

Correct process is to receipt the part – but NOT invoice till you have a cost.

Two ways to do this.

One line PO (there is only one part or every part on the PO has no cost)

Posting Button > Post > Receipt Only

This will put a unit count in stock – but no cost.

Then when you get the cost – the open PO is still there

Posting Button > Post > Invoice

And this will put the cost you entered on that line (update) in.

The screenshot shows the '115 Chrysler Corporation - Parts Purch. Order - Factory' window. The 'General' tab is active, displaying fields for No. (115), Buy-from Vendor No. (118), Buy-from Vendor Name (Chrysler Corporation), Buy-from Address (Po Box 91565), Buy-from City (Chicago), Buy-from State / ZIP C... (IL 60693-1565), Vendor Contact / Phon... (248.576.8523), Your Reference (ARO847), and Status (Released). Posting Date, Order Date, and Document Date are all set to 11/15/10. A dialog box titled 'Microsoft Dynamics NAV Cl...' is open, showing radio buttons for 'Receive' (selected), 'Invoice', and 'Receive and Invoice'. Below the dialog is a table of line items:

T...	No.	Quantity Ordered	Bin (Automo...	Tax Group Code	Description	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. Recei Today
I...	1DX41BD5AA	1	SO	PARTS	COVER-SEAT BELT ANCHOR	8.75	8.75	
I...	04884299AA	1	SO	PARTS	HOSE-OIL COOLER	6.55	6.55	
I...	04884396AB	1	SO	PARTS	HOSE-OIL COOLER	10.25	10.25	
I...	04504065AB	1	SO	PARTS	*PAINT-TOUCH UP ROLLER -	5.70	5.70	
I...	04663740AB	1	SO	PARTS	PAN	222.00	222.00	
I...	04792608AC	1	SO	PARTS	GASKET	5.35	5.35	
I...	04864845AB	1	SO	PARTS	SPACER	8.10	8.10	

One part in a multi line PO (many parts with a cost and one or more with no cost)

On the PO – find the part(s) with no cost.

On the column header that says “Qty. to Invoice” – change the amount to “0” (zero).

Check in the rest of the parts as normal and Post Receipt and Invoice

Since you change the one line (or more than one) that part will now have a unit count but no cost

When you get the cost – return to the open PO, add the cost and change the “Qty. to Invoice” to the correct amount and Post> Invoice

And this will put the cost in.

Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. Received Today	Qty. Already Received	Qty. to Invoice	Quantity Invoiced	Planned Receipt Date	Expected Receipt Date	Order Date
				0		11/15/12	11/15/12	11/15/12

Now – how are you going to keep track of all this?

Each PO has columns that show what was already received and already invoiced

And – Parts Management > Reports > Purchase Order Statuses