choose the new crop name, and select the tests.

To add a new test to crops already on the sample, leave the crop name blank.

Crop Name

Canarygrass, reed

Test Groups

☐ ASTM 7322-07

☐ All State

☐ Ammonia

☐ CMI Check

☐ Canadian Germination

☐ Canadian Noxious

☐ Canadian Purity

☐ Cold Sand/Soil Test

☐ Cold Vigor Test

☐ Crop and Weed Check

Tests

☐ 1000 ct Germination

☐ ASTM 7322-07

☐ All States Noxious

☐ Ammonia

☐ CMI Check

☐ Canadian Germination

☐ Canadian Noxious

☐ Canadian Purity

☐ Cold Sand/Soil Test

☐ Cold Vigor Test

Services

☐ All States Noxious

☐ Canadian Noxious

☐ Cold Sand/Soil Test

☐ Cold Vigor Test

☐ Germ First

☐ ICIA Purity

☐ Media Noxious

Save

Then on the Billing tab, if a fee matches, then it will generate the fee for the sample when you click [Bill Sample]

SampleAdd TestsResultsRemarksBillingSample AuditSharingMultiple

Billing Detail (Type: L)[Help]

Sample S26-0607, Bill To: Summit Seed Coatings (147)

Last Refreshed @ 2025-10-02 19:09:09[Refresh]

[Click Here] For associates billing page in a new window

Create Charges as of 2025-10-02 [Bill Sample]

Invoice	Assoc	Date	Reference	Description	Qty	Debit	Credit
[X]	7124	2025-10-02	73123T-CO-H	Alfalfa: Administrative Charge per test	1	1.00	
[X]	7124	2025-10-02	73123T-CO-H	Alfalfa: Germination	1	26.00	

Add RowSave

Additional Resources

See also these documents:

- [Define Fees](#)
- [Test Definitions](#)