

# ITEM KIT ADDITIONAL INFO TAB

If you are returning to an item kit after having initially created the kit, from the **Product** Switchboard, click **Edit Product**. Then, click the edit button to open the Item Kit form, and click the **Additional Info** tab.

At the Additional Info tab, you can enter information like the duty, any custom fields, whether to apply the group's margin, and other settings.

1. At the **Additional Info** tab, select whether to ignore any group margin settings. If you click this checkbox, global margin settings will not apply to the kit.

Indicate if the item cannot be returned by clicking the checkbox.

2. Indicate if the kit should be entered into QuickBooks® as a non-inventory product by clicking the  on-Inventory checkbox.

*If your version of QuickBooks does not support item assemblies, click this checkbox. If you do not click this option and QB does not support assemblies, the item kit will export to QuickBooks as an Item Assembly. You will also be required to "build" the item assemblies in QuickBooks once the invoice exports from AdvancePro to QuickBooks*

You can set this as a default option in the **Admin>Site Settings > QuickBooks** tab.

3. If there is a different QuickBooks product name, enter it in the field. Otherwise click the Same as Internal SKU# checkbox.

The screenshot shows the 'Item Kit: Sample Kit 1' form with the 'Additional Info' tab selected. The 'Other Info' section contains checkboxes for 'Ignore Group', 'Can Not Be Returned', and 'Non Inventory', along with a 'Re-Export to QB' button. The 'QB Product Name' field is set to 'KIT-001' and the 'Same as Internal SKU #' checkbox is checked. The 'Dimensions' section has input fields for Height, Width, Length, and Dimension, all set to 0. The 'Custom Fields' section has input fields for DUTY, EX PROD 1, and EX PROD 2. The 'Notes' section is empty. The 'Additional Info' tab is highlighted with a red box.

4. To re-export this kit to QuickBooks, click the button at the top right. This is not recommended.
5. You can specify the item kit dimensions or the maximum quantity per pallet for shipping. For more information on creating and shipping pallets.
6. You can enter the duty on this kit. For information on the duty field and freight in general.
7. Fill out any custom fields your organization may require.
8. Enter any notes as necessary on this product.
9. Click **Save & Close** or **Save & Next**.