Forms Experts Program

Domain Name: DCS Mapping

Document Control Information

Document Information

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1. Functional Domain

DCS system configures and generates the mapping document, which is delivered (mail or e-mail) to the external party. PAS (Exigen) System - designed to collect the related data - and deliver to DCS (AAA) System.

2. Business Justification

DCS Mapping is captured in a spreadsheet which contains all the input variables details that are required to be printed on a specific form for a state.

DCS mapping spreadsheet has following tabs:

1. Status tab
2. Change Log tab
3. Tabs for each Form number

### Status Tab

The status tab lists all common library forms and Partner States - state specific forms. The common library forms also include the Billing Statements and Conversion documents. For every new state to be implemented, the forms which have a delta are added. The sheet also include underwriting letters.

The following forms are listed in the latest DCS Mapping document:

* Common Library forms
* Billing Statements and conversion documents
* UnderWritting Letters
* ELC Forms
* Renewal Reminder Notice

It also includes state specific forms for following states:

* AZ Specific Forms
* Indiana Forms
* Oklahoma Forms
* Utah Forms
* Nevada Forms
* Ohio Forms
* Virginia Forms
* Montana Forms
* Wyoming Forms
* Pennysylvania Forms
* Maryland Forms
* NewJersey Forms
* Kansas Forms
* NewYork Forms
* Oregon Forms
* Delaware Forms
* Connecticut Forms
* South Dakota Forms
* Kentucky Forms
* District of Columbia Forms
* West Virginia Forms
* Idaho Forms

### Change Log Tab

This tab is used for tracking all the changes and covers the following information:

* Date
* Change Description
* Forms Impacted
* Comments

In the comments column, we highlight for changes made i.e addition of UI details by calling out ‘Deloitte team’

### Tabs for each Form Number

| Type of data | Data Column Name |
| --- | --- |
| DCS Exstream  (Data entered by DCS Team) | **S.No** |
| **Input Variables** |
| **Form #** |
| **Form name #** |
| **Transaction codes** |
| **Output Queue's** |
| **Sample Data** |
| **Variable type** |
| **Array** |
| **Variable Definition** |
| **Source** |
| **Conditional Variable** |
| **Mandatory** |
| **Form Rule/Specification** |
| **Comments** |
| **Section/Attribute** |
| **Node** |
| **E-Docs** |
| **Fastlane Docs** |
| PAS BA  (Data entered by Deloitte team) | **PAS UI Page** |
| **PAS UI Mapping** |
| **PAS UI Notes** |

PAS BA is the data which is entered by the Deloitte team.

* PAS UI page – Name of the UI page in PAS where the input variable is mapped to
* PAS UI Mapping – Name of the field in the UI page in PAS to which the variable is mapped to
* PAS UI Notes – This contains the information about the fields being conditionally displayed or the section in the UI page in PAS where the mapped field is present.

3. List of forms covered under the domain

N/A

4. Analysis of Business Requirements

N/A

5. Key Understanding of Design requirements

### **Key pointers to keep in mind (if any)**

* The updated DCS mapping details for new state are received after the sign off of all the state specific forms generally
* UI mapping details are added to these forms in the DCS mapping sheet
* For items where we do not have the UI details or which can be technical/ hidden variables, the UI columns are left blank and the same is communicated to the onsite team
* Uploading of DCS mapping sheet in EKM is owned by Deloitte team as there have been multiple versioning issues with the DCS team

6. References to Documents

## [DCS Mapping sheet in EKM](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/Document_Mapping_Sprint_13_and_After)

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