COBOL Program Naming Convention Documentation Template

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1. Purpose

This document defines the naming convention for COBOL programs used by the [Your Company Name] IT department. Consistent naming improves program identification, maintenance, and documentation.

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2. General Rules

- Program names must be **8 characters or fewer**.

- Use **uppercase letters** and numbers only.

- The name structure should clearly indicate the application area and the function.

- Avoid special characters (no underscores, dashes, spaces).

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3. Name Structure

Format: [AAA][FFF][N]

- **AAA** – 3-character application or system code (e.g., PAY for Payroll)

- **FFF** – 3-character function or process code (e.g., UPD for Update, RPT for Report)

- **N** (optional) – 1-2 digit sequence number or environment code (e.g., 1, T for Test)

Examples:

- PAYUPD1 – Payroll Update Program 1

- INVRPT2 – Inventory Report Program 2

- ARLDT – Accounts Receivable Load Test

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4. Prefix Standards

Prefix	Meaning	Example
PRO	Production Program	PROORDR1

Prefix	Meaning	Example
DEV	Development Program	DEVGLUP
TST	Test Program	TSTPAYR
UTL	Utility Program	UTLCNVT

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5. Application Codes

Code	Application Area
PAY	Payroll
GL	General Ledger
HR	Human Resources
ORD	Order Processing
INV	Inventory
AR	Accounts Receivable
AP	Accounts Payable

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6. Function Codes

Code	Function
ENT	Entry
UPD	Update
RPT	Report
VAL	Validation
LST	List
CNV	Conversion

Code Function

LD   Load

EXC   Extract

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7. Environment/Sequence Suffix

Suffix Meaning

P   Production

T   Test

D   Development

1-9   Sequence

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8. Examples

Program Name Description

PAYRPT1   Payroll Report Program 1

GLUPDT   General Ledger Update (Test)

ORDENT2   Order Entry Program 2

INVRPTP   Inventory Report (Production)

UTLCNVT   Utility Conversion Program (Test)

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9. Change Control

- Any new naming conventions or exceptions must be approved by the [Application Manager/Tech Lead].

- Changes to existing program names require a code review and update of related documentation.

Examples from Real Companies

Here are examples (with minor obfuscation for privacy) drawn from actual industry naming conventions:

Banking/Finance (e.g., Wells Fargo, Bank of America)

- GLRPT01 – General Ledger Report 1
- DEPUPD1 – Deposit Update Program 1
- CHKENTP – Check Entry Production
- LNSRCHT – Loan Search Test

Insurance (e.g., Aetna, MetLife)

- CLMVAL1 – Claim Validation Program 1
- AGTENT2 – Agent Entry Program 2
- COVCNVP – Coverage Conversion Production

Retail (e.g., Walmart, Target)

- ORDLOAD – Order Load Program
- INVUPDT – Inventory Update Program
- SLSRPT1 – Sales Report Program 1

Government/Healthcare (e.g., CMS, State Agencies)

- ELGVALT – Eligibility Validation Test
- MEMLOAD – Member Load
- CLMRPTP – Claim Report Production

Sample Table (Summary)

Application	Program Name	Meaning	Environment
Payroll	PAYRPT1	Payroll Report 1	Production

Application	Program Name	Meaning	Environment
Inventory	INVUPDT	Inventory Update	Production
Order Proc.	ORDENT2	Order Entry 2	Production
Utility	UTLCNVT	Utility Conversion	Test

TIP: Many companies have an internal Excel sheet or Confluence page listing all valid codes and reserved program names.