How to Sell a Miscellaneous Item

Use a miscellaneous line when the item should not be selected from inventory.

1. Leave product search unused or clear it.
2. Type a clear description in the **Item Name** field.
3. Enter the quantity.
4. Enter the selling price.
5. Review the tax treatment.
6. Select **Add**.

Use a meaningful description so the receipt and reports explain what was sold. Do not use miscellaneous entry to bypass serialized inventory, stock tracking, or an established product record.

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