Creating a Miscellaneous Item for one-off items

Ordering · https://mountainstream.co/docs/create-miscellaneous-item-one-off-orders/

Production > **Late Orders**

1. Select the required **Date**.
2. Select the customer and address in **To.**
3. Enter the **Purchase order #** when required.
4. Search and enter **Miscellaneous** for the one-off item.
5. Enter the **Qty** under the required delivery date, then enter the **Price.**
6. Click **Add item.**
7. Click **Save** to finish, or **Save & New** to save the order and start another one.

[Screenshot of a finance system entry screen showing a late order form with labeled fields for dates, store name, purchase order, item details, prices, and a highlighted Add item button. The form allows users to add one-off items or select Miscellaneous Item as needed. All totals are currently $0.]

NB: You must map the nominal code in your accounting software where we will put the miscellaneous item when exporting invoices. **Item Cat > Miscellaneous > Accounting Code**

Get Started