HOW TO query Organization Code information (FTMORGN – Org Level & KFC)

FTMORGN is used to query and maintain information about an Organization code.

It may be used to:

- Query Organizational information
- View Organization Hierarchy Org Level (FGQORGH) (useful when running selected web/crystal reports)
- View the Key Financial Contact & uPrint Administrator(s) (FZMORGN)

Querying Organizational information

Steps:

- 1. Type **FTMORGN** in the **Go** field and hit **Enter**.
- 2. Click on Enter Query icon or hit the F7 key if using the keyboard.
- 3. In the **Organization** field type in the five digit org code for example, 00101.
- 4. Click on **Execute Query** icon or hit the **F8** key if using the keyboard.

Organization Code information will be displayed for the queried Org Code.

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Organization Code Maintenance FTMORGN 8.4 [1.3] (Banner)									
Chart of Accounts:	1 ▼ ✓ Active Status								
Organization:	00101	•	Organization Ti	tle:	Economics				
Effective Date:	01-JUL-2010		Termination Da	te:					
	✓ Data Entr	У							
Financial Manager:	Ii	Galbraith, Jo	hn W						
Predecessor Organization:	90021	▼Arts							
Default Fund: Default Program:	1000	 Economics Teaching 	Operating Fund						
Default Activity:	000000 Unassigned Activity								
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Budget Control Organization:		•							
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Prepared by Finance Infrastructure and Transaction Services, Financial Services **Need HELP?** Contact the Finance Help: <u>fishelp.acct@mcgill.ca</u> | 514-398-3463

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Viewing Organization Hierarchy - FGQORGH

Once an Org Code has been queried in FTMORGN (Steps 1 to 4 above):

Hit the **F3** key on your keyboard OR Click on **Options** and select **View Hierarchy [FGQORGH]**.

The Organization hierarchy will be displayed:

Org Code 1	90001	McGill University	
Org Code 2	90002	Provost	
Org Code 3	90021	Arts	
Org Code 4	00101	Economics	
Org Code 5			
Org Code 6			
Org Code 7			2
Future Use			

Note:

When running certain web/crystal reports, you may be prompted to enter an Org Code for a specific Org level. This type of information is found in FZMORGN.

For example, the Org level to select when running a report for Org Code 00101 would be Organization_Code_4 – Org Level 4.

HOW TO query Organization Code information (FTMORGN – Org Level & KFC)

Viewing the Key Financial Contact (KFC) and/or uPrint Administrator(s) for an Organization - FZMORGN

Once an Org Code has been queried in FTMORGN (Steps 1 to 4 above):

Click on Options and select McGill Orgn Options [FZMORGN].

The Key Financial Contact (KFC) will be displayed:

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Chart : 1 Orgn: Educational Counselling Psychology		State	us: Active
ORG Key Finance Contact	Effective Date	Termination Date	Via Pred
Samantha Ryan	01-OCT-2007		
Uprint Administrator	Effective Date	Termination Date	Via Pred
Sally Crawford	18-APR-2012		
Dean Gary Thomson	18-APR-2012		