Effective human capital management relies on fast, accurate and reliable business processing. Whether the Human Resources (HR) function is distributed, or run as a centralized shared service, HR executives require flexibility and control to handle a wealth of documentation. Accenture Quick Document Builder automates the production and distribution of employee correspondence through an integrated solution that increases efficiency and cost effectiveness and, ultimately, helps organizations achieve high performance.

The demand for HR documentation is generally triggered by back-end processes in the human capital management system, an “on-premise” or a cloud HR system of record, for example, SuccessFactors’ Employee Central. Once created, documents are often forwarded into another process for print or capture before being sent to the employee.

The document creation process can be repetitive, time-consuming and manual, hindering qualified HR staff from undertaking the more skilled functions of their role.

For instance, in one year, across an organization of 20,000 employees, the creation of only two individual documents per employee at an average of 15 minutes per document expends approximately 10,000 hours of skilled HR administration time.

Accenture Quick Document Builder allows users to create, manage and use document templates and text modules, along with employee data from SuccessFactors’ Employee Central.

It provides version control on templates and produces PDF/A documents at the end of the generation process to address compliance aspects. AQDB can also generate an HTML output for employee communication.

Whether catering to mass generation situations or simplifying and standardizing the document creation process by providing easy integration into shared service centers or Employee Self-Service (ESS) scenarios, Accenture Quick Document Builder can realize cost savings.

Accenture Quick Document Builder
Document creation using data from SuccessFactors

High performance. Delivered.

AQDB helps HR professionals on their cloud journeys by providing superior, integrated document creation and management with SuccessFactors’ Employee Central.
Benefits

• Automate and integrate data: Relevant employee information from SuccessFactors’ Employee Central is made available by searching for the employee by name.

• Create templates in a familiar environment: Templates (for example, employment contracts, reference and bonus letters) are created and formatted with Microsoft Word. Programming skills are not required.

• Easy and quick operational document creation: The relevant data and text modules are automatically integrated and standardized in the document by configurable rules. This saves time and money in shared service centers and Human Resources departments.

• Manage content management more effectively: A centralized repository stores and organizes templates and the various output channels enable the storage of documents into third-party digital personnel files or other repositories, such as SharePoint.

• Manage portfolios effectively: Group and edit all documents and files that belong to a specific process jointly and output them. Using a portfolio means that all documents and files are edited in full and have up-to-date data.

• Lower total cost of ownership: Runs on SAP® NetWeaver™ and reads data from SuccessFactors’ Employee Central.

About Accenture

Accenture is a global management consulting, technology services and outsourcing company, with approximately 281,000 serving clients in more than 120 countries. Combining unparalleled experience, comprehensive capabilities across all industries and business functions, and extensive research on the world’s most successful companies, Accenture collaborates with clients to help them become high-performance businesses and governments. The company generated net revenues of US$28.6 billion for the fiscal year ended Aug. 31, 2013. Its home page is www.accenture.com.

Accenture Software combines deep technology acumen with industry knowledge to develop differentiated software products. It offers innovative software-based solutions to enable organizations to meet their business goals and achieve high performance. Its home page is www.accenture.com/software.

What do our clients say?

“As part of our new shared service center and employee self-services strategy, we wanted a correspondence tool that would be easy to use for those who are not IT specialists. What is more, we wanted the application to be suitable for worldwide use and support multiple languages.”

“Thanks to Accenture Quick Document Builder, document creation is a lot faster.”

For more information on Accenture Software for Human Capital Management visit: www.accenture.com/hcmsoftware
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