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

FTMORGN is used to guery 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)

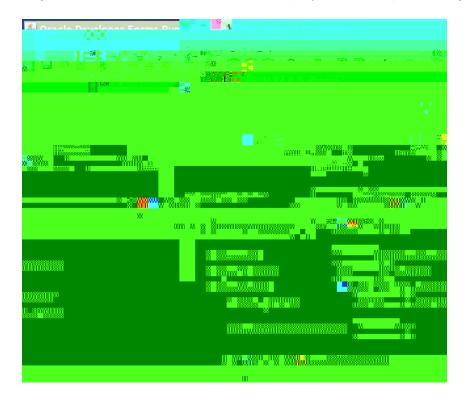
View the Key Financial Contact & uPrint Administrator(s) (FZMORGN)

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

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

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

The Key Financial Contact (KFC) will be displayed:

