



# ACCENTURE ACCENTURE QUICK DOCUMENT BUILDER

## AUTOMATING CORRESPONDENCE MANAGEMENT IN HUMAN RESOURCES

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 demand for HR documentation is generally triggered by back-end processes in the human capital management module of the enterprise resource planning (ERP) system or the finance system. 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.

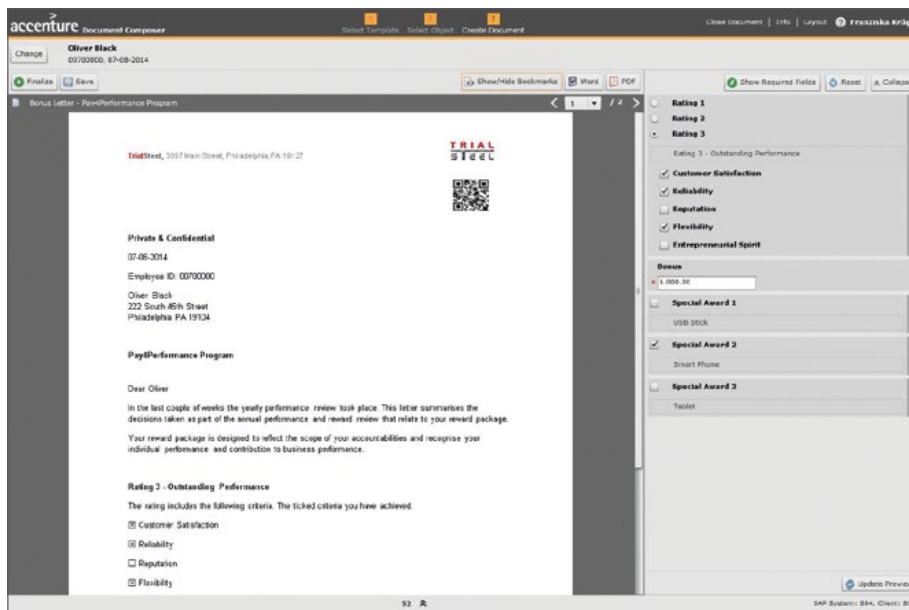
For instance, in one year, across an organization of 20,000 employees, the creation of only two individual documents per employee at an average of 15 minutes per document expends approximately 10,000 hours of skilled HR administration time.

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 eRecruiting 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.
- **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.

## 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.”

**Franziska Krüger,**  
AQDB Product Manager, Accenture

### PROVEN PERFORMANCE

Accenture Quick Document Builder supports clients 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 efficiently.

### 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 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 human capital management data comparison to maintain consistent, high-quality data
- **Accenture Quick Document Builder:** Automating correspondence management in Human Resources
- **OrgPublisher™ for SAP® solutions:** Analyzing human capital management data for informed business decisions.

### ABOUT ACCENTURE

Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations. Combining unmatched experience and specialized skills across more than 40 industries and all business functions – underpinned by the world’s largest delivery network – Accenture works at the intersection of business and technology to help clients improve their performance and create sustainable value for their stakeholders. With approximately 435,000 people serving clients in more than 120 countries, Accenture drives innovation to improve the way the world works and lives. Visit us at [www.accenture.com](http://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](http://www.accenture.com/software).

### KONTAKT

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

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