Business Unit: Risk
Residual Value—Load LeaseCube Portfolio Data

Business Unit		Document #	
Risk			
Document Title		Version #	1.0
		Last Revised Date	March 23, 2017
Residual Value—Load LeaseCube Portfolio Data		Process Implementation Date	1995
SOP Owner	Greg Russell	Approval	Greg Russell and Kristopher Pritchard

Table of Contents

1. Process Overview

This section outlines information related to this SOP and other policies or processes used in conjunction with this SOP. It also lists the abbreviations and applications/systems used in this process.

1.1. Overview

SOP reviewers	Greg Russell and Kristopher Pritchard
Target audience	• **XXX**: Consumer Risk Team • **Auditor**: PwC
SOP applicable to portfolios	Residual Value → RV Loss Forecasting → Validate Monthly LeaseCube Results
Frequency	Monthly

1.2. Related Internal Policies and Processes

Policy this SOP links to	NA
Process this SOP links to	NA

1.3. Abbreviations Used

Abbreviation	Expansion
TSO	Time Sharing Option

1.4. Applications Used

Application Name	Link	Description
HOST	Program Shortcut	HOST is used to run SAS queries to populate LeaseCube from LeMans.
WS_FTP	Program Shortcut	This application is used to download the files generated by running the SAS queries in HOST to the local drive.

2. Executive Summary

This section provides a brief summary of what this SOP is about and lists the key objective for this SOP. It also describes relevant background information that may need to be documented.

2.1. Synopsis

The Consumer Risk team uses the LeaseCube portfolio data to validate the monthly results using the SOX control RV18. The purpose of the monthly LeaseCube process is to validate that all lease portfolio data from the LeMans HOST system has properly loaded into the LeaseCube.

Note: RV18 ensures that data is transferred from DB2 to the Cube properly for completeness and accuracy.

Each month, the LeaseCube is completely purged and re-populated. The Risk Management Analyst accesses HOST and runs six SAS queries to populate the LeaseCube from LeMans (via DB2).

Once the queries have run, the Analyst validates that the completed HOST jobs from running the queries have the same number of records written to the extract file, as the number of observations in the **WORK.LEASE** data set.

The Analyst, then, downloads the six files (two for each region—Central, Western, and Eastern) generated by running the queries in HOST to the local drive using the WS_FTP application. The Analyst then combines these files to prepare a single file, **lease.txt**, in Windows command prompt and copies the file to the **LeaseInput** shared drive.

2.2. Background

The LeaseCube loading process is another way of querying the lease portfolio data. It is not at a contract level, but there is some aggregation to manage the size of the Cube. The process is SOX compliant and is used to validate that all lease portfolio data from the LeMans HOST system has properly loaded into the LeaseCube.

2.3. Risks and Controls

Risk	Control
If the database falls apart at YYY and since YYY controls the XXX infrastructure, it may affect the XXX data feeds.	If this happens, the Cube will continue to work, as it is on the XXX server. The user must ensure that he/she has access to the XXX server because once the data is loaded, the user does not have to rely on the feeds.
The software executes daily at 6:15 pm, and checks if there is a **lease.txt** file on the server. If at the month end, the systems are running very slow and queries do not finish in enough time to get the **lease.txt** file ready by 6:15 pm, then the YYY and XXX teams will be without the data.	To avoid this, the software executes twice daily at 6:15 pm and 8:15 pm. If the system is running slow and the **lease.txt** file is not available on the server by 6:15 pm, the software will execute at 8:15 pm to generate the file.

2.4. Objective

This document describes the step-by-step process of loading the LeaseCube portfolio data from LeMans.

3. Inputs Received/Used

This section lists the inputs received or used for this process.

Input Name	File Type and Location	Frequency/ Timing	Name of Team/Owner	Purpose/Usage
NA	**File Type**: NA **Location**: NA	**Frequency**: NA	NA	NA

4. Process Map

This section displays the process map for this process.

Given below is a high-level process map that describes the process of loading the LeaseCube portfolio data from LeMans:
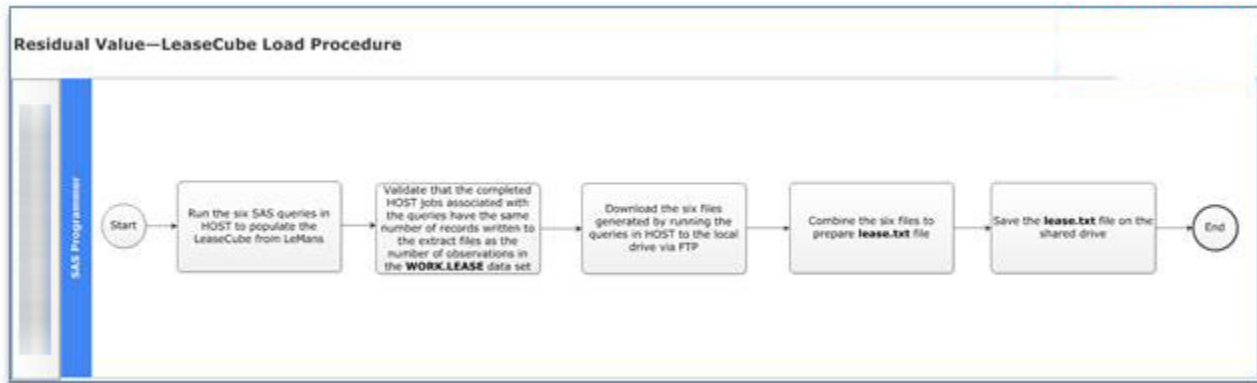
Double-click the document below for an enlarged view of the process map.

Risk_Residual
Value_Load LeaseCube

5. Process Description

This section details the entire desktop procedure along with screenshots, wherever applicable.

5.1. Run SAS Queries to Populate LeaseCube from LeMans

The Risk Management Analyst performs the following steps to run the six SAS queries to populate LeaseCube from LeMans (via DB2):

1. Launch Rumba to access Host system using the program shortcut.
2. Select **Time Sharing Option (TSO)** by entering **S** and pressing the **Enter** key.
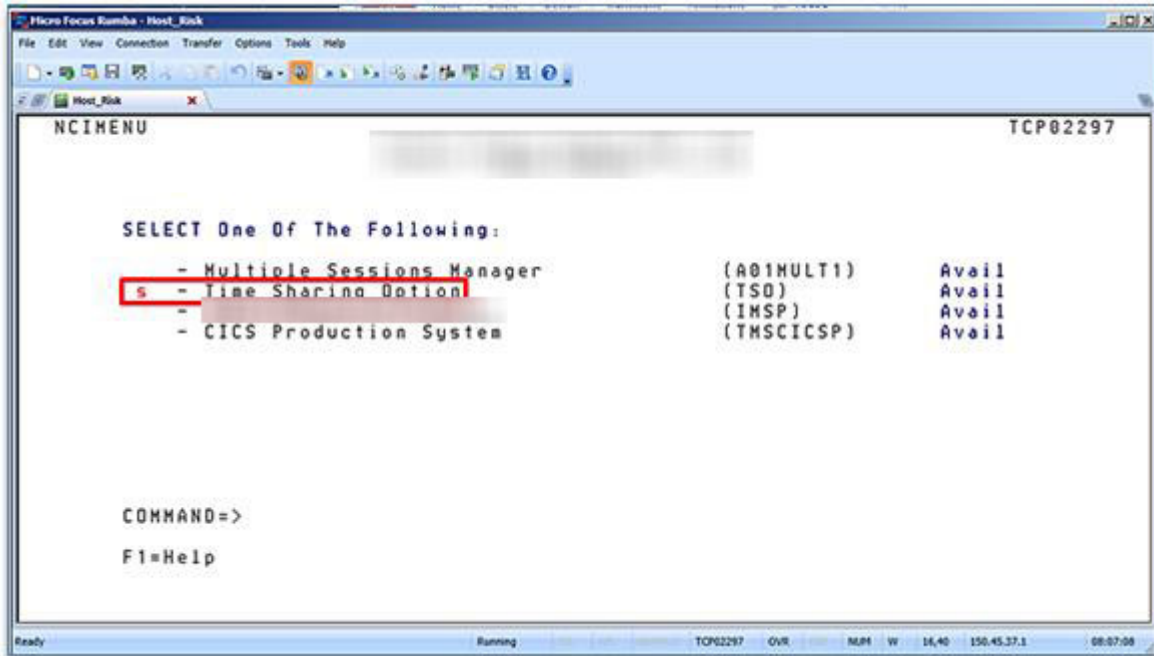
3. Enter TSO ID, **t0h1br3**, at the next screen and press the **Enter** key.
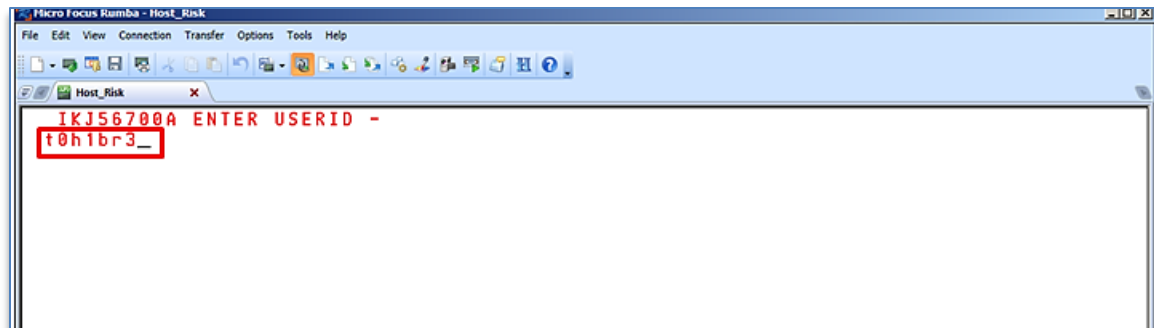
4. The **TSO/E LOGON** screen is displayed. Enter current password in the **Password** field and press the **Enter** key.
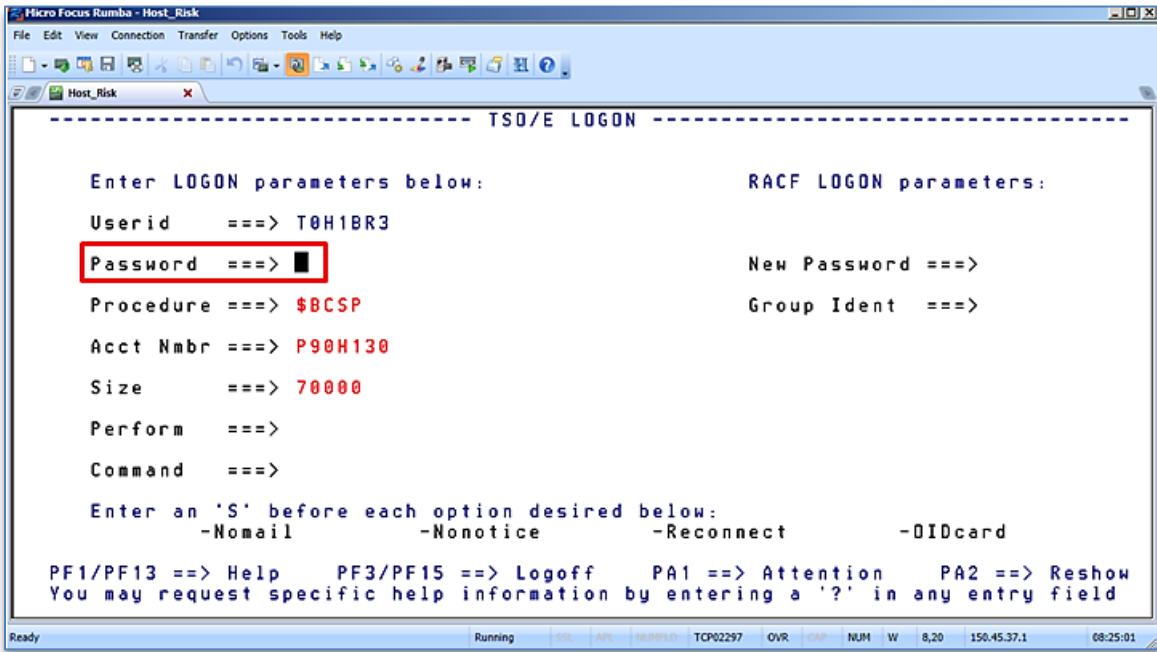
5. The initial login screen is displayed. Press the **Enter** key when three asterisks (*******) are displayed.
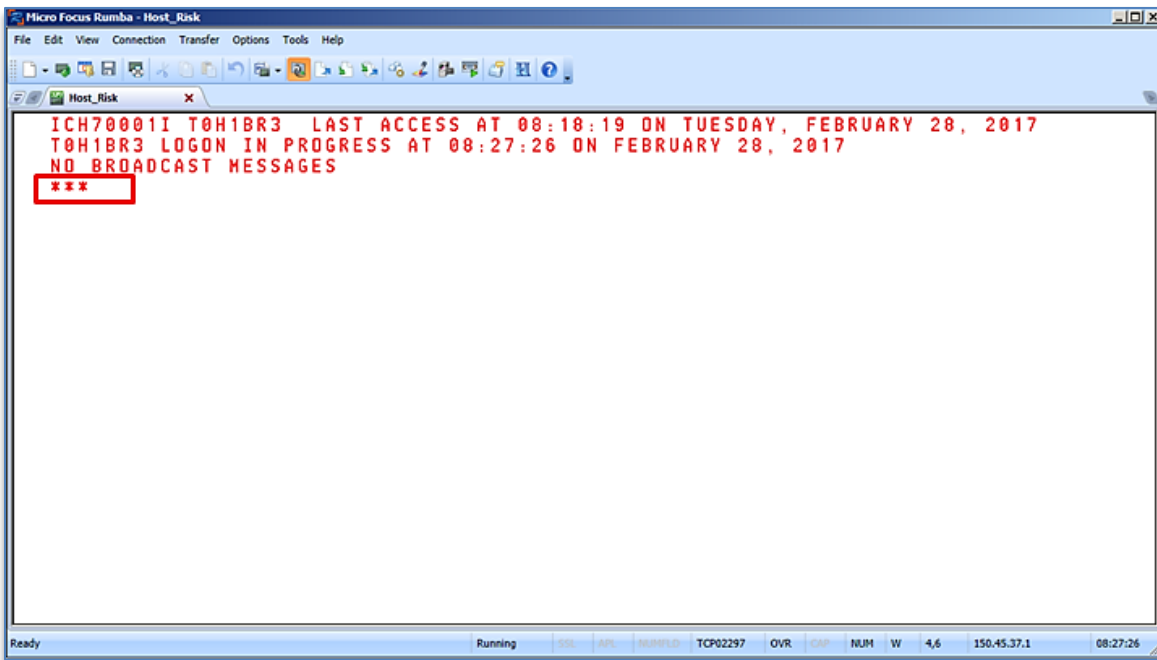
6. The **CORPORATE TMCC PRIMARY OPTION MENU** screen is displayed. Enter **O** in the **OPTION** field and press the **Enter** key.
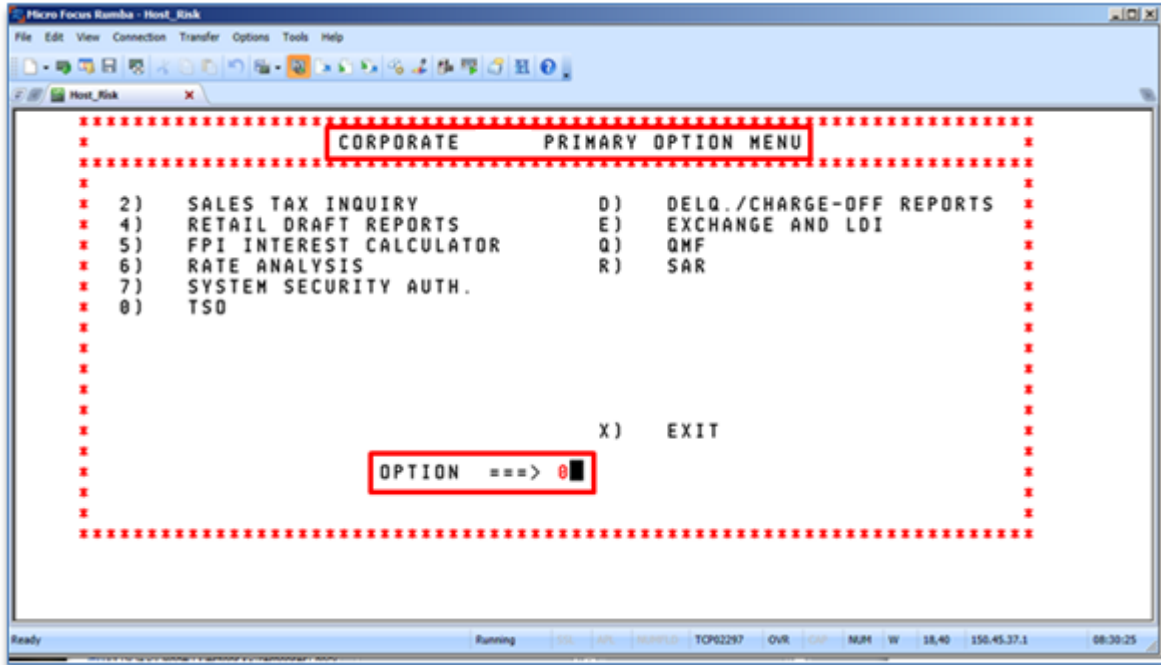
7. The **ISPF PRIMARY OPTION MENU** screen is displayed. Enter **i.s** in the **Option** field and press the **Enter** key to launch HOST SAS interface.
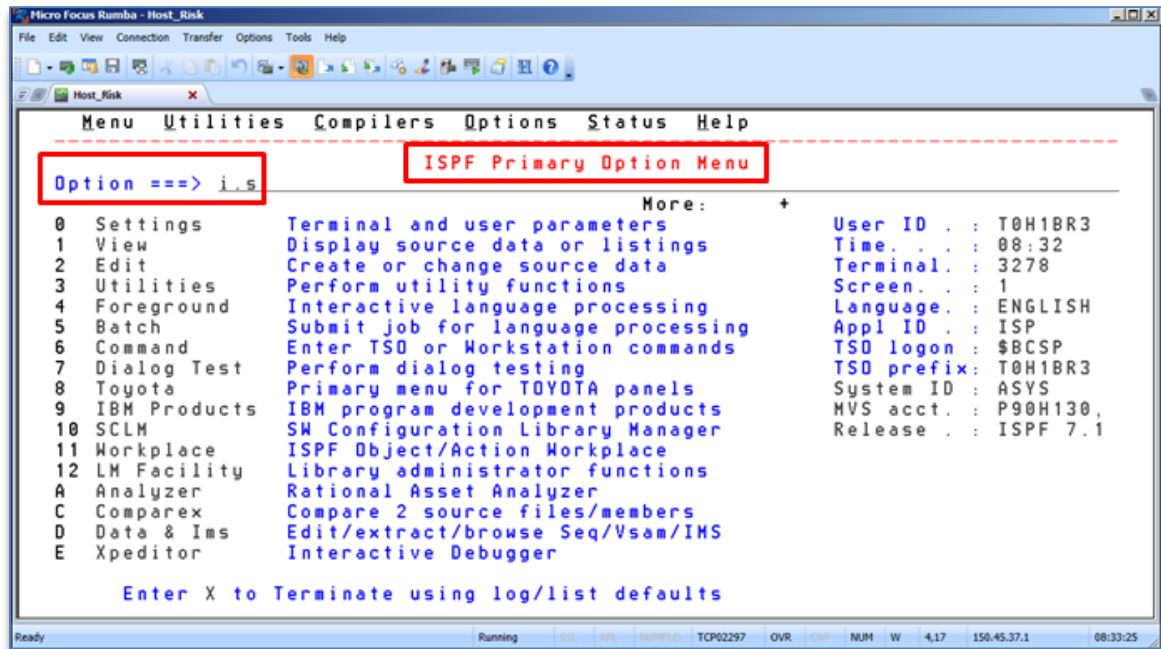
8. The **IPC/SAS INTERFACE** screen is displayed. Enter **E** in the **SELECT OPTION** field and press the **Enter** key to select **Edit Pgm**.
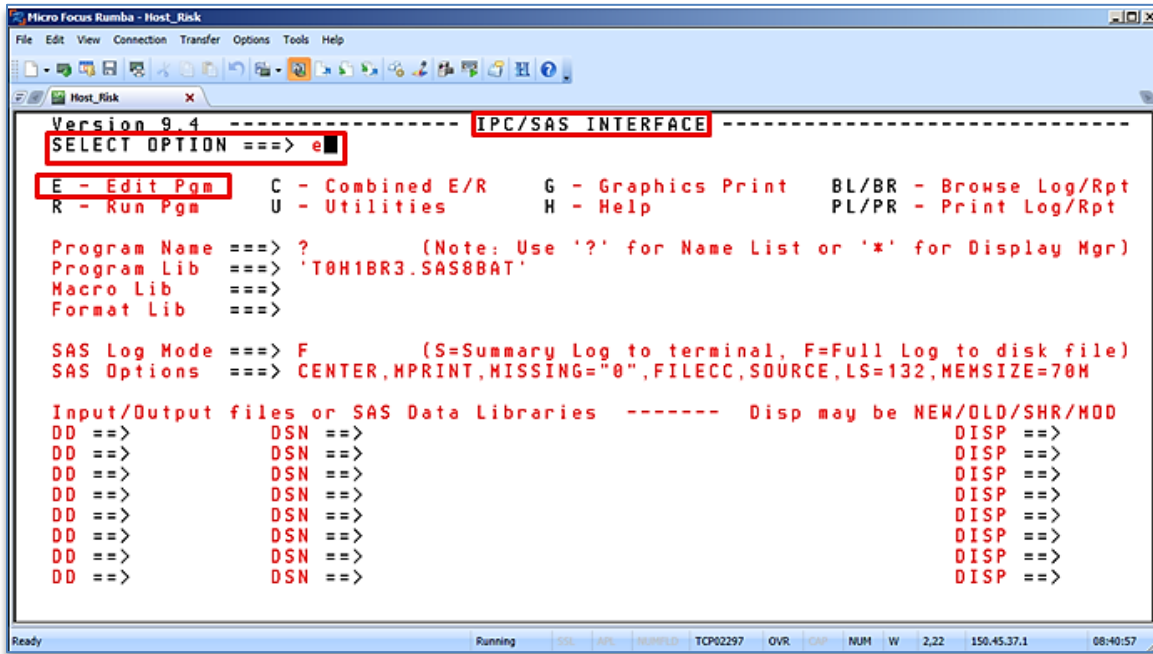
9. A list of SAS query names is displayed. Use the **Tab** key to move to the SAS query name, **LCJCL1**, enter **S**, and press the **Enter** key.
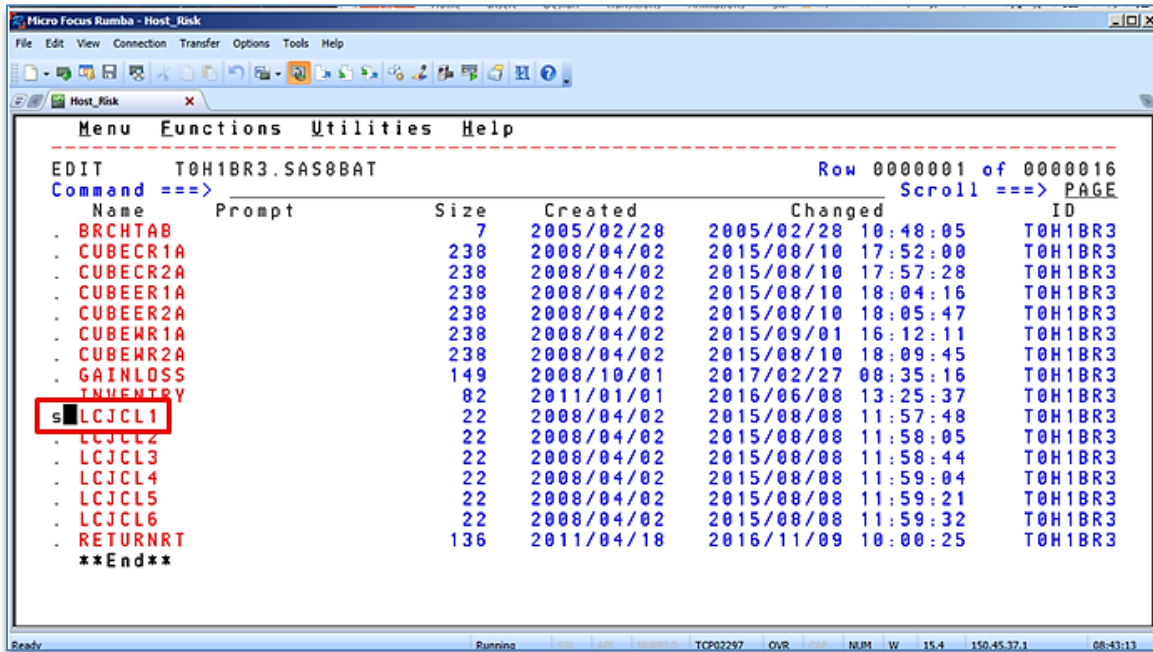
10. The selected query is displayed. Enter **submit** in the **Command** field and press the **Enter** key to submit the query.
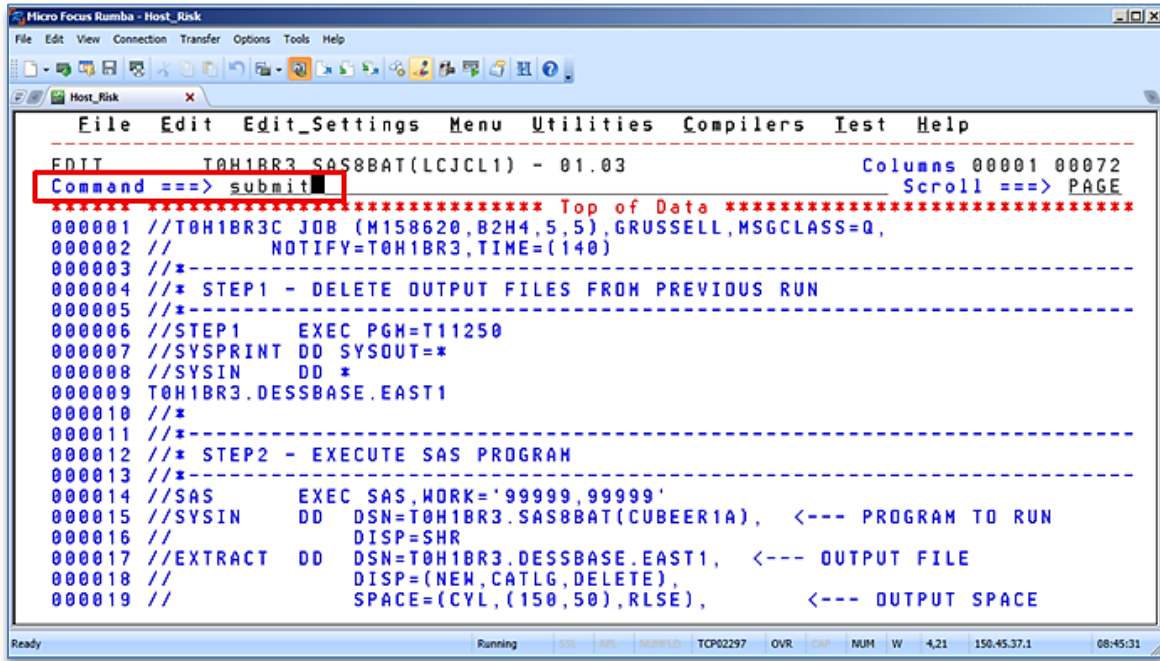
11. When the query has been submitted, a notification along with the query job number (**JOB11273**) is displayed. Press the **Enter** key in response to the three displayed asterisks to return to the query screen.
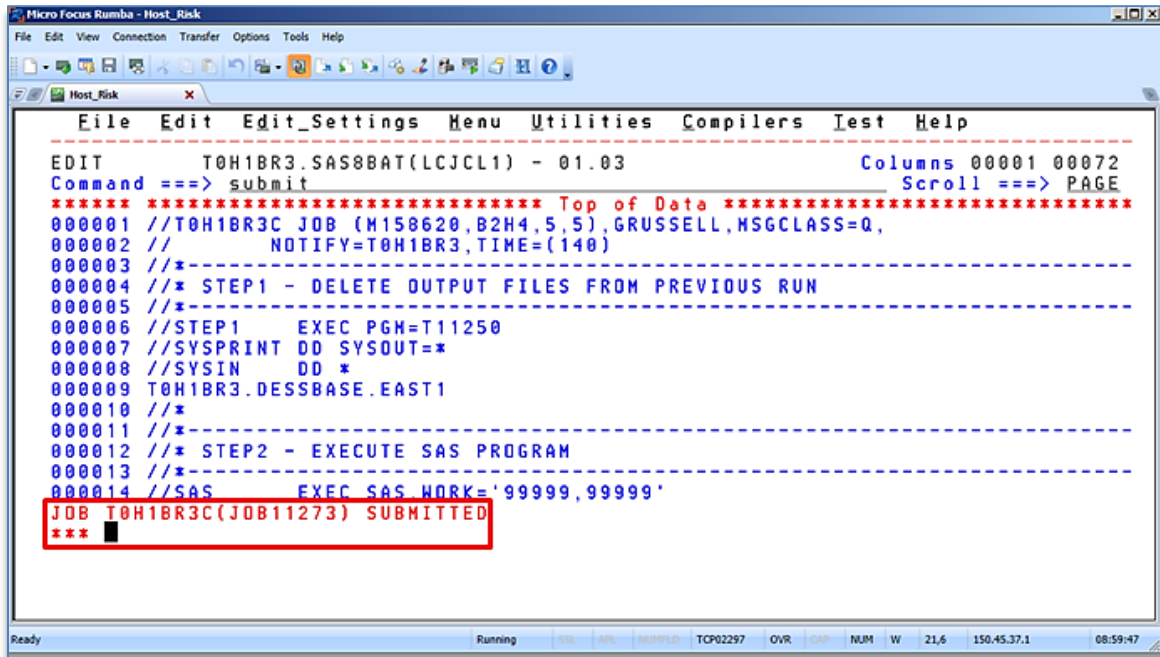
12. The query screen is displayed. Enter **cancel** in the **Command** field, and press the **Enter** key.
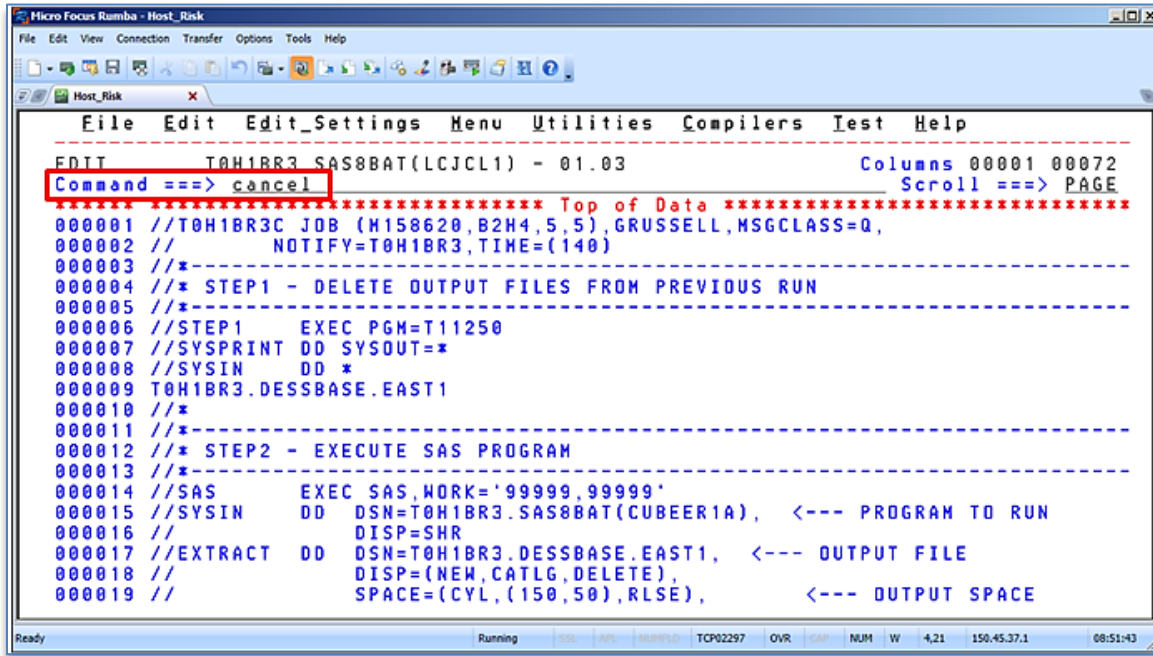
13. Move to the next query by using the **Tab** key. Repeat steps 9 to 12 for each of the following six queries:
    - **LCJCL1**
    - **LCJCL2**
    - **LCJCL3**
    - **LCJCL4**
    - **LCJCL5**
    - **LCJCL6**
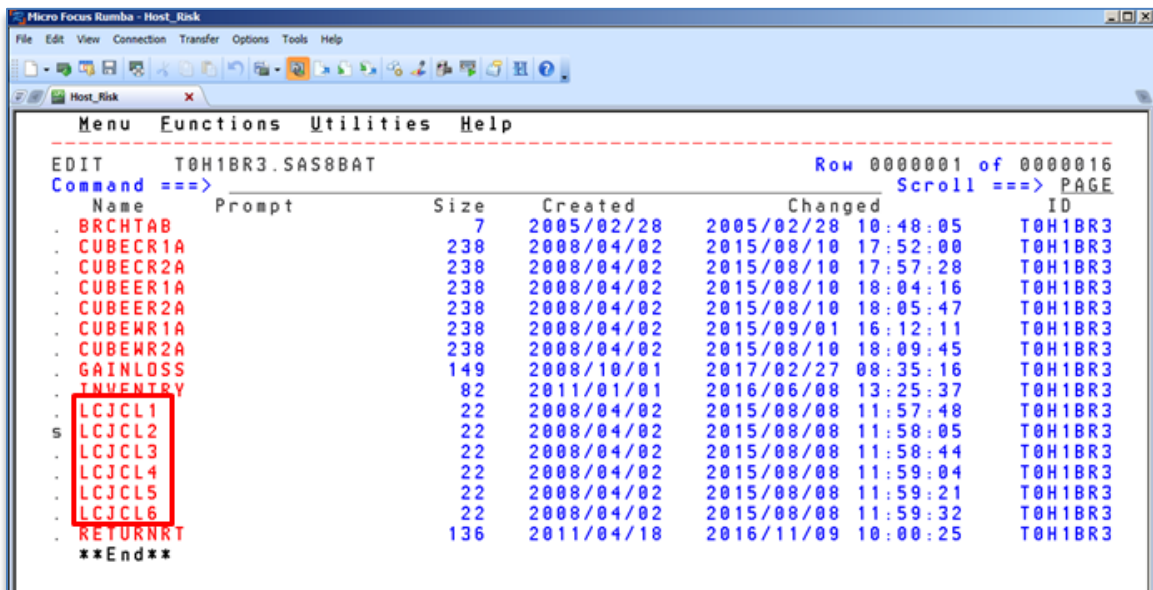
14. When a query is finished, a notification along with the applicable query job number is displayed. Press **Enter** in response to three asterisks to return to the previous screen.
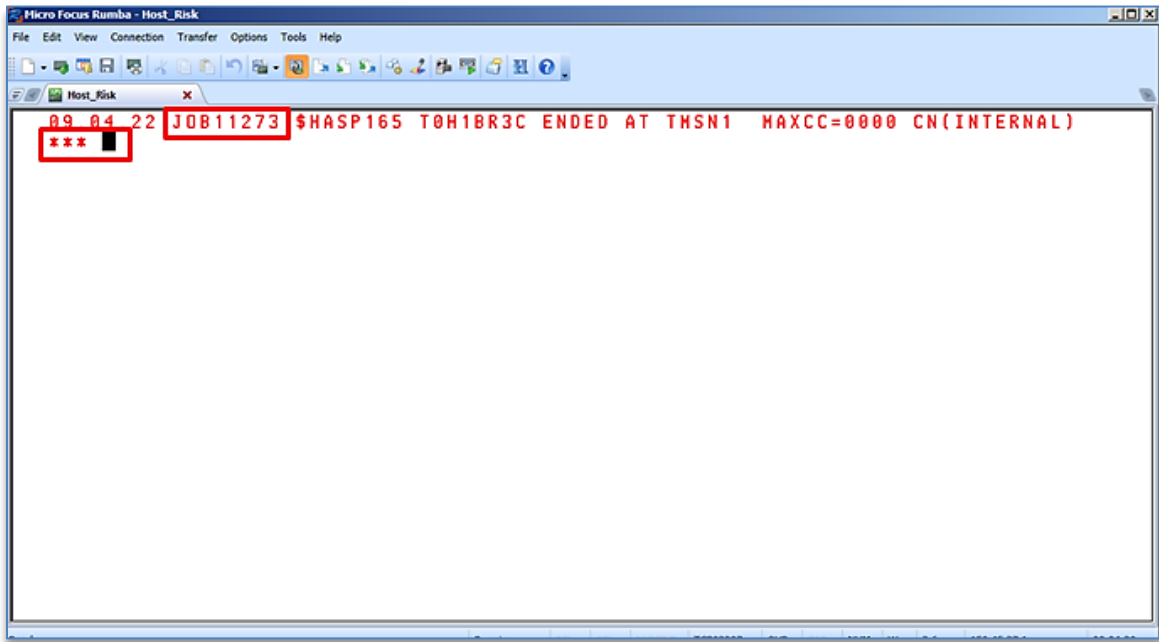
15. Enter **end** in the **Command** field and press the **Enter** key to navigate one level up to the **IPC/SAS INTERFACE** screen.
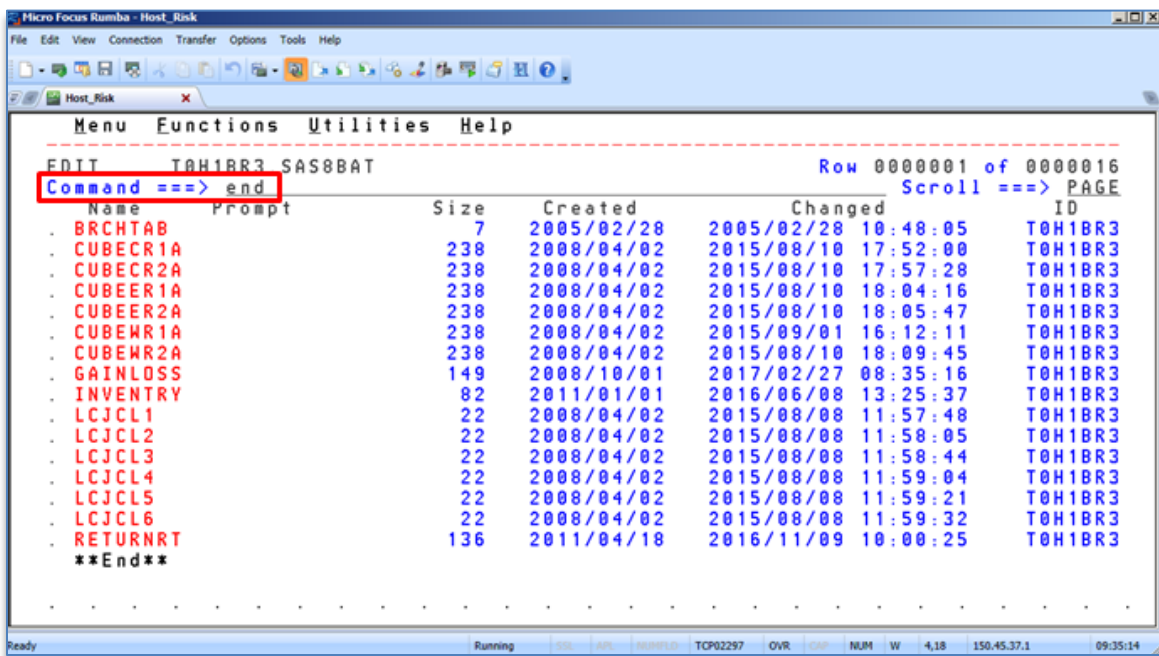
16. The **IPC/SAS INTERFACE** screen is displayed. Enter **end** in the **SELECT OPTION** field and press the **Enter** key to move up one level to the **ISPF Primary Option Menu** screen.
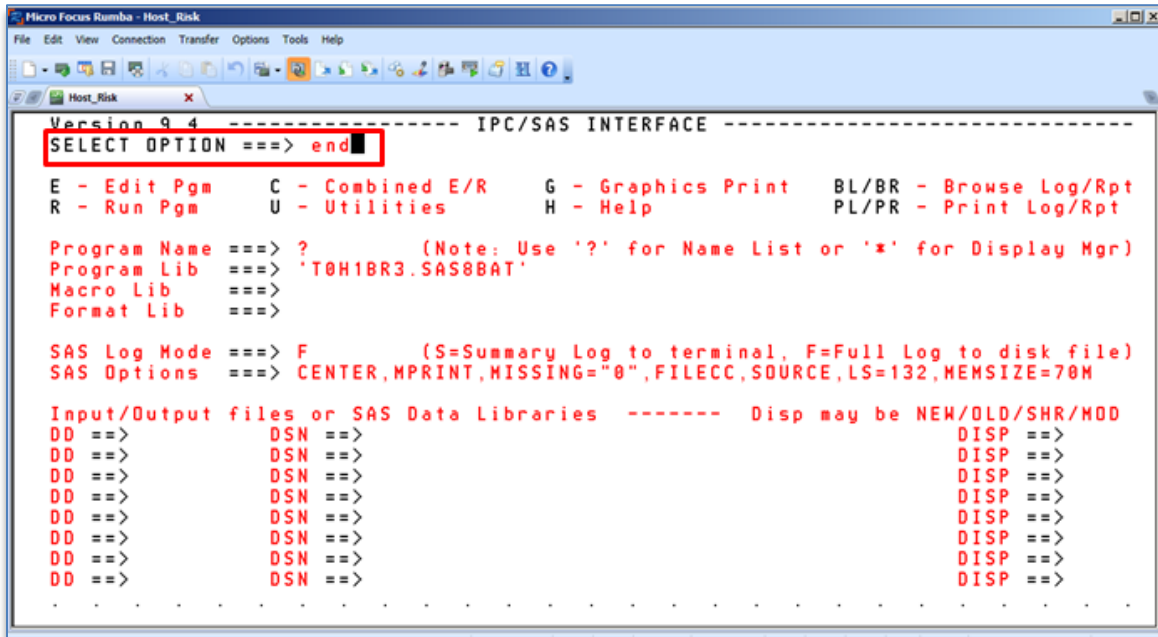
The **ISPF Primary Option Menu** screen is displayed.
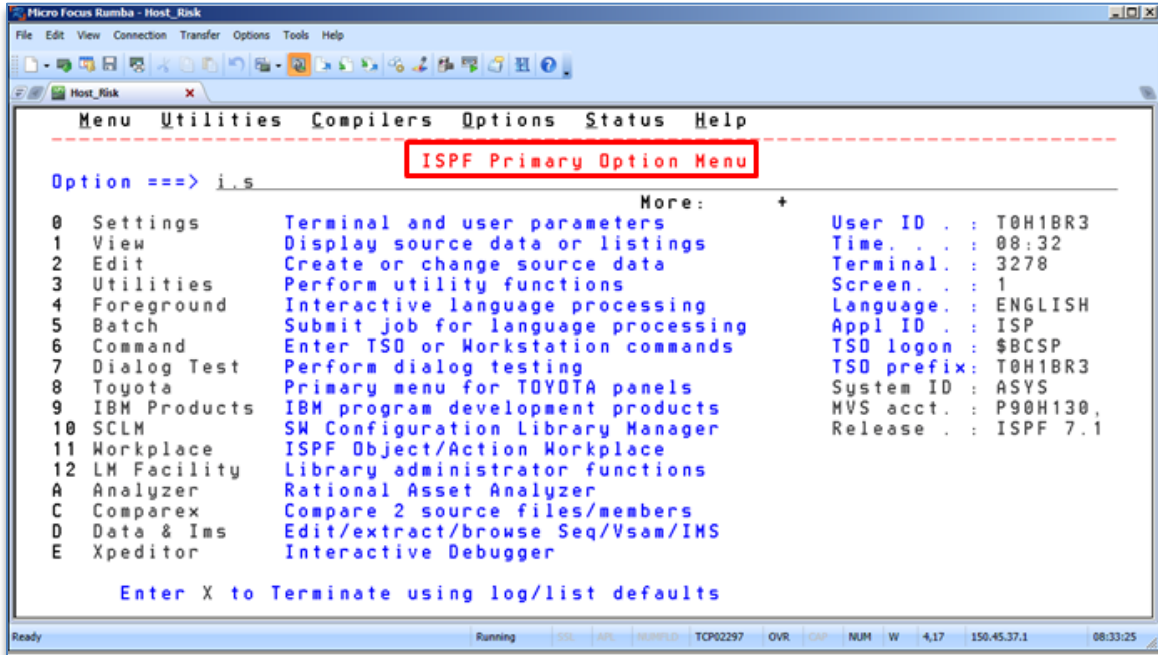
5.2. Validate the Completed SAS Query Jobs

Once the queries have been completed, the Risk Management Analyst validates that all the completed HOST jobs have the same number of records written to the extract file as the number of observations in the **WORK.LEASE** data set.

The Risk Management Analyst performs the following steps to validate the completed HOST SAS query jobs:

1. Enter **S** and press the **Enter** key in the **Option** field on the **ISPF Primary Option Menu** screen.
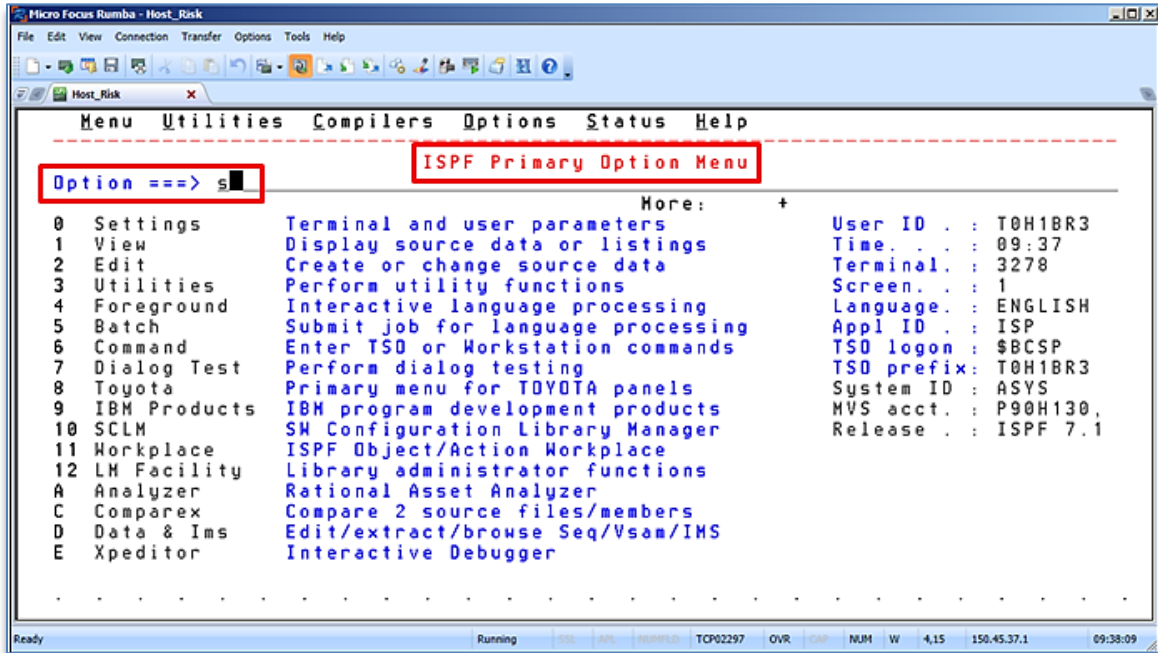
2. The **SDSF PRIMARY OPTION MENU** is displayed. Enter **h** in the **COMMAND INPUT** field and press the **Enter** key.
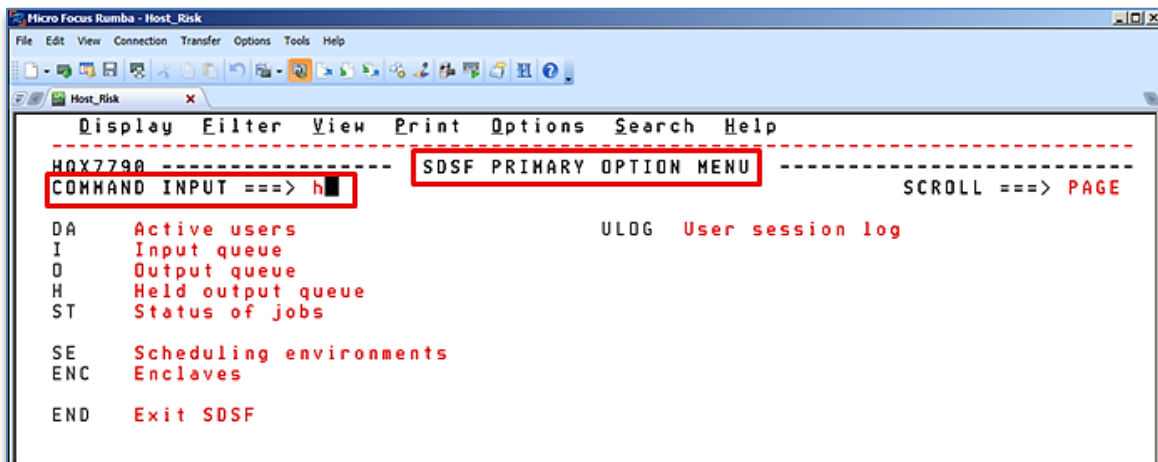
3. A list of jobnames is displayed. Enter **S** against the appropriate jobname and press the **Enter** key.
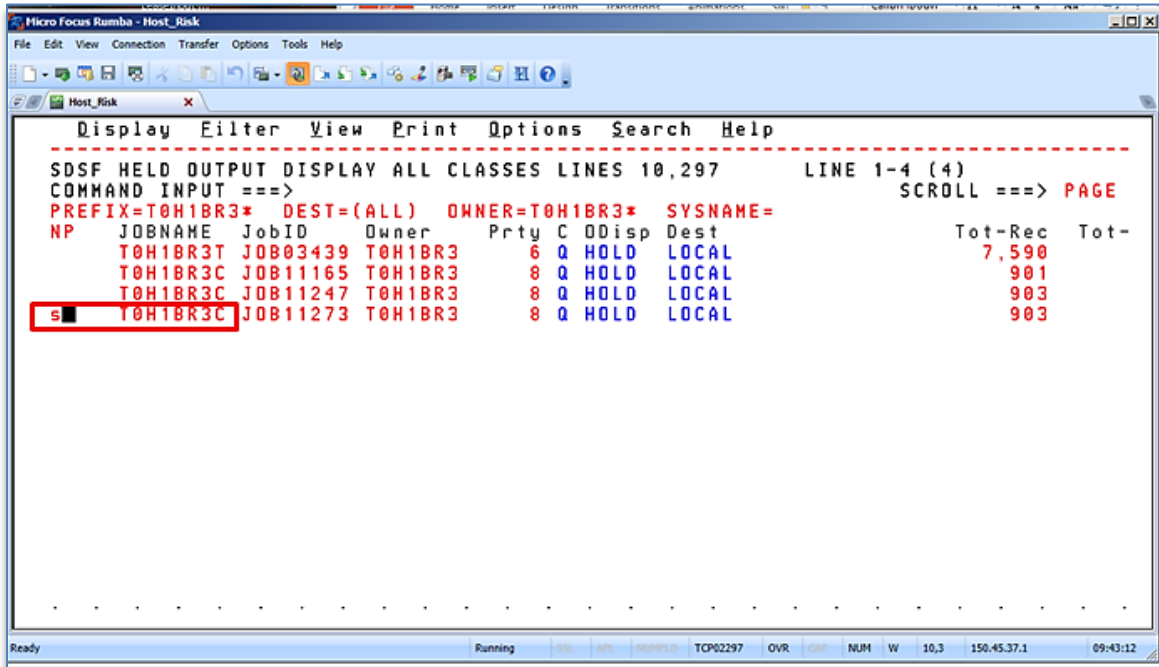
4. The **JOB LOG** screen is displayed. Enter **max** in the **COMMAND INPUT** field and press the **F8** key to navigate to the bottom of the job log.
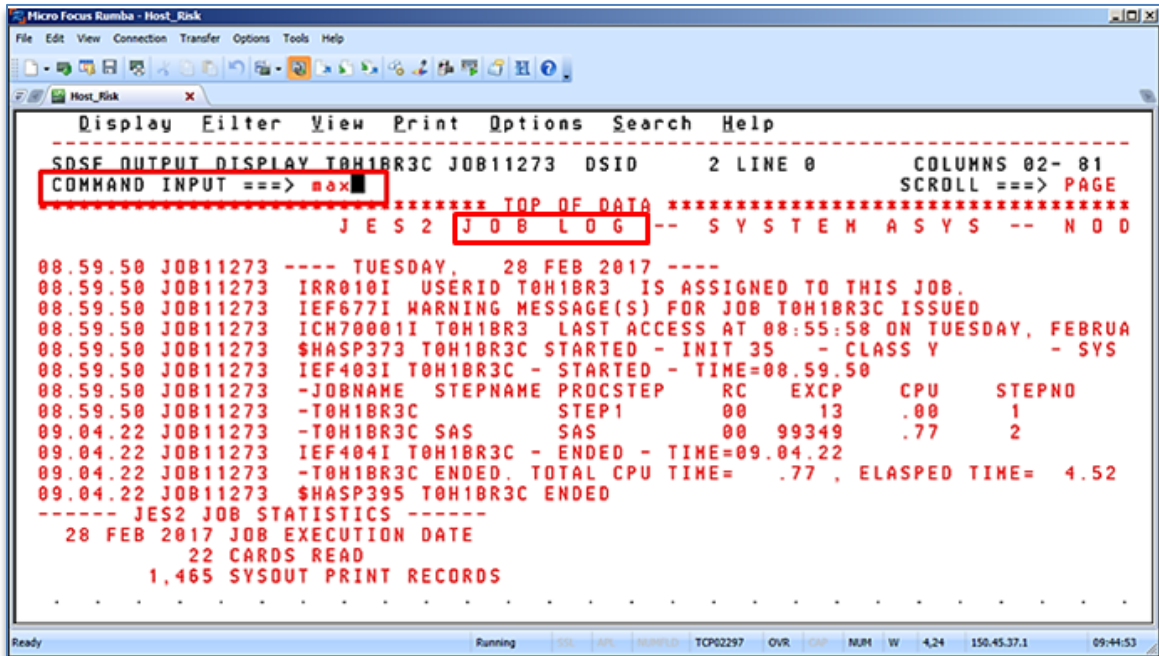
5. Locate the line that states how many records were written to the extract file, as displayed below, and note down the number of records. In this example, this is **980802**.
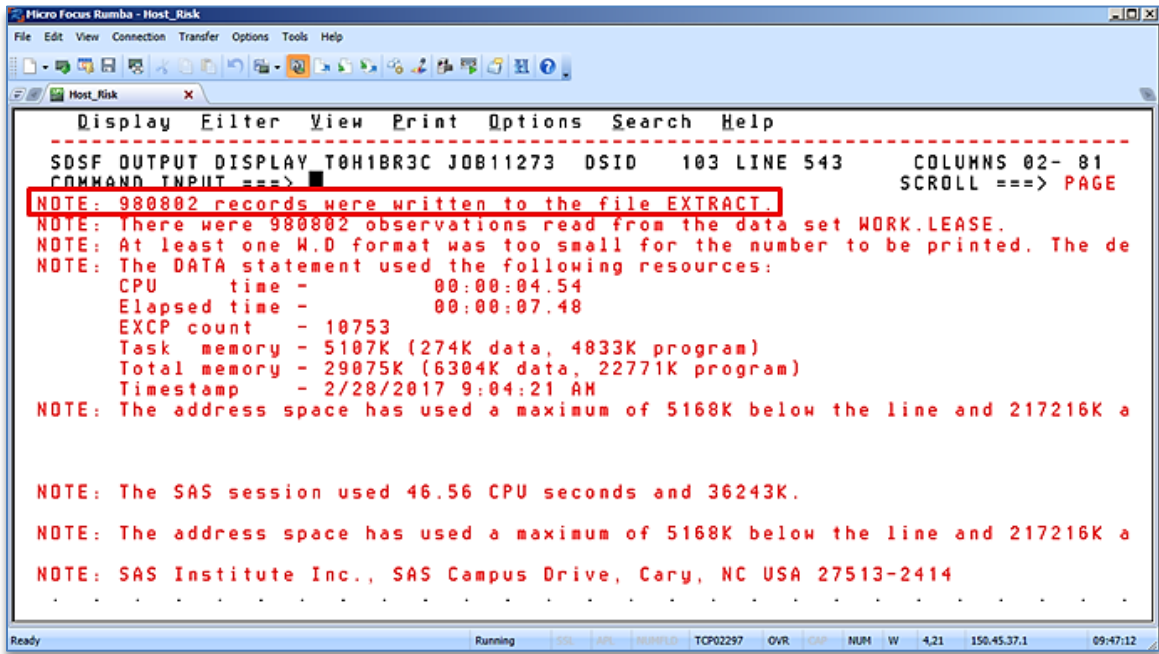

6. Locate the line that states how many observations the data set **WORK.LEASE** contains and note down the number. This number should match the number of records written to the extract file, as noted in the previous step.

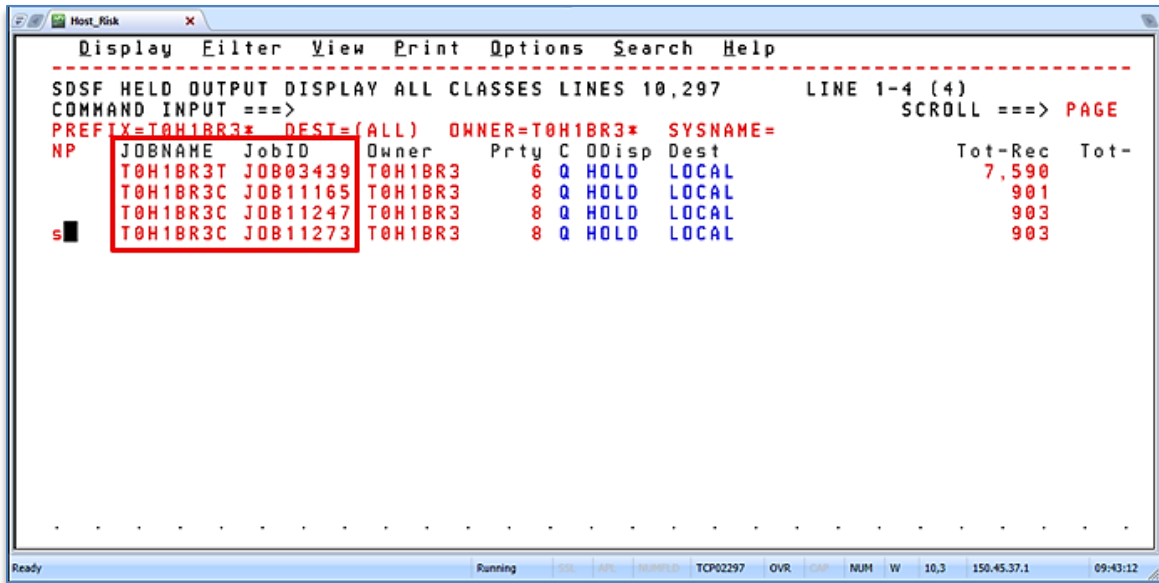   In this example, the number is **980802** and matches the number of records in step 5.

   Note: Use **F7** key to scroll a page upward.
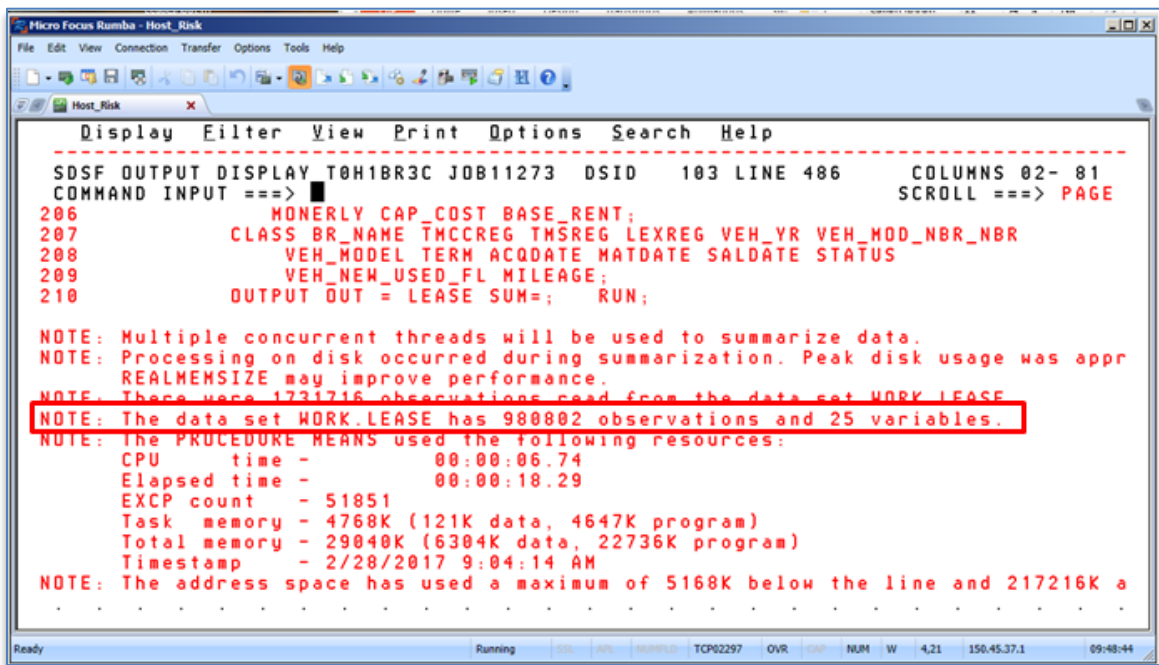
7. Enter **end** in the **COMMAND INPUT** field and press the **Enter** key to return to the previous screen.
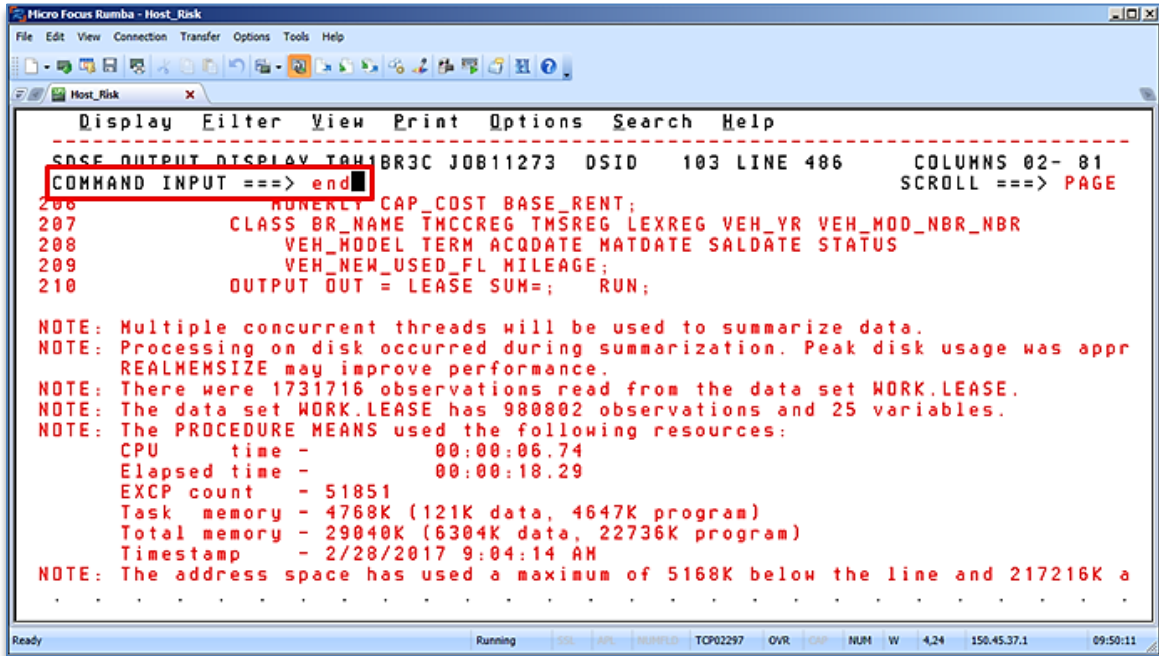

8. Repeat steps 3 to 7 to validate the records for all the six jobnames associated with the six queries run in section 5.1

9. Once the records for all the jobnames have been validated, enter **end** in the **COMMAND INPUT** field and press the **Enter** key to return to the **SDSF PRIMARY OPTION MENU** screen.
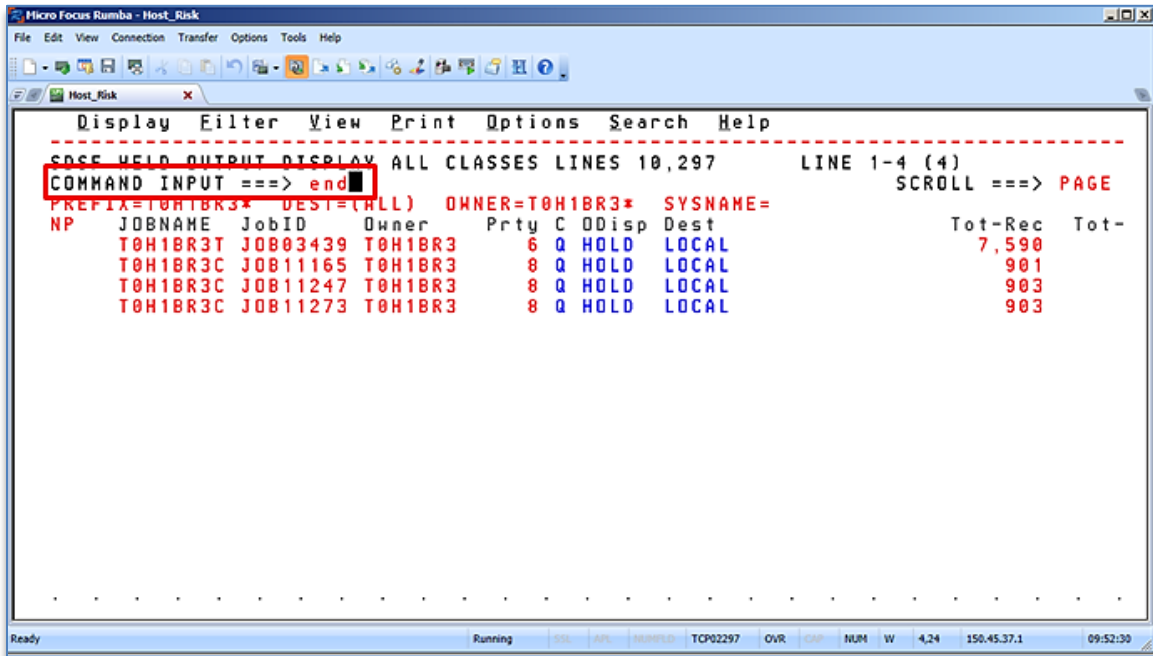

10. The **SDSF PRIMARY OPTION MENU** screen is displayed. Enter **end** in the **COMMAND INPUT** field and press the **Enter** key to move one level up to the **ISPF PRIMARY OPTION MENU** screen.
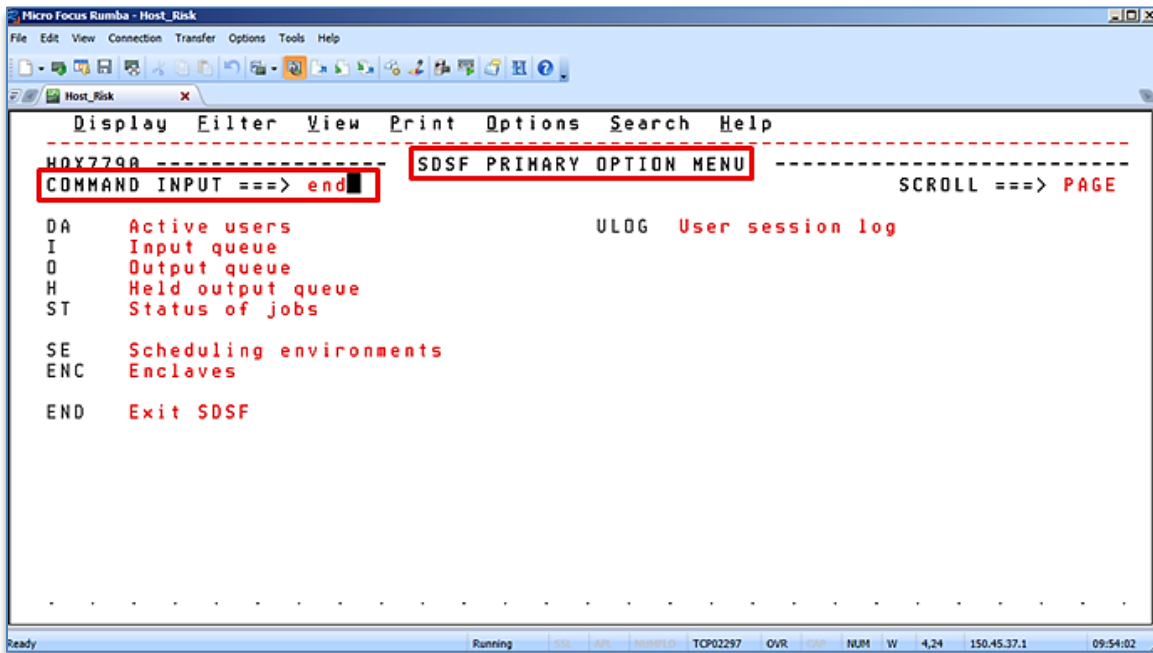
11. The **ISPF Primary Option Menu** screen is displayed. Enter **end** in the **Option** field and press the **Enter** key to move one level up to the **CORPORATE TMCC PRIMARY OPTION MENU** screen.
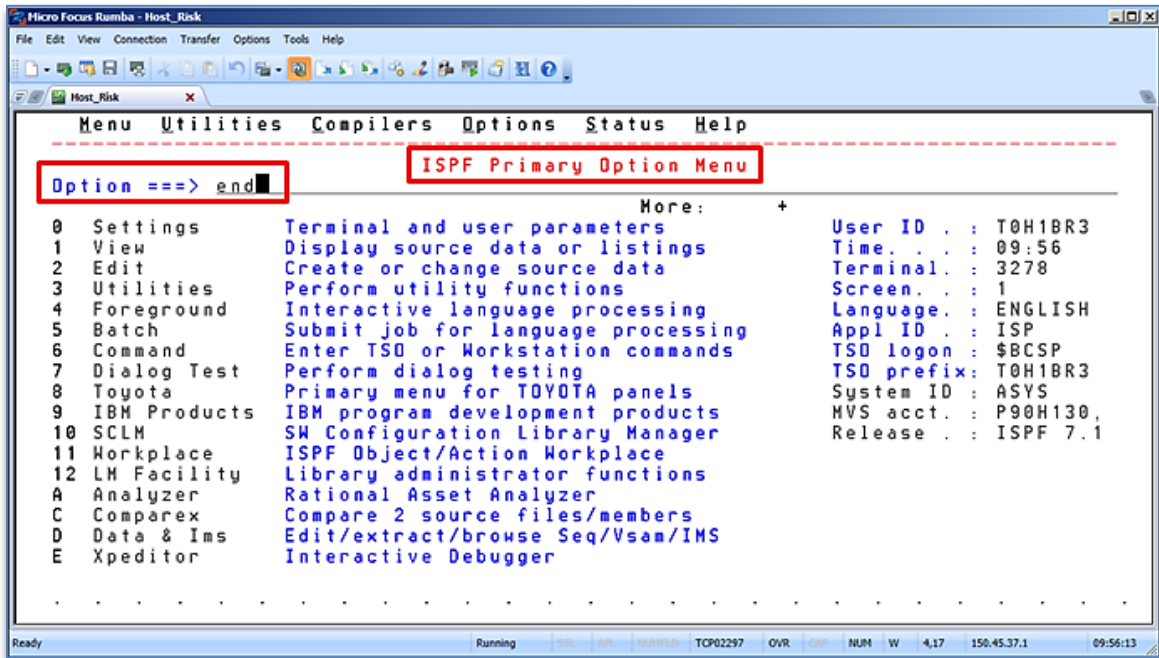

12. The **CORPORATE TMCC PRIMARY OPTION MENU** screen is displayed. Enter **X** in the **OPTION** field and press the **Enter** key to exit Rumba.
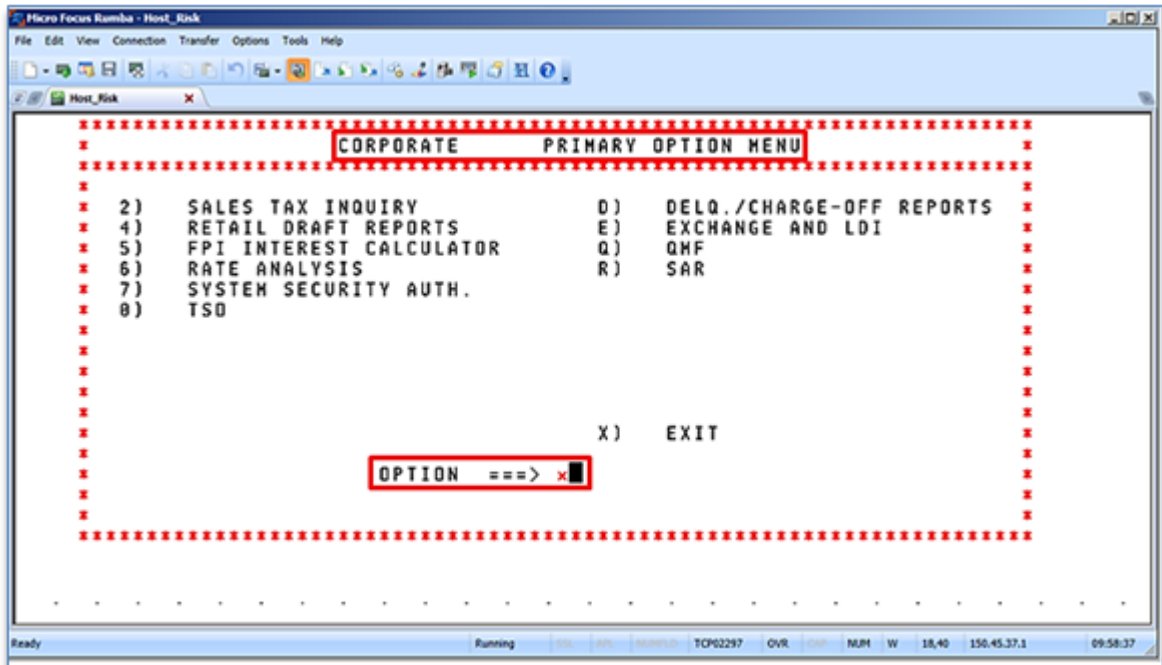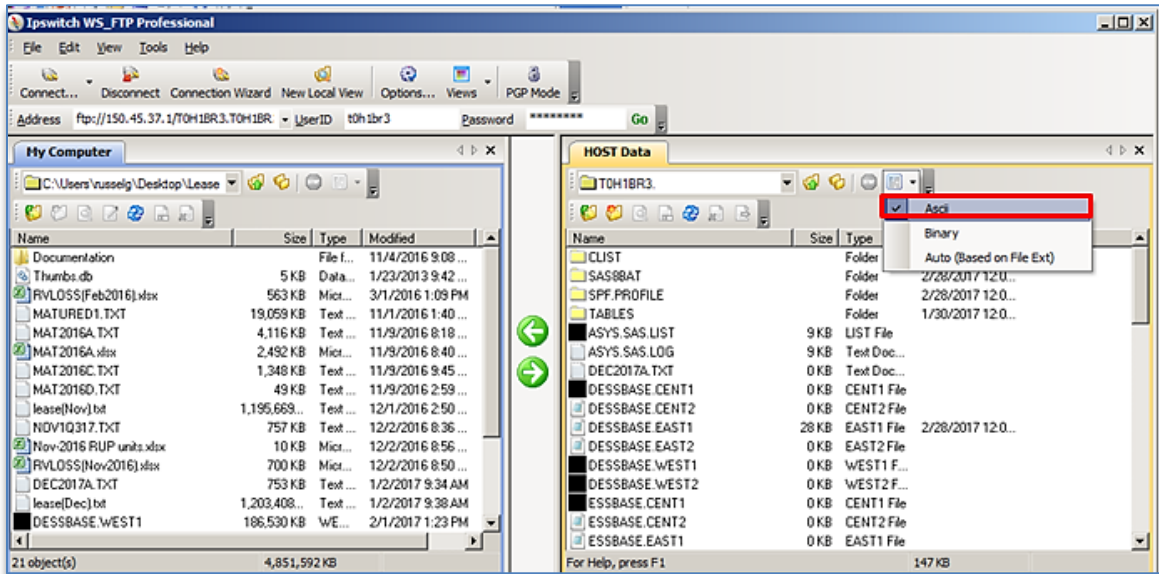
5.3. Download the HOST Data Files

The Risk Management Analyst performs the following steps to download the files from HOST to the local drive:

1. Launch **WS_FTP** and click the icon shown below on the home screen to display the menu for selecting the download file type.
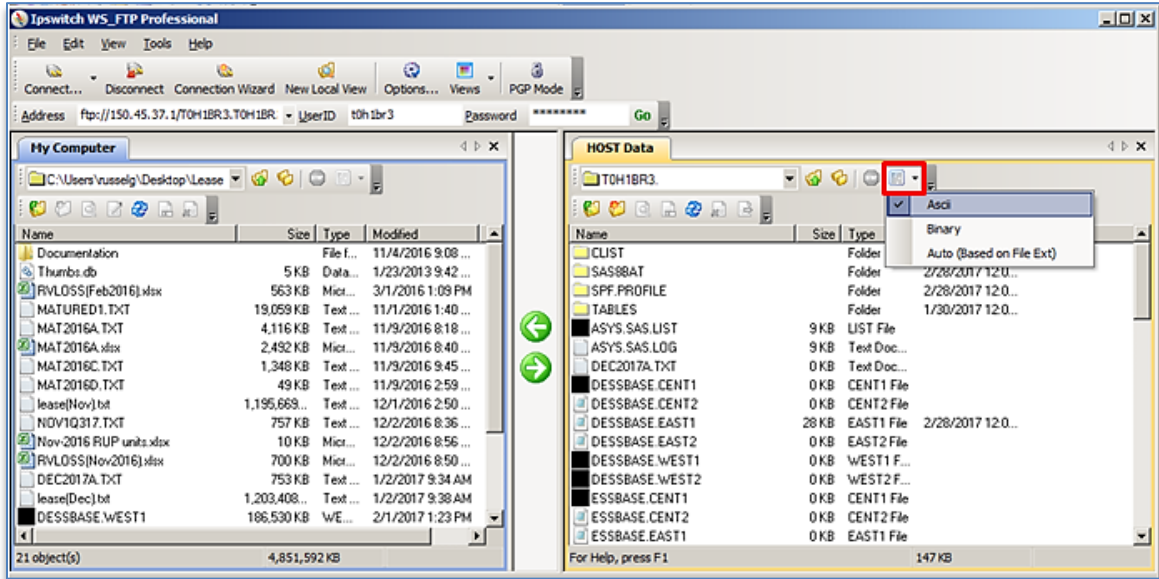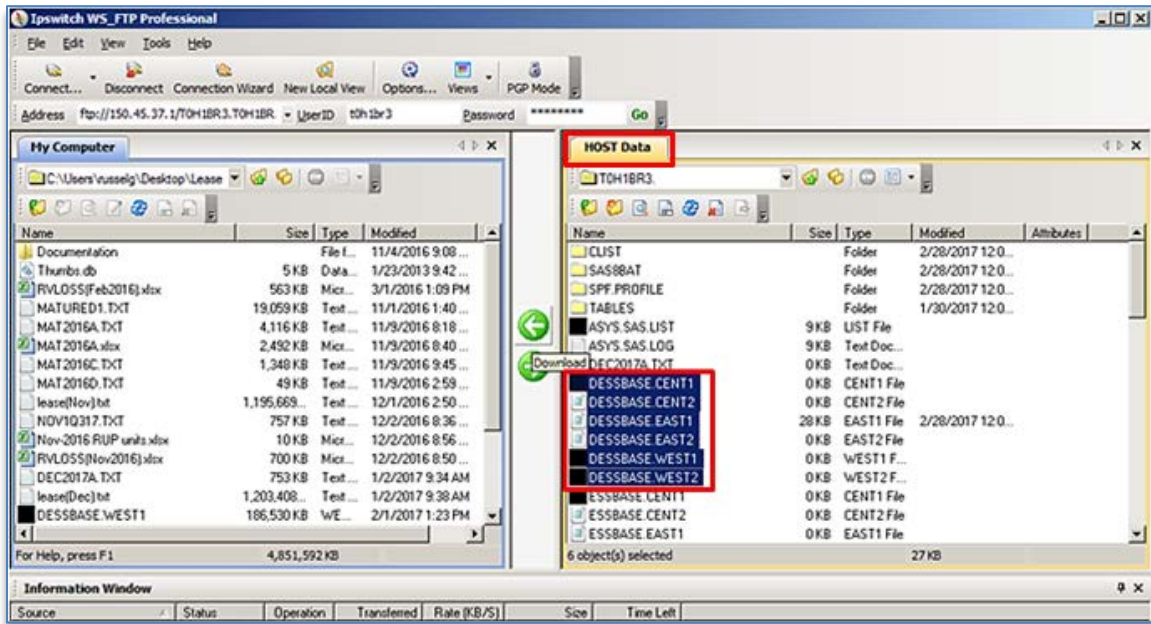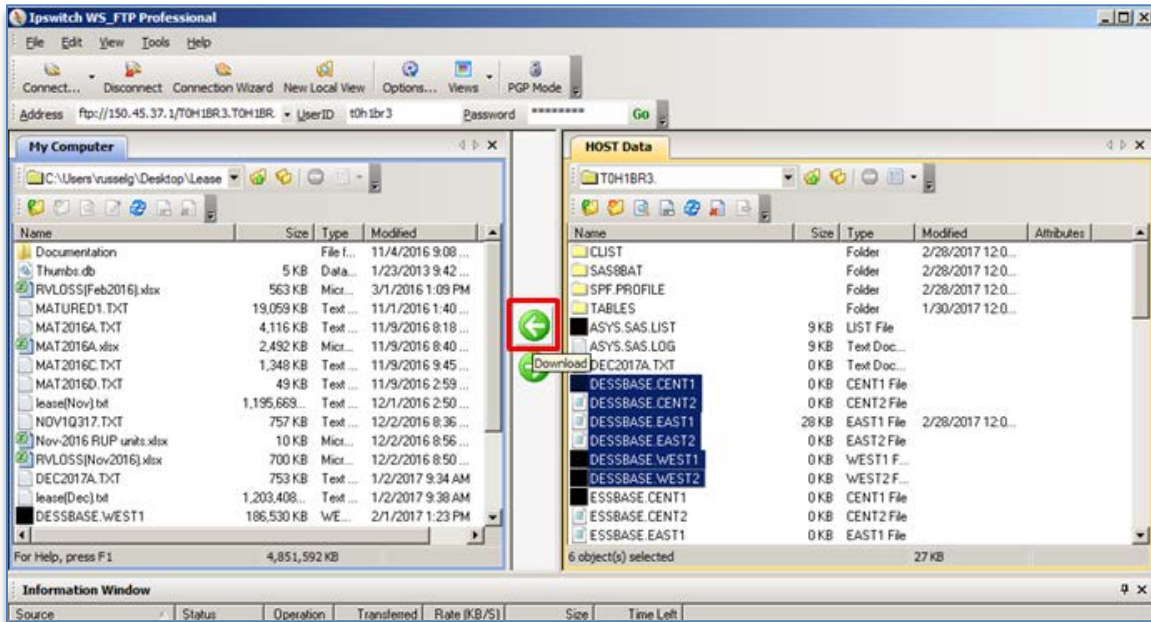

2. Set the download file type as **Ascii**.

3. Select the following six files to download from the **HOST Data** section, as displayed in the screenshot below:
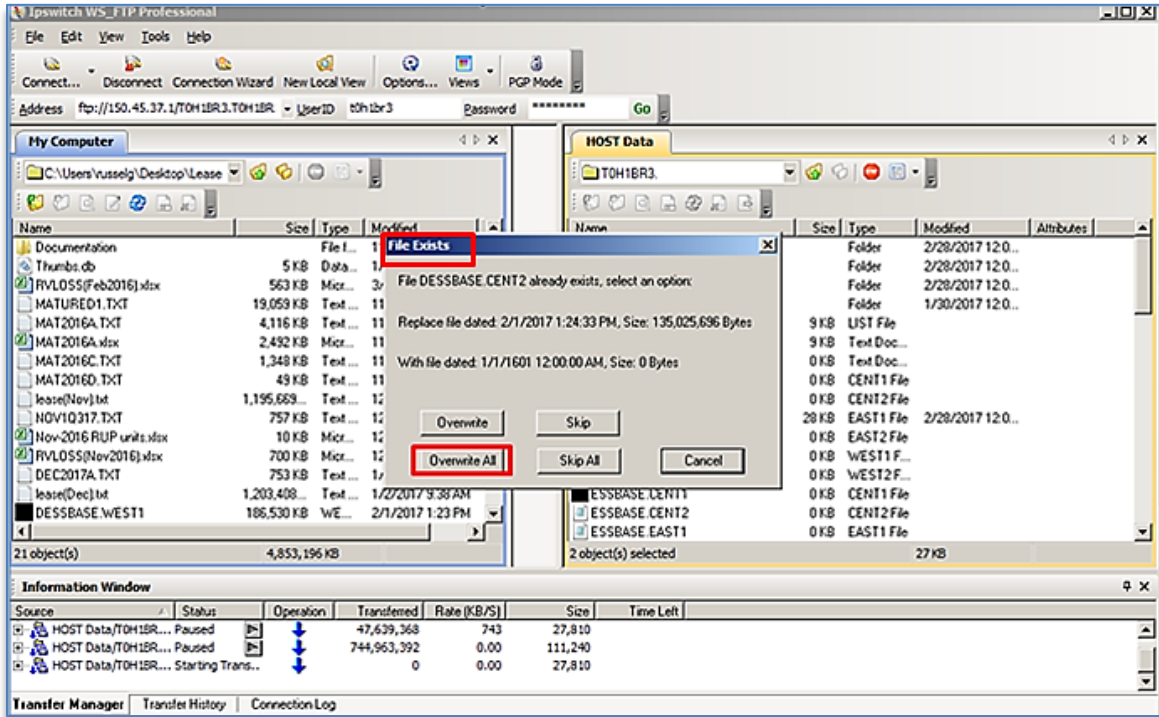   - **DESSBASE.CENT1**
   - **DESSBASE.CENT2**
   - **DESSBASE.EAST1**
   - **DESSBASE.EAST2**
   - **DESSBASE.WEST1**
   - **DESSBASE.WEST2**

4. Click the green left arrow to download the selected files.

5. The **File Exists** prompt is displayed. Select the **Overwrite All** button to overwrite all the files on the local hard drive.

6. Once the downloads are complete, exit the **WS_FTP** application. The application will display a warning if all the files have not been downloaded.

5.4. Prepare the Lease.txt File

The Risk Management Analyst performs the following steps to prepare the **lease.txt** file:
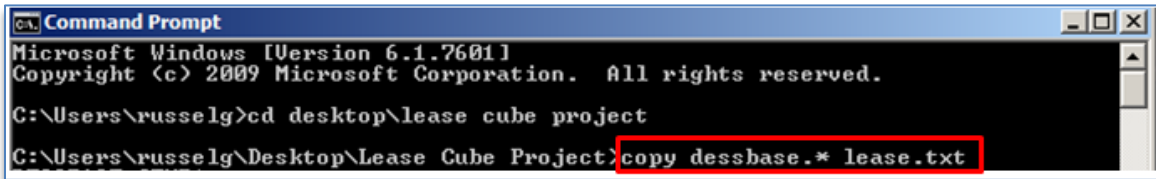
1. Go to the Windows **Start** menu and launch **Command Prompt**.

2. The Windows **Command Prompt** is displayed. Change to appropriate local folder by performing the below steps:
   a. Enter **cd desktop** to change active directory to **Desktop**.
   b. Enter **lease cube project** to change active directory to **lease cube project**.
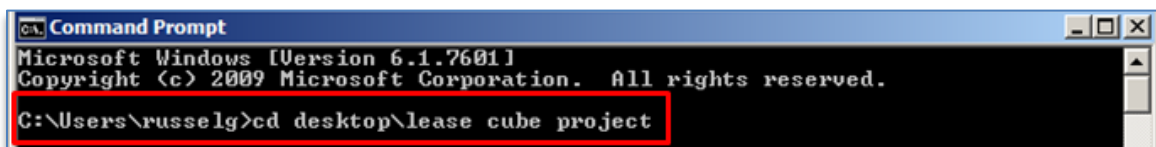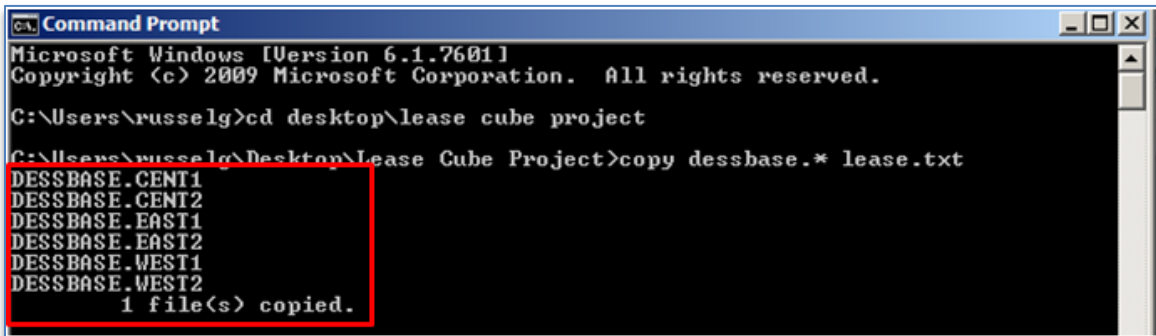
3. Enter the command, **copy dessbase.* lease.txt**, to create the file, **lease.txt**. The command copies the following six files downloaded from HOST in [section 5.3](#) to **lease.txt**:

- **DESSBASE.CENT1**
- **DESSBASE.CENT2**
- **DESSBASE.EAST1**
- **DESSBASE.EAST2**
- **DESSBASE.WEST1**
- **DESSBASE.WEST2**
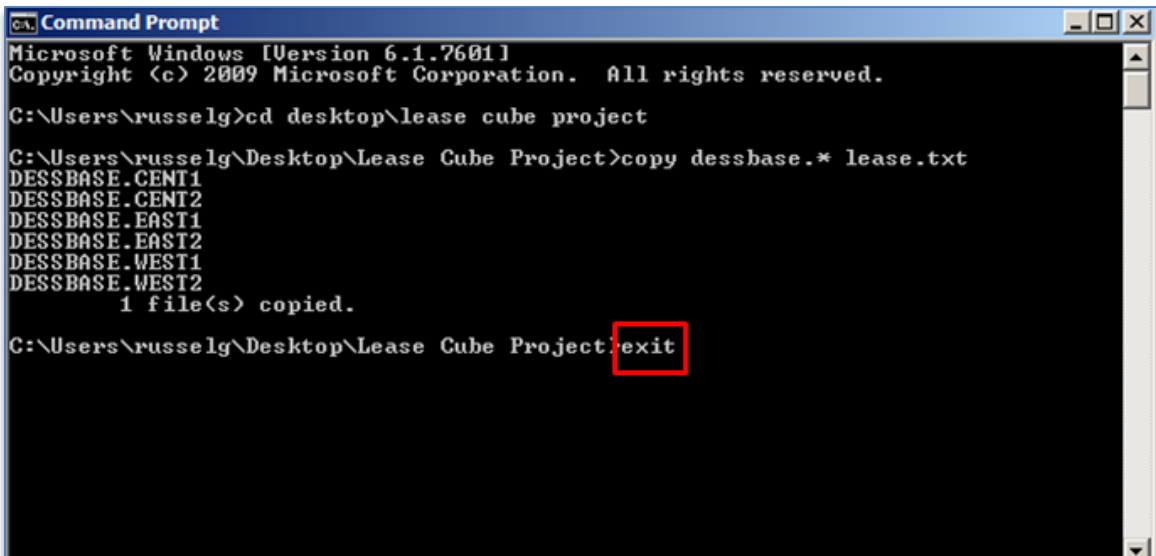
The files will be copied to **lease.txt** and a notification is displayed.

4. Enter **Exit** to exit the command prompt screen.

5. Copy **lease.txt** file to the following location on the LeaseInput shared drive:

['tcppapp117.XXX.zzz.com' (G):\LeaseInput](#)

6. Outputs Created

This section lists the outputs created as part of this process.

Output Name	Output Type	Output Location
lease.txt	Text file	'tcppapp117.xxx.yyy.com' (G):\LeaseInput

7. Version History

This section provides the document version history.

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description