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

FTMORGN is used to query and maintain information about an Organization code.
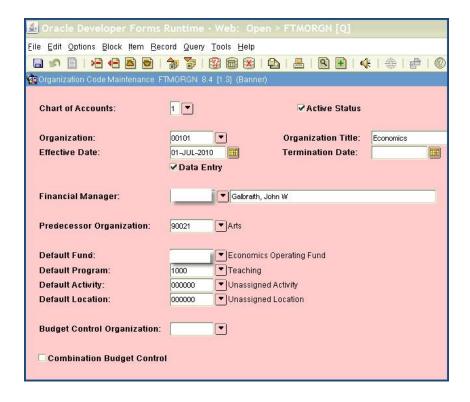
It may be used to:

- 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.

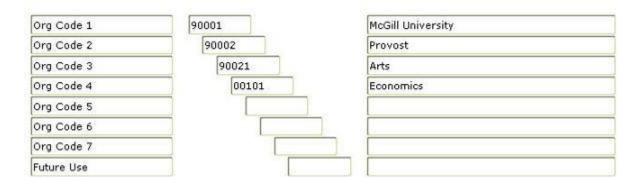# HOW TO query Organization Code information (FTMORGN – Org Level & KFC)

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		
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: