**COBOL Program Naming Convention Documentation Template**

**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.

**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).

**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

**4. Prefix Standards**

| **Prefix** | **Meaning** | **Example** |
| --- | --- | --- |
| PRO | Production Program | PROORDR1 |
| DEV | Development Program | DEVGLUP |
| TST | Test Program | TSTPAYR |
| UTL | Utility Program | UTLCNVT |

**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 |

**6. Function Codes**

| **Code** | **Function** |
| --- | --- |
| ENT | Entry |
| UPD | Update |
| RPT | Report |
| VAL | Validation |
| LST | List |
| CNV | Conversion |
| LD | Load |
| EXC | Extract |

**7. Environment/Sequence Suffix**

| **Suffix** | **Meaning** |
| --- | --- |
| P | Production |
| T | Test |
| D | Development |
| 1-9 | Sequence |

**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) |

**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 |
| 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.