

To add on a flat priced item such as shipping to an order in PPS

You should create the ID such as shipping in bot Quick books and PPS and Sync

Then on the product edit screen go to Types and check off “Flat Price Add On Item”

The screenshot shows the 'Products Edit' window with the 'Types' tab selected. The 'Flat Price Add On Item' checkbox is checked and highlighted with a red arrow. Other checkboxes include 'Active', 'Inventory Item', 'Procurement Item', 'Invoice Item', 'Receiving Item', and 'Single Item Per Pallet'.

Then on the order

The screenshot shows the 'Order Entry' window with the 'Additional' tab selected. A callout box points to the 'Add To Order' button with the text 'Click this Icon to add flat price items'. The window displays various order details including ship to address, scheduled ship date, and a table of items.

Product ID	Description	Quantity	Weight	Pack	QTYSCN	WTSCN	Price	Note
11101	Chuck Roll Bone In	12	0.00	1	0	0.00	10	

Flat Price Add On

Group: ALL

Product: 00001 Shipping

Price: 12.95

Filter: ☐ By Desc

**Select the item**  
**Enter the Price**  
**Click the "+"**  
**Add more if needed**  
**Click the "X" in the upper right to complete**

	ProductID	ProductName	
▶	00001	Shipping	12.95

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