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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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:*

```
<table>
<thead>
<tr>
<th>Org Code 1</th>
<th>90001</th>
<th>McGill University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Code 2</td>
<td>90002</td>
<td>Provost</td>
</tr>
<tr>
<td>Org Code 3</td>
<td>90021</td>
<td>Arts</td>
</tr>
<tr>
<td>Org Code 4</td>
<td>00101</td>
<td>Economics</td>
</tr>
<tr>
<td>Org Code 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Org Code 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Org Code 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future Use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**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:*