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

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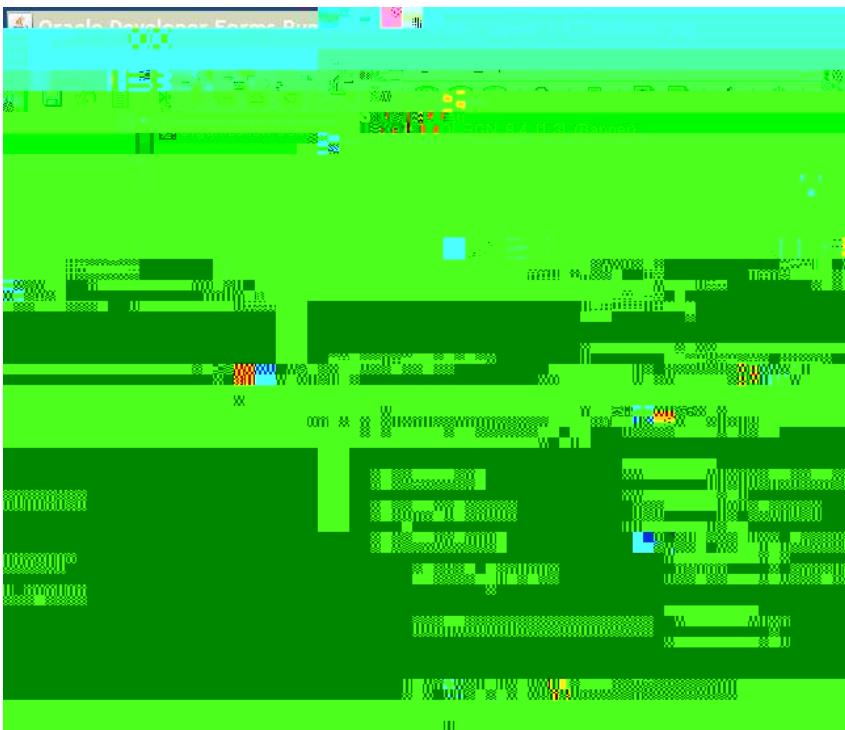
It may be used to:

- 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 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: