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:

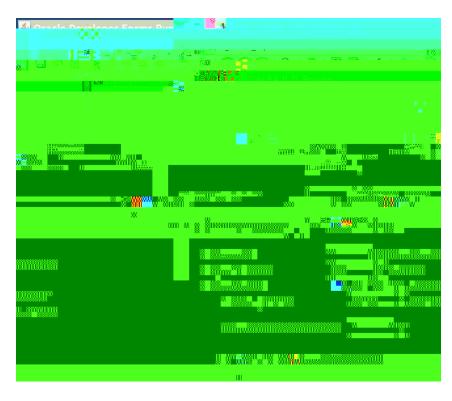
- Query Organizational information
- View Organization Hierarchy Org Level (FGQORGH) (useful when running selected web/crystal reports)
- View the Key Financial Contact & uPrint Administrator(s) (FZMORGN)

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.



Prepared by Finance System Support, Financial Services

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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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