**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:



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



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



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:



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



Related Articles

* [How to enquire on a New Customer](https://financesystems.dcu.ie/support/solutions/articles/7000016583-how-to-enquire-on-a-new-customer)
* [How to Enquire on the Status of a New Supplier Set Up](https://financesystems.dcu.ie/support/solutions/articles/7000012049-how-to-enquire-on-the-status-of-a-new-supplier-set-up)
* [How to set up a New Customer](https://financesystems.dcu.ie/support/solutions/articles/7000016582-how-to-set-up-a-new-customer)
* [How to set up a New Customer](https://financesystems.dcu.ie/support/solutions/articles/7000016568-how-to-set-up-a-new-customer)
* [How to to Enquire On The Workflow Of a Requisition](https://financesystems.dcu.ie/support/solutions/articles/7000010975-how-to-to-enquire-on-the-workflow-of-a-requisition)
* [How to View/Print a Sales Invoice](https://financesystems.dcu.ie/support/solutions/articles/7000016471-how-to-view-print-a-sales-invoice)
* [How to Set up a New Supplier](https://financesystems.dcu.ie/support/solutions/articles/7000012048-how-to-set-up-a-new-supplier-)
* [How to enter a Sales Order](https://financesystems.dcu.ie/support/solutions/articles/7000016460-how-to-enter-a-sales-order)
* [How to Check if Payment Was Processed/Paid to Payee via Non Invoice Expenditure Requisition (NIER)](https://financesystems.dcu.ie/support/solutions/articles/7000011109-how-to-check-if-payment-was-processed-paid-to-payee-via-non-invoice-expenditure-requisition-nier-)
* [How to Validate Bank Details Before Submitting NIER](https://financesystems.dcu.ie/support/solutions/articles/7000011108-how-to-validate-bank-details-before-submitting-nier)