Infor FMS Infopoint

MICM 5.1.13

Operations Guide

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Chapter

1 Introduction

The ***Operations Guide*** contains batch operations as well as conversion information for Infopoint MICM.

Organization of This Guide

This Operations documentation is divided into 4 chapters, a glossary and an index. The table below briefly describes each chapter.

Chapter	Title	Description
1	Introduction	Describes the guide.
2	Features	Describes the benefits and features of MICM. Lists the enhancements and modifications applicable to this product release.
3	Installation Summary	Summarizes the steps between unloading the tape and actually converting the data.
4	Conversion	Describes procedures for converting the existing application to the Infopoint format.
	Glossary	Defines financial and data processing terms applicable to MICM.
	Index	Provides a quick reference for locating information.

How to Use This Guide

This guide is an instructional and reference guide that should be read in the following manner.

1. Briefly browse through each chapter to obtain an overview of its contents and become familiar with the general layout.

2. Carefully read through each chapter to learn specific information and its location.
3. After becoming familiar with the MICM product, use this guide as a standard source of instructional and reference information.

Conventions Used in This Guide

Feature	Explanation
Boldface	Identifies the actual numeric and alphanumeric values of the current field. Enter values exactly as shown.
UPPERCASE	Identifies field names (such as MIM-TBLDATA), file and record names (such as MI-MASTFIL), program names (such as MIR800), and panel IDs (such as MIASKINQ).
Italics	Used to emphasize or define a term or concept. Highlights field requirements.
~~b~~	Signifies a blank character or a blank-filled field value.
n	Signifies any numeric field value associated with a field name or card column.

Product Publications

The guides listed below comprise the documentation set for Infopoint MICM.

Infopoint MICM ***Procedures Guide***

Contains the online and batch forms used to maintain MICM. Procedures and reports produced by MICM are also included.

Infopoint MICM ***Reference Guide***

Describes the online programs, batch programs, and files used by MICM.

Infopoint MICM ***Operations Guide***

Contains conversion information.

Infopoint MICM ***Installation Guide***

Contains step-by-step instructions for installing the product.

Related Publications

The guides listed below provide additional reference material relating to Infopoint MICM.

Infopoint Runtime Components ***Reference Guide***

Contains technical information on API and mapping features used by Infopoint systems running under the API architecture.

Infopoint Runtime Components ***Installation Guide***

Contains step-by-step instructions for installing the product.

Chapter 2

Features

This application is the Master Information and Control Manager (MICM) for all Infopoint applications. It contains static data and operating parameters used by all applications in the Infopoint family.

MICM is designed to standardize the creation and maintenance of this static data and the various applications' operating parameters. This concept of centralization and standardization eliminates redundant updates to common data, like names and addresses, and decreases storage requirements, which improves efficiency for both the user and the technician.

This chapter contains an overall description of MICM and provides you with a general overview of the application. The product functions are listed under these categories:

- Concepts
- Input
- Processing
- Output
- Features and Options

Each category highlights the major functions and describes each of them.

Concepts

This system forms the basis of what is commonly called a Customer Information File. It contains information that is common to the various financial applications. By combining as much statistical information as possible from these applications, the MICM Master File greatly reduces not only the file storage area, but also the time and effort required to maintain the data stored.

MICM, using the online capability, is designed to enable the user to create, update, or delete records from the MICM Master File immediately.

Additionally, the system includes a set of control programs that direct the online processing. Through these programs MICM verifies operator access capabilities as well as program security. It displays abort messages when it detects a condition that does not allow the program or module to continue normally. The system acknowledges the end of the transaction by displaying the TriSyn Group logo or operator's menu. The user can customize the logo/menu module to display the institution's logo. In addition, the display of the logo and/or menu panels can be suppressed if so desired. To simplify the operation of MICM, temporary main storage is used to store constant information required by a panel program. This storage is released at the end of the session by the sign-off module.

The online processing uses IBM CICS/VS (Customer Information Control System/Virtual Storage) as its environment component. Programs or modules are written in COBOL/CICS command level. Maps are written in CICS/MACRO level.

MICM processed through online, uses the same Master File as Batch MICM and the Log File. The access method for this application must be VSAM (Virtual Storage Access Method).

Input

All input to MICM directly affects the MICM Master File through the addition, revision, or deletion of records. Information is entered into this application through the use of panels and/or input forms. The input can be separated into three basic groups based on the type of information the forms contain. The following paragraphs define these 3 basic groups of input and explain how each is used by the system. Each form used by MICM is explained in detail in the Panels chapter of MICM ***Procedures Guide 1***.

Customer Information

The most obvious type of input to the system is the customer information. This contains any information that pertains directly to the individual customers while not affecting any particular application. All customer information is entered with an Alpha-Name-Key. This unique key allows the different Infopoint systems to directly access the customer information from the MICM Master File while eliminating the need for separate individual system name and address or statistical files.

Application Information

The second type of input is the application information group. This group can be further divided into two categories. The first contains general information and can apply to any individual application. For this category, the application code is entered as part of the input key. The second category applies to the specific applications such as Proof of Deposit information or Demand Deposit information. This category increases as each new application is developed.

General Information

The third type of input is the general information group. This group allows the entry of any MICM Master File data that does not readily fit into the other 2 groups. Some examples of the general information input are institution and branch statistical data, standard city and state address lines, and any different data tables used by the various Infopoint applications.

Information is entered to MICM through either the key panel or forms. There are three types of input to the MICM:

- Key Information
- New Transactions
- Maintenance Transactions

When entering data through online, the user has immediate response to the data entered. Errors are highlighted or slash/filled, and must be corrected before the transaction is processed. For more information regarding online data entry, see the Panels chapter in MICM ***Procedures Guide 1***.

Processing

The processing of this application is directed entirely toward building and maintaining the MICM Master File. This is done through a series of ANSI COBOL programs. These programs enter and edit the input, and maintain and reorganize the file, reporting on each process as it is completed. A description of the individual programs is found in the Batch Programs chapter of ***Reference Guide 1***. A description of the application structure and record content is contained in the Application Files chapter of ***Reference Guide 1***. The following paragraphs describe the actual processing involved in creating and maintaining MICM.

File Creation

The MICM Master File is a VSAM File and is updated randomly. Since this type of file must exist to be processed, the MICM Master File must be created as an output, sequentially accessed, VSAM File. The System Header Record is written to the file during this process. The System Header Record contains a key of zeros and 0045 bytes of user-defined data, usually the installation name. This record is used only as a dummy record for creating the MICM Master File initially but is never removed from the file.

Entry

The input to this application is entered from panels, cards, tapes, or disk. The input is sorted as it is entered and written to disk. The Card Image File is created by the card to disk process that also pre-edits the input, bypassing those that have other than zero as the application number. The Card Image File is then edited for all possible errors including those requiring information from the MICM Master File. This insures a reject free maintenance run and allows immediate use of the MICM Master File for all applications following the backup of the MICM Master File.

Maintenance

The MICM Master File maintenance process is all performed in one program, MID200. This program updates the VSAM File randomly reading, writing, and rewriting records as necessary. Each record is recognized by the key found in Card 00. The key is first described in detail along with the record descriptions in this manual. Records are added, changed, or deleted based on the maintenance input data. Records are deleted by coding a 'D' in the record Status field. These records are physically removed from the application by the reorganization process. A Maintenance Journal is printed to reflect information before and after the maintenance occurs. This journal is described in detail in the Reports chapter of MICM ***Procedures Guide 2***.

Reorganization

The MICM Master File must be backed up after the maintenance process is completed using the File Backup program, MID800. During this process, the file is merely copied to tape without altering the contents of any of the records. If the maintenance needs to be rerun, the backup from the previous successful maintenance can be reloaded to recreate the file as it was before. This is done using the File Reload program MID820. Updating actually occurs during this reload process in which expired alternate name and addresses and deleted records are removed before the VSAM File is recreated.

Since this file uses VSAM organization, it must be reorganized occasionally resulting from records being added. This is done by backing up the file and then reloading it. This causes the file and the index to be recreated sequentially resulting in faster random processing. It also increases the availability of storage in the overflow area for the purpose of adding records.

Online processing works as a set of transactions under CICS. Display and entry of information are done with the use of formatted panels using CICS basic mapping support.

Transactions are processed in a pseudo-conversational mode, allowing storage resources to be released while the operator is entering data through the terminal. The basic processing includes the accessing of the transaction panel, the editing of the information on the screen, the logging of the information being processed, and finally the updating of the MICM Master File.

During online processing, the application uses four master files. They are the MICM Master File, the Institution Control File, the Table File, and the Log File. The Log File is used for reporting. The Log Records, Operator Security Records, Operator Dialogue Records and Ask Infopoint Records are under API Control.

Output

The output from MICM consists of the updated MICM Master File and various printed reports. The Master File structure and its use is described in detail in the API Records chapter of ***Reference Guide* 2**. The reports are described in the Reports chapter of MICM ***Procedures Guide* 2**.

Using online, there are several different types of output from MICM. Initially, output consists of panels that are returned because the operator chooses to have the panel returned, or information on the screen has been entered incomplete or in error. Output can also consist of abort messages which display because invalid key information has been entered or because abnormal conditions have been detected by the application which does not allow processing to continue. Finally, the MICM Master File is updated and reports are built by the application and printed.

MICM online processing supplies complete information on new or maintained MICM Master File records through the Online Maintenance Journal and the Online Terminal Control Journal. These reports are produced by using programs supplied with MICM.

Features and Options

The features and options of MICM primarily affect the various other applications supported by the MICM Master File rather than MICM itself. These features and options are explained in detail in the Panels chapter of MICM ***Procedures Guide 1*** along with the panels and forms on which they are entered. The following is a list of features and options that affect MICM and the various other applications.

- All of the programs are written in ANSI COBOL.
- The programs are written to Infopoint standards, making them consistent and easy to follow.
- The programs are logically sectioned, making segmentation easy.
- Standard Infopoint routines are used whenever possible to carry out similar processing and to maintain standardization.
- The complete application is documented. The documentation consists of a ***Reference Guide***, a ***Procedures Guide***, an ***Operations Guide***, and an ***Installation Guide*** – four complete and separate reference books.
- A System Holiday Record can be created on the MICM Master File indicating to the various applications the days not to process.
- An Institution Holiday Record can be used to close a particular institution without affecting other institutions in the application.
- The application allows 999 different institutions to be processed.
- Institutions can be coded with a Holding Company Number, allowing for Holding Company processing by the application.
- Each institution can have a maximum of 99999 branches.
- Branches can be coded with a Region number, allowing for regional processing by the applications.
- The number of customers that an institution can have is only limited by the available disk area for the file.
- Customer records are maintained using an Alpha-Name-Key, allowing all of the applications to access the same records for a particular customer.
- Customer names and addresses are maintained in one place, the MICM Master File.
- Customers can have seasonal or alternate addresses which take effect and expire automatically once they are established.
- Alternate addresses can exist by application account whenever different accounts for one customer use different addresses.

Chapter

3 Installation Summary

The process of installing and converting to MICM is accomplished in three main phases. The first phase involves downloading the product media. For this procedure, refer to the ***Installation Guide*** which contains the following information:

- Instructions for installing the MICM product media
- Instructions for compiling the system
- Disk space requirements
- Necessary updates to the CICS/VS tables
- JCL requirements

Once you have unloaded the product media by completing the instructions outlined in the ***Installation Guide***, you are ready to begin the second phase by installing the product. The remainder of this chapter contains the steps for this phase.

The final steps in installation/conversion processing are completed by actually converting the data. This phase, discussed in the Conversion Processing section, leads you through the job stream for actually converting your current data to the Infopoint MICM format.

Steps in Processing

The following list includes the steps necessary to complete the second phase of the installation/conversion process for Infopoint MICM.

Step 1 **Read the related documentation.**

See the Introduction chapter in this guide for a list of the documentation for Infopoint MICM and Runtime Components.

Step 2 **Install Infopoint Runtime Components.**

Step 3 **Install MICM.**

Refer to the MICM ***Installation Guide*** for details on this installation.

Step 4 **Proceed to the Conversion chapter (or, if applicable, the Migration chapter of the *Installation Guide*).**

For new users of MICM, see the Conversion Processing section in this guide for converting your data to Infopoint MICM.

For current users of MICM, see the Migration Processing section in the Migration chapter of the ***Installation Guide*** for converting your Infopoint MICM data to another release of this same product.

Reporting Requirements

Review the sample reports and determine which reports to print and the sort sequences for these reports. These options are established through parameters on MICM Record 0307 (Application System Report Flags). You can turn off any reports you do not need.

Procedures Guide 2 gives a detailed explanation of each report produced by MICM.

Preparation for the output of reports involves an analysis of your institution's need for each available report. You must also decide the specific details of actual report printing.

All reports provided by the system should be reviewed to decide:

- Who should review daily activity?
- How often should request reports be generated?
- Which reports are not necessary for your operation?

Make decisions jointly with all parties involved. Be sure your decisions meet all setup/conversion, daily operation, and management needs.

Other decisions you need to make are:

- Will the report be printed, or will it be put out to microfiche?
- If the report is printed, what form will be used?

You may need to design and order the forms for printing statements and envelopes for the statements.

MICM Security

Maintaining institution parameters and designating the appropriate user security is critical to the ongoing operation of the system. Carefully consider who is responsible for these issues and to what extent that person distributes the various levels of security. Use the procedures outlined in the user portion of the documentation to establish security.

Ready for Conversion Processing

At this point, all MICM forms are set up. After supplying this conversion information to the data center, you need to coordinate the conversion job steps with the data center and review all output from these job steps. (The steps for conversion processing are described in the following chapter.) After a determination is made that a clean and balanced conversion has occurred, you can begin daily processing with the MI daily job stream. Refer to the Batch Programs chapter of ***Reference Guide 1*** for daily program information.

Chapter

4

Conversion

The chapter contains the following information to help you convert from your current system to MICM 5.1.

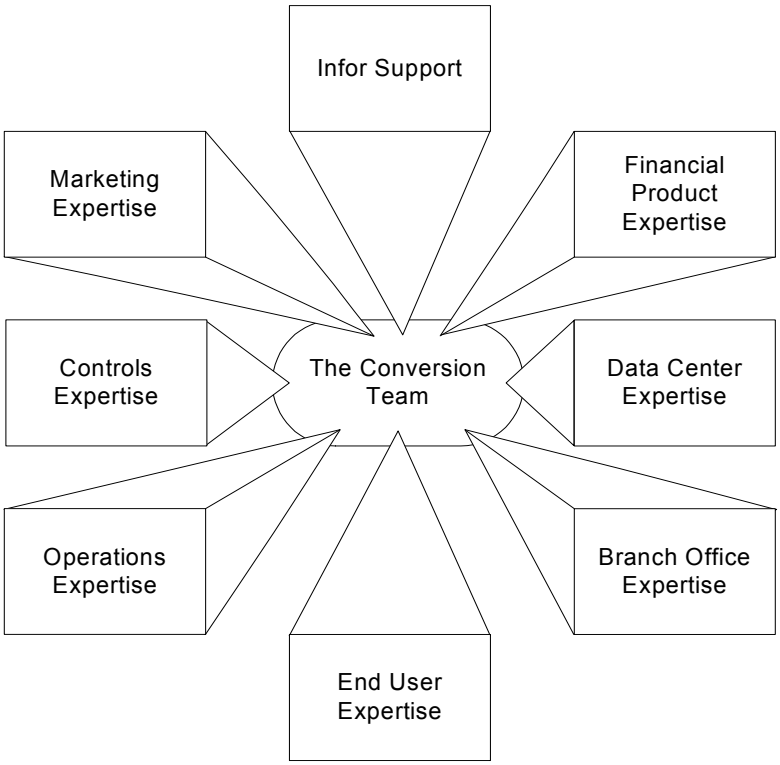
- Issues to consider in preparing for the conversion process
- Steps for installing the product
- Explanations of forms that must be completed prior to converting the data
- Steps for converting the data
- Programs and reports used in the conversion process

Preparation

The success of the conversion process depends on your organizational techniques and understanding of the system. This chapter discusses key issues in preparing for the conversion such as deciding the conversion team and creating a written conversion plan. This preparation allows you to keep on track with the requirements of a conversion and helps you to efficiently and quickly transfer or convert your data.

Assemble the Conversion Team

From the information supplied in this section, you should be able to select the best team members. The illustration below illustrates the expertise needed to perform a successful conversion.



Infor Support

The Infopoint Account Manager assigned to your installation. Refer to the MICM ***Installation Guide*** for detailed information about installations. An Infopoint customer service representative is always on site for a first install as an important member of your conversion team. Use your account manager as a resource throughout the conversion for advice about your conversion plan.

Select 1 or 2 team members to report any problems that they encounter to Infopoint Technical Support.

Financial Product Expertise

Your team should have some financial expertise and know the products the institution offers and the departmental procedures for supporting these products. These members must possess a basic knowledge of the products such as rates and terms, and also realize how the products interface with each other.

For example, certain checking accounts can qualify for a line of credit when there are insufficient funds. Knowledge of the dependency or relationship between the checking account and the line-of-credit account (and the departmental procedures regarding the relationship) is important information in the conversion effort.

Some products rely on the information provided by other products. For example, a line-of-credit requires balance information from a checking account. When converting a product such as this, you must know how the calculations were made that determine when the credit is extended to the customer's account.

Financial product team members also provide valuable knowledge of the auditing requirements that must be addressed during the conversion. This information is important because an audit trail must be maintained as data is moved from the old system to MICM 5.1.

In addition, members who have financial product expertise also advise the team on policy matters such as when the customers and accounts will be converted and how the converted data will be tested.

Data Center Expertise

Data center personnel can analyze the current data and then compare it to the record elements in the database, especially when converting account histories. Because there is a large amount of data, thorough analysis must be completed before programming begins.

After the analysis is complete, the data center team members must write the code that will transform the current data into a format that is usable by MICM 5.1. Depending on the amount and type of data that is loaded, this effort could be extensive. Therefore, your conversion team must know how the programs function and the current product specifications.

For MICM 5.1, the programmer should know COBOL because the conversion programs are written in this language.

Branch Office Expertise If financial transactions are posted online in the branch offices before they are recorded in the main office, include branch office expertise on your team. Your team will need branch expertise when establishing the institution structure.

End User Expertise Clerical workers who maintain the institution's data can assist in product design and influence what data is converted to MICM 5.1.

Operations Expertise Operations personnel can advise you concerning proof-of-deposit operations. These team members can assess the impact of the conversion in relation to your institution's method of verifying deposits.

Controls Expertise Include controls personnel on your team since they can provide important processing knowledge.

Formulate the Conversion Plan

Every conversion plan contains certain components. This section describes the areas to include and explains some strategies to consider as you formulate your conversion plan.

Research A usable plan is the result of thorough research. Become familiar with the current data elements maintained in the applications that the team is converting. This means the team must:

1. Determine the location of the data and assess the problems of gathering it in 1 place.

   Decentralized data presents different problems than centralized data. For example, the decentralized data might contain duplicate information about customers and accounts. The data might also be in different formats and require standardization. Usually, the team needs to gather data from different media such as hard-copy files, diskettes, and mainframe files.

2. Identify how the data was obtained.

   For example, the information maintained on a customer could have been gathered from various sources and then edited. The method used to gather the information is an important part of the plan.

3. Determine if the data is complete and accurate.

   Obviously, your data must be examined for accuracy before you prepare it for the conversion dialogs and programs.

4. Verify the data definitions and the institutions use of particular data elements.

Identify Goals

Identify the goals of the conversion team and the tasks associated with achieving each goal. The team that develops a plan should adopt a global view that addresses the general questions raised by a conversion. The answers to any general questions, in turn, help identify the tasks of the conversion. The following are some of the questions that the conversion team should initially address:

- Which of the present applications are you converting to MICM 5.1
- What new information do you want to load (i.e., information not previously available)
- What information must you define in MICM 5.1 before any data is loaded
- Are you converting current applications at the same time or in stages
- How are you preparing the current data for loading
- Are all of the applications being loaded in single or multiple loads
- Does scrubbing occur before or after the data is converted

The data center needs to confirm the information available from your current processing system before conversion.

Other possible goals in preparing for conversion are:

- Make a list of all the transactions and transaction codes for each transaction processed in MICM 5.1.
- List all possible requirements and options that MICM 5.1 offers. Adapt these requirements or options to the converting institution environment.
- Establish dates and periodically distribute status reports to ensure that all tasks are on target.

Typical Plan

Some common tasks associated with all conversion plans are:

Start Dates

When each task begins.

Target Dates

When the task is scheduled for completion.

Critical Dates

Dates when the critical tasks must be completed. If the dates are not met, then the calendar for the project changes.

Actual Dates

Dates when the tasks are actually completed.

Related Tasks and Activities

A detailed explanation of all of the tasks and activities. This includes an explanation of the tasks that are to be completed by the conversion team.

Individuals Responsible

Identify the persons who are responsible for each task.

Training Needed

Specify the education courses necessary to implement the plan. This is critical to the success of the project. (Your Account Manager can help you select the classes.)

Create a Planning Document

Since a conversion plan contains many tasks and requires a number of different contributors, you should include all of the tasks of the conversion in a document that you then distribute to your conversion team.

The planning document serves as a central repository for information about the goals, tasks, scheduling, and progress of the project and can be used to communicate information to users about the impending conversion to MICM 5.1. A well-documented plan not only benefits the team but all personnel affected by the conversion.

Because each conversion team is unique, the method of documenting the team's conversion efforts is unique. The best format depends on the personnel you have assembled to perform the conversion. Although each project plan is unique, there are some common elements to all plans.

Installation Instructions

Installation instructions are included with the tape shipment. The install utility program requires approximately 2 days to run.

Institution Structure

Include your institution structure in the plan before you convert any data. As previously stated, MICM 5.1 gives you the flexibility to identify any entity within your organization as an institution. For example, you could identify a branch office or a department within the office as institutions. You can set up your institutions so that your reports yield information about select products or about profit centers.

Data to Convert

Record the location of the data that you intend to convert. This is particularly important for the programmers because they will be able to find the data quickly.

Include in this section the methods used to prepare the data. This includes the location of the JCL used for preparing the data for the conversion dialogs and programs.

Conversion Team Goals

Present the overall aims of the project in a concise manner. For example, a goal could be to convert and test all loan products before year-end processing.

Team Members

Specify the name of team members and their role in the project. For example:

Team Member	Title	Conversion Role
Linda Jones	Project Leader	Coordinate the execution of conversion programs
Arthur Mack	Systems Analyst	Prepare current data
Sarah Getty	System Programmer	Monitor testing
Lee Smith	Marketing Manager	Advise the team about market needs

Task Information

Include information about the tasks assigned to each team member:

```
                    CONVERSION ACTIVITIES                PAGE 1

ID  STATUS    NAME                 START     END        STAFF     DAYS

A1  Current   Identify Stop Cntl   1/1/92    1/31/92    Johnson   2

B1  Current   Identify Hold Cntl   1/1/92    1/31/92    Miller    2

C1  Current   Identify Stop Pro    2/1/92    2/28/92    Katz      1

D1  Current   Identify Hold Pro    2/1/92    2/28/92    Fulton    1

E1  Current   Identify Hold Tra    3/1/92    3/31/92    Rensky    3

F1  Current   Identify Stop Tra    3/1/92    3/31/92    Stephens  3

G1  Current   Identify Inst Info   3/1/92    3/31/92    Friedman  2

H1  Current   Identify Inst Pro    4/1/92    4/30/92    Smith     2

I1  Current   Identify Inst Tra    4/1/92    4/30/92    Burr      31

J1  Current   Identify Inst Test   4/1/92    4/30/92    Schultz   30
```

Meeting Schedule

Show the team meeting schedule. For example:

- The conversion team will meet every Friday at 9:00 A.M. in the main conference room.
- The team will discuss the status of the project and plans for the following week.
- An updated conversion plan will be distributed every Monday morning to the conversion team.

Listing of Terms

List all unique terms and definitions used in the document. For example:

Conversion

Movement of current data to MICM 5.1.

Load program

COBOL program supplied by TriSyn Group that converts input files containing current system data to records for MICM 5.1.

Hardware Requirements

Specify the hardware that the conversion team needs, with the following possible headings.

Hardware	Dates Needed	Reason for Need
Mainframe	4/15 to 4/17	Load customers
High-speed printer	4/15 to 5/1	Print conversion reports

Conversion Program Information

As with any conversion plan, your document should contain certain information about the conversion process:

- Flowchart or data-flow diagram
- Sequence of the products conversion
- Sample job streams
- Reports and notices that should be printed
- Testing that should be done to the programs

Note: The following sections in this chapter discuss the actual conversion process.

Testing and Acceptance

The accuracy of the data must be verified. If the data has been loaded incorrectly, establish procedures for correcting data exceptions and reloading the data.

Develop acceptance criteria. Specify when and how the converted data should be tested.

Switching to the New System

You must decide how long MICM 5.1 will run in test mode and in what manner transactions (under the old system) will be converted to MICM 5.1. In addition, list the criteria for comparing the systems to check the accuracy of the converted data.

Revising the Plan

Keep the plan up-to-date. Many individuals will be relying on the plan for current information, so you must update the plan regularly.

Conversion Processing

This section lists the processing steps for converting to MICM.

It is assumed that basic installation requirements have been met and MICM parameters are already in place.

Note: If you are currently using Infopoint MICM and are upgrading to its new release, you can bypass this chapter and proceed to the following chapter, Migration.

Steps in Conversion

Process the following programs and information in the order listed.

Note: The step numbers for migrating to MICM 5.1 are taken directly from the JCL member, MISTRUPJ.

Step 1 **Run IDCAMS to delete/define VSAM files**.

MIAMTT
MIFASK
MIFBNK
MIFHST
MIFLOG
MIFMMP
MIFMST
MIFCSR
MIFSEC
MIHD01
MILOGG
MIMAST
MITABL

Step 2 **Initialize the API records. Execute program BIS869B**.

OAA	MIFASK
OAK	MIFCSR
OA1	MIFSEC
OAJ	MIFLOG
OAL	MIFHST
OAB	MIFBNK
OA4	MIFMMP
O74	MIFMST 1001 RECORD

Step 3 **Run MIC100, MICM Master File Conversion program.**

Run this program with a card input as described in the Conversion Programs section of this guide. Upon successful completion of this step, the MICM Master File, containing only the System Header Record, is created. This program is run for records that are not in API format.

Step 4 **Run MIC020, Institution Control File Conversion program.**

Run this program with a card input as described in the Conversion Programs section of this guide. Use the Institution Control Input, Form 00, with a 'key' of zeros. Upon successful completion of this step, the Institution Control File, containing only the MICM Record 1001 (Institution Record) is created.

Step 5 **Run MIR700 to load the MIAMTT file**.

Step 6 **Run job MIR061 with member MITMI as input**.

This program is run for records that are not in API format.

Step 7 **Initialize the MILOGG file.**

Step 8 **Initialize the Maintenance History Daily Transaction File. Execute program MID030**.

Step 9 **Execute MID090, Maintenance Input, to build Institution Zero MICM Records 1001 and 2017.**

The following are the cards necessary to build these records.

```
00*  N

001001000000

00100101INFOPOINT 5.1 Institution Zero

00100102Maitland Center Parkway

00100103Maitland Florida

00100104327510000          US0000N-:NN    NEN

001001000001

00201700000000

00201701Activate Maintenance History for MICM   Y00180
```

Note: You are required to set up a current year MICM Record 2021 (Institution Holidays) for MICM Institution Zero. In the above control cards, MICM Record 2021 is set for the year 2000 to match the MIC020 and MID020 dates. If you are changing those dates, be sure to change the year in the MICM Record 2021 control card 00 above. Additionally, be sure to review your holiday schedule for the year you establish and adjust the MICM Record 2021 accordingly. Refer to the Application Forms chapter in ***Procedures Guide 2*** for additional information about MICM Form 2021.

Execute the following programs:

MID100 – Maintenance Edit.
MID200 – Master File Edit.

Step 10 **Execute MID020, Institution Control File Update.**

Step 11 **Execute MID090, Maintenance Input.**

This step builds MICM Record 1001 for Institutions 1 – 5, MICM Record 2001 for branches, and MICM Record 2022 for language tables. Use the input from MIINST, MI2001, and MI2022.

Execute the following programs:

MID100, Maintenance Edit.
MID200, MICM Master File Edit.

Step 12 **Execute MID090, Maintenance Input, for the remaining records.**

Use the input from members MITRN51, MIMSG51, MIMISCTY, MIMICM51, MISCTY51, and MIMIAPPL.

Execute the following programs:

MID100, Maintenance Edit.
MID200, MICM Master File Edit.

Step 13 **Execute MIR410, Operator Record Update, for operators Zero and Infpopr.**

Step 14 **Execute MIR720, Merge Map File Maintenance, to load Merge Mapping record delivered with the system.**

Step 15 **Execute MIR400, Ask Infopoint Update, to load the Ask records delivered with the system.**

Step 16 **Execute MID360, API Maintenance Journal**.

Step 17 **Execute MID410, Maintenance History Merge.**

Step 18 **Run MID800, MICM Master File Backup.**

Also run MIVSMBKP to back up the API files. Follow the instructions outlined in the Batch Programs chapter of MICM ***Reference Guide 1***. At this point, the MICM Master File and the Institution Control File are backed up on tape.

Report Segmentation – MVS

This procedure assists in understanding how report segmentation occurs under MVS environment for the various applications. This procedure also explains the use of alternate printers.

In order to control report segmentation or to control reports directed to alternate printers, MICM Record 0307 and the following standard report segmentation routines are required:

SRB044	Report segmentation COBOL called program
SRP044	Report segmentation COBOL procedure copybook
SRW044	Report segmentation COBOL working-storage copybook
SRRPTS	Alternate printer COBOL called program

Report segmentation and alternate printers are controlled by individual report numbers using Master File Record 0307. When creating MICM Record 0307 for each report, the third and fourth positions are used as the form code. With the exception of form codes beginning with an 'A' through 'K', the printer DD name is composed of 'PRNTR', and the form code from the 0307 record. For example:

```
Deposit System Prefix. . . . . . 'DS'
Record 0307 Report Form Code . . . '01'
Printer DD Name is . . . . . . . . 'PRNTR01'
```

These printers are supported by closing the Printer File, changing the DD external name, and reopening the Printer File using the new DD external name.

Alternate printers, 'PRINTA' through 'PRINTJ', are used when the first position of the report form code contained 'A' through 'J', respectively. These are standard printers that require the 'DD' statements in the job stream.

Alternate printer, 'PRINTK', is used when the first position of the report form code contains a 'K'. This is a Disk File with a record length of 133 characters. Refer to the standard routine 'SRRPTS' for the proper block size. This alternate printer can be used when reports are directed to an alternate printer using some type of remote job entry (RJE) facility. Each report is prefixed by the following Header Record:

Position(s) 001	Hex '8B'
Position(s) 002 – 003	Hex 'FFFF'
Position(s) 004 – 007	Institution number
Position(s) 008 – 011	Report number
Position(s) 012 – 015	Form code
Position(s) 016 – 060	Institution name
Position(s) 061 – 105	Report name
Position(s) 106 – 113	Today's date, MMDDYYYY
Position(s) 114 – 133	Not used

Report Segmentation – VSE

This procedure assists in understanding how report segmentation occurs under VSE environment for the various applications. This procedure also explains the use of alternate printers.

In order to control report segmentation or to control reports directed to alternate printers, MICM Record 0307 and the following standard report segmentation routines are required:

SRA044	Report segmentation Assembler called program
SRP044	Report segmentation COBOL procedure copybook
SRW044	Report segmentation COBOL working-storage copybook
SRRPTS	Alternate printer COBOL called program

Some products are still supporting earlier versions of the above which can still be referenced in some places. The standard segmentation routines supported in earlier versions are the following:

SRSEGM	Report segmentation assembler called program
SRSEGMW	Report segmentation COBOL working-storage copybook

Report segmentation and alternate printers are controlled by individual report numbers using Master File Record 0307. When creating the 0307 records for each report, the third and fourth positions are used as the form code. The FCB name requested is composed of 'FCB', system prefix and the report form code from MICM Record 0307. For example:

```
Deposit System Prefix. . . . . . . . . . . . 'DS'
Record 0307 Report Form Code . . . . . . . . . '01'
The FCB loaded is  . . . . . . . . . . . . . . 'FCBDS01'
The Form requested to be loaded is . . . . . . 'DS01'
```

Alternate printers, 'SYS030' through 'SYS039', are used when the first position of the report form code contained 'A' through 'J', respectively. These are standard printers that require the proper 'ASSGN' statements in the job stream.

Alternate printer, 'PRINTK', is used when the first position of the report form code contains a 'K'. This is a Disk File with a record length of 133 characters. Refer to the standard routine 'SRRPTS' for the proper block size. This alternate printer can be used when reports are directed to an alternate printer using some type of remote job entry (RJE) facility. Each report is prefixed by the following:

Position(s) 001	Hex '8B'
Position(s) 002 – 003	Hex 'FFFF'
Position(s) 004 – 007	Institution number
Position(s) 008 – 011	Report number
Position(s) 012 – 015	Form code
Position(s) 016 – 060	Institution name
Position(s) 061 – 105	Report name
Position(s) 106 – 113	Today's date, MMDDYYYY
Position(s) 114 – 133	Not used

Microfiche Processing

This procedure assists in understanding how to microfiche the data rather than generate hard copy reports for the various applications supported.

In order to control the microfiche process, the following standard routines are required:

SRFICHE	Microfiche COBOL called program
SRP017	Report print/microfiche COBOL procedure copybook

In the format supplied, the standard microfiche routine (SRFICHE) performs a basic write to a unit record device with a record size of 133 bytes. During execution of a program generating printed output, the COBOL copybook (SRP017) executes the call to 'SRFICHE' when the 'print/fiche code' is either a '2' or '3'. The 'print/fiche code' for a specific report is either found in the card input to a program or on Master File Record 0307.

Conversion Programs

Conversion programs are run to establish processing parameters when converting to MICM. These programs are run only during the conversion process.

MIC020 – Institution Control File Conversion

Purpose

This program edits the institution control card containing institution control information for conversion purposes, thereby creating the initial MICM Institution Control File. The card input is inserted in the job stream immediately before the end of data card and after the execute card. This input is entered from Form 00 with Institution 0000. Each card is verified for valid data, if in error, it is rejected. This program, reflecting the card image input and indicating all errors produces Report 00-901 (Institution Control File Conversion).

API MICM Records

Ext Record Code	Name	Description
M79	MI1006-RECORD	1006 – Error Message Information Record
BNK	MIBNK-RECORD	Institution Control Record

Files

Name	Description	Opened	Media	Access Mode	Record Length
MICRDB (SYS016)	Institution Control Input File	Input	Card	Sequential	80
PRINTR (SYS015)	Print File	Output	Printer	Sequential	133

Reports

00-901 – Institution Control File Conversion

Control Card

None

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	Invalid PUT on BNK.
0002	API GLOBAL CLOSE failed.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as run before.

MIC030 – Table File Conversion

Purpose

This program reads the Table File and creates card input to the Application Management Maintenance program. Control cards are used to select which records are converted.

API MICM Records

None

Files

Name	Description	Opened	Media	Access Mode	Record Length
MICARD (SYS016)	Card Input File	Input	Card	Sequential	80
MIBANK	Institution Control File	Input	Disk	Random	170
MIMAST	MICM Master File	Input	Disk	Sequential	Variable
MITABL	Table File	Input	Disk	Random	Variable
MIAMTP (SYS017)	Card Punch File	Output	Card	Sequential	80
PRINTR (SYS015)	Print File	Output	Printer	Sequential	133

Reports

None

Control Card

Columns	Size	Description
01 – 02	2	System number. Valid entry is **00**.
03 – 06	4	Record number.
07 – 80	74	Not used.

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	ADD failed on MIBANK.
0002	CLOSE failed on MIBANK.
0003	CLOSE failed on MIMAST.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as before.

MIC100 – MICM Master File Conversion

Purpose

This program creates the initial MICM Master File. This file contains only the system header record. Card input is inserted in the job stream immediately before the end of data card and after the execute card. The installation name can be entered through the Card Input File in the institution name field. This name is then written on the system header record for future identification. Once the MICM Master File has been created with its system header record, additional records can be added through normal daily processing.

API MICM Records

None

Files

Name	Description	Opened	Media	Access Mode	Record Length
MICRDC (SYS016)	MICM Card Input File	Input	Card	Sequential	80
MIMAST	MICM Master File	Output	Disk	Sequential	Variable

Reports

None

Control Card

Columns	Size	Description
01 – 02	2	System number. Valid entry is **00**.
03 – 47	45	Installation name.
48 – 80	33	Not used.

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	Control card missing.
0002	System number is not **00**.
0003	ADD failed on MIMAST.
0004	CLOSE failed on MIMAST.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as run before. The MICM Master File may require deletion.

MIC200 – MICM Master File Customer Key Builder

Purpose

This program reads a file created by the user's name and address conversion program and builds the MICM Master File customer key. As an option, cards that contain words that should not be used as a customer key can be loaded into the application. If used, the card input is inserted in the job stream immediately before the end of data card and after the execute card. Words not to be used as a customer key are entered in positions 1 – 6 with 1 word per card. An initial set of excluded words is defined in working storage.

API MICM Records

Ext Record Code	Name	Description
M74	MI1001-RECORD	1001 – Institution Information

Files

Name	Description	Opened	Media	Access Mode	Record Length
MICARD (SYS016)	Control Card File	Input	Card	Sequential	80
MINAME	Name and Address Conversion File	Input	Tape	Sequential	301
MIMAST	MICM Master File	Input	Disk	Random	Variable
MIBANK	Institution Control File	Input	Disk	Random	170
SORTWK1	Sort Work File	I/O	Disk	Sequential	Variable
MINAMX	Conversion Customer Key File	Output	Tape	Sequential	301
PRINTR (SYS015)	Print File	Output	Printer	Sequential	133

Reports

00-998 – Name/Address Conversion Exceptions

Control Card (optional)

Columns	Size	Description
01 – 06	6	Up to 6-character word that should not be used for building customer keys.
07 – 80	74	Not used.

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	The subscript for the worktable is greater than 200.
0002	READ failed on MIBANK.
0003	READ failed on MIMAST.
0004	Name line 1 missing or has invalid name/address code.
0005	Name/Address code 2 not equal to 1 or 2.
0006	Name/Address code 3 not equal to 1 or 2.
0007	Name/Address code 4 not equal to 1 or 2.
0008	Name/Address code 5 not equal to 1 or 2.
0009	Foreign address code 2 not equal to ~~b~~ or 1.
0010	Country code abbreviation is invalid.
0011	State code abbreviation is invalid.
0012	Province code abbreviation is invalid.
0013	CLOSE failed on MIBANK.
0014	CLOSE failed on MIMAST.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as run before.

MIC210 – Name and Address Conversion

Purpose

This program reads the file created by MIC200 and creates the Merge File. The Merge File contains a backup of the Name and Address Records in the same format as MICM Record 0980. A Tickler File, containing the assigned primary customer keys with the account number, is also generated. The Tickler File is to be processed against the account number master files of the application using MICM.

API MICM Records

Ext Record Code	Name	Description
M98	MI0980-RECORD	0980 – Customer Name and Address Information Record

Files

Name	Description	Opened	Media	Access Mode	Record Length
MINAMX	Conversion Customer Key File	Input	Tape	Sequential	301
MIBANK	Institution Control File	Input	Disk	Random	170
SORTWK1	Sort Work File	I/O	Disk	Sequential	Variable
MIMERG	Merge File	Output	Tape	Sequential	Variable
MITICK	Tickler File	Output	Tape	Sequential	22
PRINTR (SYS015)	Print File	Output	Printer	Sequential	133

Reports

00-999 – Account Number/Customer Key Cross-reference Listing (report suppressed)

Control Card

None

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	READ failed on MIBANK.
0002	CLOSE failed on MIBANK.

Rerun Procedures

If the program aborts, contact the MICM programmer. Rerun the job exactly as run before.

MIC710 – Convert MICM Forms AMT Entries to API Format

Purpose

MIC710 reads the Application Management Table, removes non-used key entries, add update time stamp, recomputes field records displacements and creates card input to the Application Management Maintenance program, MIR700. This program can only be used for MICM forms that have the fix 48-position key.

Control cards are used to select which records are converted.

API MICM Records

None

Files

Name	Description	Opened	Media	Access Mode	Record Length
MICARD (SYS016)	Card Input File	Input	Card	Sequential	80
MIAMTT	Application Management Table	Input	Disk	Random	Variable
MIAMTP (SYS017)	Card Punch File	Output	Card	Sequential	80

Reports

None

Control Card

Columns	Size	Description
01 – 02	2	System number. Valid entry is **00**.
03 – 03	1	Not used.
04 – 06	3	Record Code. (e.g., M17)
07 – 08	2	Application code. (e.g., M = MICM)
08 – 80	72	Not used.

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	System number is not **00** on the control card.
0002	Record not found on the AMT file.
0003	Record not found. Record is not a MICM form.
0004	START/READ NEXT failed on MIAMTT.

Code	Description
0005	READ NEXT failed on MIAMTT.
0006	CLOSE failed on MIAMTT.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as before.

S0C020 – CICS Command Conversion

Purpose

This program generates a SYSIPT file to catalog the translated CICS commands from modules MIP700 and SLP700. The control card is inserted in the job stream after the execute card and before the end of data card.

API MICM Records

None

Files

Name	Description	Opened	Media	Access Mode	Record Length
SLCARD (SYS016)	Control Card	Input	Card	Sequential	80
SLINPD	CICS Commands	Input	Disk	Sequential	80
SLINPO	OS Translated CICS Commands	Input	Disk	Sequential	80
SLOTPT	Work File 2	Output	Disk	Sequential	80

Reports

None

Control Card

Columns	Size	Description
01 – 02	2	System number. Valid entry is **00**.
03 – 03	1	Operating system to be used. Valid entries are: **b** VSE. **O** MVS.
04 – 04	1	SP or ESA indicator. Valid entries are: **S** SP or ESA. **Y** Not SP or ESA.
05 – 20	16	SP or ESA library name. Leave blank for all others.
21 – 80	60	Not used.

Abort Information

If the program detects a processing irregularity, it displays an abort code on the operator's console and the printer.

Code	Description
0001	Operating system in the control card is invalid.
0002	WRITE failed on SLOTPT.
0004	SP/ESA indicator in the control card is invalid.

Rerun Procedures

If the program aborts, check the card input for accuracy. If it is correct, contact the MICM programmer. Rerun the job exactly as run before.

Reports

00-901 – Institution Control File Conversion

Purpose

This conversion report is printed when the Institution Control File is converted. Images of the cards entered are shown. Cards are edited for valid data to ensure that field entry requirements are correct. For rejected cards, the names of the fields in error are displayed, along with error codes and messages explaining the reasons.

Program

MIC020 – Institution Control File Conversion

```
     08-04-1988                    INSTITUTION CONTROL FILE CONVERSION                                          PAGE      1

     MASTER INFORMATION AND CONTROL                                                                                 00-901

                                 2   3         4         5         6         7         8
 SYS INST                 FORM/ 678901234567890123456789012345678901234567890123456789012345678901234567890
 NBR NBR *---KEY DATA---* CARD  *----------------------CARD DATA---------------------* *----FIELD NAME----* *--ERROR MESSAGE---*ERR
  00 000                  0000  08038808028808048808048 8C     CB6                                          ** CARD ACCEPTED **
-----------------------------------------------------------------------------------------------------------------------------------
```

00-901 – Institution Control File Conversion

Heading Descriptions

Sys Nbr

System number that is keypunched in each of the input cards

Inst Nbr

Institution number as entered on the input cards.

Key Data

Key data from the input cards. Positions 6 through 21 of each input card are printed here.

Form/Card

Form and card numbers from the input cards are printed here

26 – 80 (Card Data)

All of the data fields are printed in this area as they appear in the input cards. Refer to the individual input form descriptions for a breakdown of this information.

Field Name

Name of the field in error. If no errors are found in a card, this area is blank.

Error Message

Error message describes the reason for the field in error. It also indicates if the input was accepted or rejected.

Err

Error message number.

00-998 – Name/Address Conversion Exceptions

Purpose

This report is produced through the conversion of the user's name and address records to the customer keys. Customers listed on this report did not successfully convert and must be re-entered to this system either after conversion or by correcting the errors and rerunning the conversion program.

Program

MIC200 – MICM Master File Custom Key Builder

```
08-04-1988                          001 FINANCIAL BANK OF AMERICA                                          PAGE      1

MASTER INFORMATION AND CONTROL            NAME/ADDRESS CONVERSION EXCEPTIONS                                   00-998

CUSTOMER KEY       ACCT-NBR         NAME ADDRESS                      ZIP CODE  FORM HOLD SEQ

M     /D/H/0000   23456789010      DIXON, HOLLY M                '   327890000         K
                                   WINTER PARK GARDEN APARTMENT  '
                                   175 NORTH WINTER PARK AVENUE  '
                                   SUITE 191                     '
                                   WINTER PARK                   '
                                   FLORIDA                       '

MARMAR/J/ /0000   23456789030      TRUST FOR MARMARDUKE JONES    '   328170000   200
                                   C/O JONES FINANCIAL TRUST     '
                                   SECURITIES AND INVESTMENTS    '
                                   2304 NORTH TAMIAMI OAK LANE   '
                                   SUITE 189                     '
                                   ORLANDO     FLORIDA           '

MASSEL/J/C/0000   23456789020      MASSELHOFF, FREDERICH CLINT   '   328020000   020
                                   INTERNATIONAL BUSINESS MACHINE'
                                   DOMESTIC MARKETING DIVISION   '
                                   1104 NORTH ORANGE BLOSSOM TR  '
                                   SUITE 1030                    '
                                   ORLANDO     FLORIDA           '

SANDRA/L/J/0000   23456789030      TRUST FOR SANDRA L. JONES     '   328170000         2
                                   C/O JONES FINANCIAL TRUST     '
                                   SECURITIES AND INVESTMENTS    '
                                   1302 SOUTH COMPUTER ALLEY     '
                                   SUITE 188                     '
                                   ORLANDO     FLORIDA           '

VICTOR/M/C/0000   23456789030      VICTORIA MENTON CARLYL-SMYTHE '   328170000         Z
                                   C/O JONES FINANCIAL TRUST     '
                                   SECURITIES AND INVESTMENTS    '
                                   1304 NORTHWEST OLD OAK LANE   '
                                   SUITE 188                     '
                                   ORLANDO     FLORIDA           '
```

00-998 – Name/Address Conversion Exceptions

Heading Descriptions

Customer Key

Alpha-name-key that was generated for the customer's name.

Acct-nbr

Customer's old account number.

Name Address

Customer's complete name and address.

ZIP Code

Customer's ZIP code (U.S.) or postal code (foreign).

Form	Form number. Valid entry is **980**.
Hold	Indicates if statements are to be held. Valid entries are: **b** Do not hold statements. **H** Hold statements.
Seq	Sequence number. Valid entry is **0**.

Files

MI-NAMEFIL – Name and Address Conversion File

This file is created by the user's name and address conversion program which is used by program MIC200 to build the customer key.

File Statistics

File Type	Tape File
External Name	MINAME

Record Name	**Library Name**	**Record Length**
MI-NAMEREC	MIS003	0301 Bytes

MI-NAMEREC – Name and Address Conversion Record

The following is the record description for the Name and Address Conversion Record.

Field Name	**Level**	**Mode**	**Picture**	**Displacement**	
MI-NAMEREC Name and Address Record.	01	R		1	301
MIN-BANKX Institution Number.	03	G		1	3
MIN-BANK Institution Number.	05	N	9(03)	1	3
MIN-KEY Customer Key.	03	G		4	15
MIN-KEYA Alpha Key Name.	05	G		4	11
MIN-ALPHA6 Last Name. First 6 characters of the customer's last name.	07	C	X(06)	4	9
MIN-ALPHA7 First Name Initial. First initial of the customer's first name.	07	C	X(01)	10	10
MIN-ALPHA8 Middle Name Initial. First initial of the customer's middle name.	07	C	X(01)	11	11
MIN-BINARY Tie Breaker. Number used to differentiate between customers with the same alpha-name-key.	05	N	9(04)	12	15

Field Name	Level	Mode	Picture	Displacement	
MIN-TAXIDIND Indicates the customer as being a business or a personal account.	03	C	X(01)	16	16
MIN-TAXIDNBRX Social Security Number.	03	G		17	27
MIN-TAXIDNBR Social Security Number.	05	N	9(11)	17	27
MIN-TAXIDSFX Social Security Suffix.	03	C	X(03)	28	30
MIN-DATE Customer's Date of Birth.	03	G		31	38
MIN-MO Month.	05	N	9(02)	31	32
MIN-DA Day of the Month.	05	N	9(02)	33	34
MIN-YR Year.	05	N	9(04)	35	38
MIN-NAMEADDR Customer Name and Address.	03	G		39	243
MIN-NALINE1 Customer's Full Name.	05	G		39	79
MIN-NACODE1 Indicator for Address Line 1.	07	C	X(01)	39	39
MIN-NA1 Customer's Address Line 1.	07	C	X(40)	40	79
MIN-NALINE2 Customer's Address Line 2.	05	G		80	120
MIN-NACODE2 Indicator for Address Line 2.	07	C	X(01)	80	80
MIN-NA2 Customer's Address Line 2.	07	C	X(40)	81	120
MIN-NALINE3 Customer's Address Line 3.	05	G		121	161

Field Name	Level	Mode	Picture	Displacement	
MIN-NACODE3 Indicator for Address Line 3.	07	C	X(01)	121	121
MIN-NA3 Customer's Address Line 3.	07	C	X(40)	122	161
MIN-NALINE4 Customer's Address Line 4.	05	G		162	202
MIN-NACODE4 Indicator for Address Line 4.	07	C	X(01)	162	162
MIN-NA4 Customer's Address Line 4.	07	C	X(40)	163	202
MIN-NALINE5 Customer's Address Line 5.	05	G		203	243
MIN-NACODE5 Indicator for Address Line 5.	07	C	X(01)	203	203
MIN-NA5 Customer's Address Line 5.	07	C	X(40)	204	243
MIN-NAMEADDRR REDEFINES MIN-NAMEADDR.	03	G		39	243
MIN-NADR OCCURS 5 TIMES. Allows access to the customer name and address by using subscripting.	05	C	X(41)	39	79
MIN-FDCODE Foreign/Domestic Code.	03	C	X(01)	244	244
MIN-CITY Customer's City.	03	C	X(18)	245	262
MIN-STATE Customer's State or Province.	03	C	X(02)	263	264
MIN-POSTALCODE Foreign Postal Code.	03	C	X(10)	265	274
MIN-ZIPCODE REDEFINES MIN-POSTALCODE.	03	G		265	274
MIN-ZIP Customer's United States ZIP Code.	05	N	9(09)	265	273

Field Name	Level	Mode	Picture	Displacement	
FILLER Not used.	05	C	X(01)	274	274
MIN-COUNTRY Customer's Country.	03	C	X(02)	275	276
MIN-FORM Form Number. Valid entry is **980**.	03	C	X(03)	277	279
MIN-HOLD Indicates if the statements should be held. Valid entries are: **b** Do not hold the statement. **H** Hold the statement.	03	C	X(01)	280	280
MIN-DIG Account Designation. Valid entries for Deposits are: **b** DDA. **N** NOW accounts. **O** Credit Line. **S** Savings. Valid entries for Time Investment are: **C** Customer. **E** Employer **M** Master.	03	C	X(01)	281	281
MIN-SEQ Zero filled.	03	N	9(02)	282	283
MIN-LCOUNT Number of lines in the name and address.	03	N	9(01)	284	284
MIN-TYPE Business Account Option. Valid entries are: **b** This is not a business account. **B** This is a business account.	03	C	X(01)	285	285
MIN-EXCP Exception Code. Used if there is an exception in the name and address. Valid entries are: **b** No exceptional condition in the name and address. **X** Exceptional condition in the name and address.	03	C	X(01)	286	286
FILLER Not used.	03	C	X(01)	287	287
MIN-OLDKEY Account Key.	03	G		288	301

Field Name	Level	Mode	Picture	Displacement	
MIN-OLDBK Institution Number.	05	N	9(03)	288	290
MIN-OLDACCT Account Number.	05	N	9(11)	291	301

MI-NAMXFIL – Conversion Customer Key File

This file is created by program MIC200. The information is taken from the user's Name and Address Conversion File.

File Statistics

File Type	Tape File
External Name	MINAMX

Record Name	**Library Name**	**Record Length**
MI-NAMEREC	MIS003	0301 Bytes

MI-NAMEREC – Name and Address Conversion Record

Refer to previous record description.

Glossary

AMT
Application Management Table. The AMT is a data dictionary that houses field data information from files and records defined on the table.

abort
Premature termination of a procedure.

account reconciliation
Process which accounts for the difference in two records by accounting for each item outstanding and bringing the two records into agreement.

accrual base
Option of 30-day month or an actual day month which the system uses for interest accrual calculation.

Accruing balance
Balance on which interest is calculated for payment.

ACH
Automated Clearing House.

aggregate balance
Sum of each days' balances.

alphanumeric
Set of characters which contains letters, digits and/or other characters.

API
Application Programming Interface.

application
Sub-system of the system. For example, DDA or Savings is a sub-system of Deposits.

ascending
Starting with the lowest, or smallest value and moving to the highest or greatest value.

Ask Infopoint
Bulletin board available through MICM that allows financial institutions to communicate with their employees, provide keyword help and create online training sessions.

ATM
Automated Teller Machine.

available balance
Current balance of an account, less holds, less reserve and loan compensating balances.

average available balance
Average (collected) balance, less reserve and loan compensating balance.

average balance
Aggregate ledger balance divided by the number of days for the aggregate.

average collected balance
Aggregate collected balance divided by the number of days for the aggregate.

average float
Average balance less the average collected balance.

balance

1.) amount credited to a customer's account, representing the amount he is entitled to withdraw.

2.) difference between total debits and total credits, whether against or in favor of an institution, at the clearing house.

batch system
System which does not operate in an on-line mode.

binary
Number system which uses '2' as a base and the digits '0' and '1' to define a characteristic, property or condition.

bucket
Portion of computer storage reserved for accumulating data or totals.

bulk filing
System of filing checks and not sending them back to the customer.

capitalize
Interest earned is added to the accruing balance rather than paying it out to the customer.

capture
Process of collecting data from MICR documents.

cash advance
Cash against a credit card.

character
Symbol, numeric, or alphabetic value.

CIF
Central Information File.

class
Secondary method of categorizing accounts within types of accounts. Examples are: Government accounts and business accounts within Deposits.

clearing house
Voluntary association of financial institutions located in the same city joined together to facilitate the daily exchange of checks, drafts, and notes among its members.

COBOL
Common Business Oriented Language. This is a specific computer language by which business data processing procedures can be described in a standard form.

collateral
Property pledged by a borrower to protect the interest of the lender.

collected balance
Current balance of an account, less float.

Combined Statement
Customer statement which combines all of that customer's deposit accounts, including credit line accounts.

Common File
All processing parameters, institution options, and customer information are stored and maintained in this file. With this system, a customer can have a single customer name and address record linked to an unlimited number of deposit and credit line accounts.

compensating balance
Balance required to keep on deposit in agreement for a loan(s).

complete key data
Information needed to add, inquire or update customer information. All of the characters are present.

correspondent
Institution having direct connection with another for the purpose of check clearing and maintaining balance accounts.

cosigner
Party with equal responsibility for an agreement signed or account established by another party.

credit line
Account establishing the maximum amount of credit to be extended to a borrower.

CUA
Common User Access. Developed by IBM, it is a standard for interface components that span applications. Panel design, navigation, key assignments remain consistent regardless of application.

customer file concept
Linking each customer to multiple account activity with a single name and address record.

current balance
Net results of all debits and credits posted against the account.

customer concept
Concept of each customer being linked to multiple account activity with a single name and address record.

customer key
Group of characters which identifies a customer. The key consists of the first six positions of the customer's last name, first initial, middle initial, and a four position tie breaker.

cutoff statement
Account activity statement sent to a customer on recurring days or months, or periodically. These statements can be sent to the customer on a cycle schedule also. The statement shows all the transactions that affected the account since the last statement.

data
Information input to be stored for calculation reporting purposes.

data fields
Predefined areas for input.

data processing system
Network of components capable of accepting information, processing information according to a plan, and producing the desired results.

DDA
Demand Deposit Account, a checking account. An account subject to withdrawals against funds on deposit.

defaults
Values established by the institution that are assumed when no data has been entered. When adding a new account, the appropriate default values are displayed on the terminal. These values can be accepted or overridden by the operator.

descending
Starting with the highest, or greatest value and moving to the lowest, or smallest value.

disk storage
Storage on a rotating disk (a direct access device) which records data magnetically.

dormant account
Account with little or no activity for a period of time specified by the institution.

edit
Rearranging of data or information involving the deletion of unwanted data, the addition of data, or the testing of data.

effective date processing
Type of processing which automatically adjusts interest accruals in the account from the effective date of the transaction rather than the actual date.

EFT
Electronic Funds Transfer. The method of transferring monies through electronic means. EXAMPLE: ACH, social security checks.

endpoints
Locations that checks are sent for payment.

external transaction code
Visual transaction code used by the operator to identify, access, or process information through the system.

fiche
Microfiche. An economical method for storing data.

field
In a record, a specified area used for types of data. For example, a six position area to designate an effective date.

FIFO
First In, first Out.

file
Unit used for storage of information. A file is divided into records.

file maintenance
Processing of a permanent file designed to take care of the non-periodic changes within it.

float
Amount of funds in the process of collection represented by local or foreign item deposited to one institution but drawn on another. Available, customer, and bank are the three kinds of float.

foreign item
Item presented for payment drawn on a financial institution other than the accepting institution.

FWT
Federal Withholding Tax.

geographic code
Classification of customers by address.

hold
Act of 'holding' a balance intact until checks have been collected. When a 'hold' exists, the institution will not permit the withdrawal of the uncollected portion of the deposit until the checks have been collected.

holding company
Central institution or company that has controlling interest over correspondent institutions or companies and is able to pool resources from the correspondents in order to make sizable investments, loans, etc.

interface
Common boundary between automatic data processing systems or between parts of a single system.

internal transaction code
4-character transaction identifier used by CICS to invoke an online transaction.

IRA
Individual Retirement Account. An instrument for depositing funds to be held for retirement.

justified
Adjusting, arranging, or shifting of digits to the left or right of a field to fit a prescribed pattern.

key data
Information needed to access account information. account information.

library
Any area where program source, job control language, sample data, or object can be stored and maintained separately.

LIFO
Last In, First Out.

list post
List of transactions, the totals of which will be shown on the customer statement. The number of transactions in the list post is specified at the institution level.

loading the screen
Filling the video screen with a specific transaction screen.

local item
Item presented for payment drawn on the on-us institution.

logo screen
A screen that displays the logo for an institution. Under Infopoint, the default logo screen appears when the operator uses CLEAR to exit a menu or when the operator issues the transaction, SGOF (signoff).

low balance
The low ledger balance for the account for this period.

maintenance
Changing or updating existing data.

maintenance transactions
Transactions that affect existing data.

Master File
Generally, it is the main file used for an application.

MICR
Magnetic ink character reader. An input device used to read printed characters directly from a document in the system without first being transformed into some intermediate coded form, such as keypunched cards.

merge maps
One to seventeen lines used to display groups of recurring data. Merge maps are maintained online with MIMMAPM and require an Inquiry program and the Merge Map processor, MIL720.

menu
The list of online functions. Menus may consist of transactions, submenus, and work units.

mnemonic code
Alphanumeric code the name of which has some meaning with respect to the function or purpose of an operation. of an operation.

negotiable instrument
Legal title may be transferred from one person or institution to another. For example, a check is negotiable while a certificate of deposit is usually not.

net available balance
The balance left over after subtracting the balance required to support services from the available balance.

NSF
Non-sufficient Funds. When a depositor's balance is inadequate for the institution to cash a check drawn against the account's available balance.

numeric
Numbers or digits.

ODL
Overdraft Limit.

on-us items
Items that are presented for payment that are drawn on the institution.

offline
System whose peripheral equipment and devices are not under the control of a central processing unit.

Online
1.) System whose peripheral equipment and devices are under the control of a central processing unit.

2.) A term indicating on-demand or random processing as opposed to traditional batch processing.

operator ID
Identification of the individual using the online system.

optional
Field or value that is not required.

overdrafts
Items that are presented for payment which cause an account to become overdrawn. Insufficient funds are present in the account.

online help
System that provides further explanation about a panel or field online. Help is available by placing the cursor on a field or panel and pressing [F1].

panel
Online display of fields for a transaction. You can enter or maintain data in fields or inquire on information already in fields through a panel.

panel-level help
Online explanation of the purpose of a specific panel. Help is available by placing the cursor on the command line and pressing [F1].

paperless item
An item presented through ACH or EFT.

parameters
Constant values that control system processing.

password
Alphanumeric code entered by the operator and used by the system to validate access to the online system.

primary menu
The main menu.

protected field
Field that is not open for entry and cannot be altered online.

realtime
Refers to the method of updating. Realtime updates are applied immediately, rather than being gathered together in a batch and applied periodically.

record
Collection of related fields of data.

report parameters
MICM reports can be selected by holding company, institution, and customer key by establishing the selection on the Form 0307.

repository
A common place where data is stored. In MICM, it is the MICM Master that acts as a repository of common parameters used across applications.

reserve requirement
Amount of deposits the institution is required to have on hand, not invested.

screen
Specific data entered through a terminal which is formatted according to the transaction being processed.

SIC
Standard Industry Classification.

sight draft
Draft payable upon presentation.

split rate
Accruing of interest on a base of different rates for different balances.

stop payment
Hold issued for the purpose of flagging a check to unpost so payment will not be made.

submenu
List of online functions associated with an item selected from the main or primary menu.

TDOA
Time Deposit Open Account.

transfers
Movement of funds from one account to another. Transfer of funds can be done to cover overdrafts or for balance maintenance.

unprotected field
Field that is open for entry and can be altered online.

User-defined
Codes used by the system that have been established by the institution.

user routine
Routines used by the system that have been established by the institution.

violation (security)
Attempting to access the online system without the appropriate authorization.

whole dollars
A value excluding the decimal and cents.

work unit
A series of transactions logically grouped together to perform an online function.

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