Accenture
Quick Document Builder

Automating correspondence
management in Human Resources

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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 correspondence documents through an integrated solution that increases efficiency and cost effectiveness and, ultimately, helps organizations achieve high performance.

The need for efficient solutions for the creation and processing of employee correspondence and personnel documents is steadily growing. Once created, documents are often forwarded into another process for print or capture before being sent to the employee. The documentation 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 template documents and text modules, along with master and meta-data, directly from an SAP ERP HR system. By simplifying and standardizing the document creation process, cost savings that directly affect the organization's financial performance can be realized.

Benefits

- **Automate and integrate data:** Relevant employee information from SAP ERP and SAP SuccessFactors is made available by entering the personnel number. More than 600 data fields are pre-configured; these can be expanded to meet the individual company requirements.

- **Create templates in a familiar environment:** Templates (for example, employment contracts, occupational certificates, 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. 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 in the SAP system. The user can access the documents in the Digital Folder. A standard archive interface enables long-term archiving of generated documents to all archiving systems and digital personnel file solutions.

- **Electronic signatures and workflows:** accelerate your HR processes.

- **Lower total cost of ownership:** Runs on SAP® NetWeaver™ and is compatible with leading SAP ERP systems.

- **AQDB and SuccessFactors:** Import data from SuccessFactors Employee Central, Recruiting and Onboarding.

Proven performance

Accenture Quick Document Builder can be used globally. It is possible to integrate the Software with other third party Digital Personnel File solutions and can be extended to highend document and forms processing.
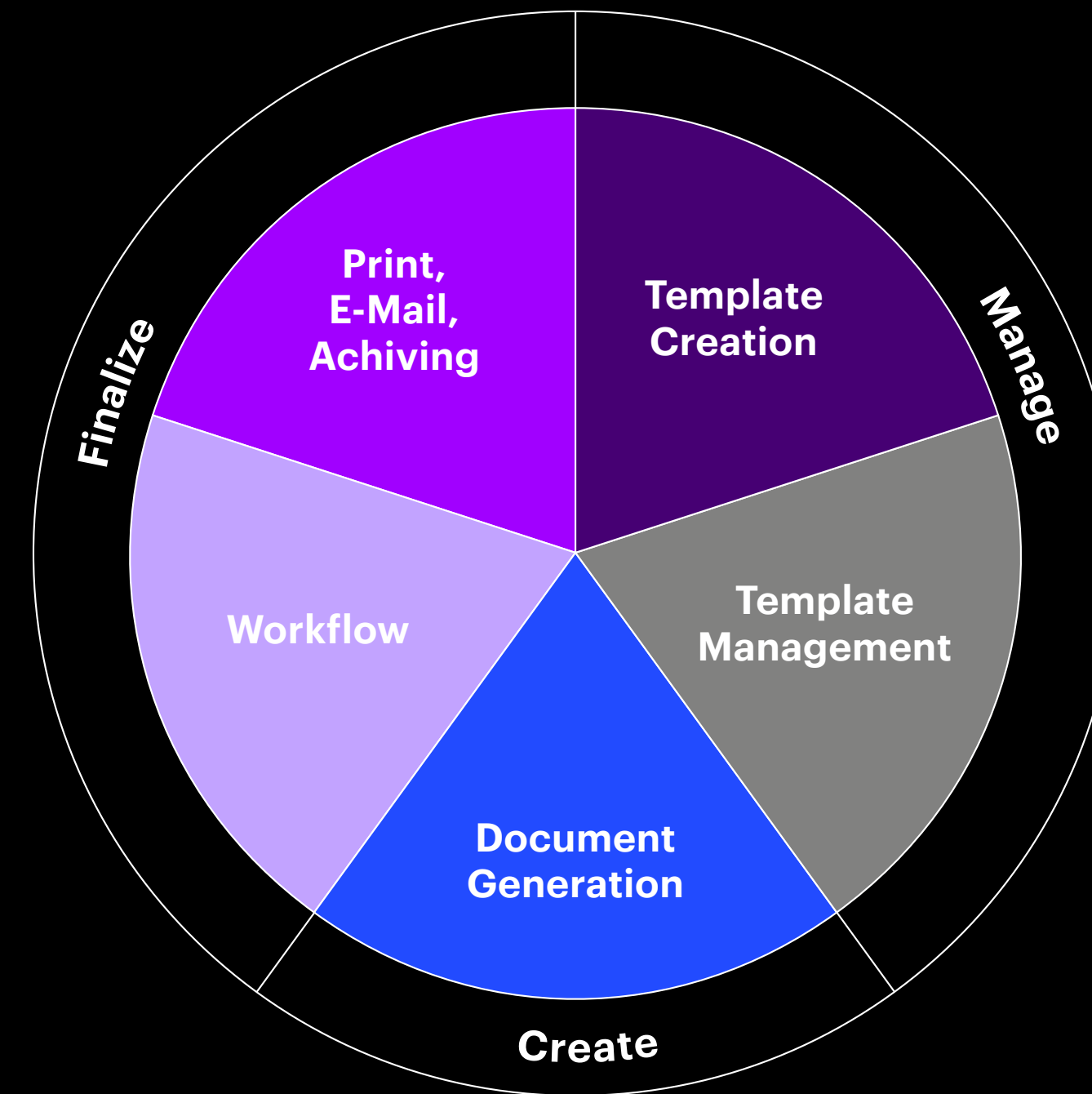
Support and advice

Backed by Accenture Software, an organization dedicated to developing differentiated software-based solutions, Accenture Quick Document Builder is part of a portfolio of software to address the needs of managing human capital demands. What is more, with a team of highly skilled technology consultants and a dedicated support desk, your support queries can be resolved quickly and effciently.

HCM made simple

Find out how products in the Accenture Software for Human Capital Management portfolio can help enhance productivity in your organization. Ask your Accenture contact for information about:

- **Accenture HR Audit and Compliance Tool:** Bringing consistency and quality to human capital management data

- **Accenture Clone and Test:** Testing and migrating human capital management data easily, quickly and securely

- **Accenture Data Comparison Manager:** Automating HR data comparison to maintain consistent, high-quality data and supporting the migration to SAP SuccessFactors

- **Accenture Quick Document Builder:** Automating correspondence management in Human Resources

Accenture Quick Document Builder

"Accenture Quick Document Builder can realize up to 50 percent savings in HR staff time. The software reduces the costs required to create approved templates and documents for HR processes."

AQDB Product Manager, Accenture

Contact

For more information on Accenture Software for Human Capital Management visit:
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About Accenture

Accenture is a leading global professional services company that helps the world's leading businesses, governments and other organizations build their digital core, optimize their operations, accelerate revenue growth and enhance citizen services—creating tangible value at speed and scale. We are a talent- and innovation-led company with approximately 791,000 people serving clients in more than 120 countries. Technology is at the core of change today, and we are one of the world's leaders in helping drive that change, with strong ecosystem relationships. We combine our strength in technology and leadership in cloud, data and AI with unmatched industry experience, functional expertise and global delivery capability. Our broad range of services, solutions and assets across Strategy & Consulting, Technology, Operations, Industry X and Song, together with our culture of shared success and commitment to creating 360° value, enable us to help our clients reinvent and build trusted, lasting relationships. We measure our success by the 360° value we create for our clients, each other, our shareholders, partners and communities. Visit us at accenture.com

Accenture Software for Human Capital Management (HCM) has more than 20 years of experience providing software solutions to deliver modern HR. We serve more than 2,000 customers in 52 countries. Our product portfolio specializes in software for SAP® ERP HCM, S/4HANA and SuccessFactors including four certified apps in the SAP Store. While our 150 specialists in software development, product management, support and testing help HR teams to make the transition to working more efficiently and effectively, raising productivity, and driving better business outcomes.