**How to enquire on a New Customer**

**Customer Set up Enquiry**

**To run an enquiry on the status of a New Customer go to, Reports /Global reports/ Customer Master/ Customer Master lookup:**

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**Click on ‘Customer Master lookup’ a new window will open:**

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**To check the status of a customer you have submitted, simply enter the ID number in the customer window and click search:**

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**Details of the Customer will populate. If the Customer is active it will be at status ‘N’, Any customer awaiting approval will read “P” for parked:**

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**If the Customer is Closed details will read ‘C’ for closed, with a comment beside it e.g. ‘Duplicate’:**

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