

Accenture Quick Document Builder

Accelerating the drive toward high performance

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Accelerating the drive toward high performance

In the relentless drive toward high performance, organizations are constantly re-examining their business processes to find more efficient and automated means of accomplishing necessary day-to-day business tasks. This is particularly apparent within the Human Resources (HR) function.

The challenge of reducing cost in Human Resources

Within every HR organization, irrespective of size, the number of employees it serves, or location, managing human capital effectively relies on fast, accurate and compliant business processing. In addition, the majority of HR processes generate some form of documentation as the output. Such documentation could be related to potential, current or past employees, and could include salary-related documentation, company vehicles and benefits, social insurance contributions, pensions and so on. For globally distributed organizations and those adopting shared services HR models, the overheads and the challenge of maintaining efficient and accurate processes are considerably greater.

To outperform the competition, savings in time and resources are fundamental

The creation of HR documentation is usually triggered by back-end processes in the human capital management module of the enterprise resource planning (ERP) system, or of the finance system. Either way, once these documents are created, they are usually forwarded into another process and are printed or captured in a non-changeable format (such as Adobe® Portable Document Format (PDF)) for dispatch to the employee. The electronic copies may then be attached to digital personnel files as part of the relevant employee record.

The creation of standard documents is time-consuming, and is often carried out by skilled HR resources. Each employee receives a number of documents annually from the HR function, including such items as salary slips, national

insurance notices, sickness and leave confirmations, tax and benefits documentation, circulars on salary increases, expense policy, etc. These documents are frequently strictly confidential to that individual. Some of these documents (e.g. salary slips) would be generated automatically direct from the ERP system, but there will also be documents where customization for individual employees is required.

The effort to generate employee-customized documents can be high. For example, to generate a letter for an individual's salary increase, the HR representative would need to spend time searching for an example of where this type of document has been created in the past. They would then proof the text content and format elements used in the template document and ensure they are still current. Adjustments may be needed to headers, footers, body text and more before the ERP application can be launched. The process continues with entering the personnel number into the system, finding and validating the employee record, copying and pasting from an employee's master data into the template document, checking the formatting and adjusting as required. Finally, the document can be saved onto a file server and printed or set into a non-changeable format for distribution and filing.

All in all, a time-consuming process. In terms of the efficiency and cost-effectiveness of the process, skilled HR time and resources are being consumed on repetitive document creation and management tasks, which could be avoided. 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, of which a considerable proportion could be saved. By simplifying and standardizing the document creation process, cost savings that directly affect the organization's financial performance can be realized.

Industry standards and ease of use help power new processing performance levels

Accenture Quick Document Builder helps organizations optimize the HR resources associated with individual document creation and processing, thereby accelerating their journey toward high performance.

Leveraging existing Microsoft® front-end tools such as Microsoft Word, so that further training is not required, the Accenture Quick Document Builder allows users to create, manage and use template documents and text modules along with master and meta-data from an ERP HR system such as SAP® ERP HCM.

Scope of the Accenture Quick Document Builder

- Template creation through use of a Microsoft Word front-end, so that template creators can take advantage of functionality such as spell check, hyphenation, document formatting and automation without additional training or programming skills.
- Predefined templates (and country-specific content that can be augmented and customized according to the specific business requirements) to enhance speed of implementation.
- A predefined and extensible ERP meta-data repository that provides all types of ERP fields and information from the ERP system ready to be used by the template administrator or designer from MS Word for the templates or in text modules.
- A central catalog to save the templates and text modules most often needed across the global organization, appropriate to different countries, languages, etc.

- Automatic feeding of the relevant employee information (name, address, date of birth, social insurance number, etc.) into the document on input of the personnel number.
- The ability to use mail merge functionality enables templates to be used for mass document creation in a batch-processing transaction.
- Process finalization and multiple output options as required—printing, conversion to Adobe® PDF format, attaching to a digital personnel file.
- No additional training for administration staff who are already familiar with Microsoft Word.
- Integration capability with leading ERP systems, including SAP ERP HCM and others.
- Open to Adobe front-end tools and back-end services to extend the solution to high-end document and forms processing services and features such as digital signatures, 2D barcodes, interactive forms, etc.
- Integration with digital personnel file solutions, including the Accenture Digital Personnel File Solution – aconso for SAP®.

Raising HR processing to new performance heights

Accenture Quick Document Builder can deliver up to 50 percent saving in HR staff time and therefore costs required to create approved templates and documents related to HR employee processes.

Accenture Quick Document Builder is a standardized, packaged software solution for ease of use and integration, speeding implementation and achievement of return on investment (ROI). Leveraging existing and widely utilized Microsoft and Adobe platforms and technology, the solution is scalable to meet even the highest scale of document-creation volumes. This makes it especially beneficial to assist in realizing economies of scale in a shared service center or business process outsourcing (BPO) approach to HR administration.

The Accenture difference

Accenture High Performance Business research shows clearly that the ability to use talent effectively is central to achieving high performance. Accenture Human Capital Management Solutions draws upon Accenture's extensive HR functional experience, married with our technology skills, to deliver realistic concepts and achievable results to help Accenture clients move toward high performance.

Accenture Quick Document Builder is delivered in a standardized, pre-packaged format, with templates including predefined fields for business content, which can be tailored to the specific process and compliance requirements of the organization. This approach, coupled with Accenture's strong capabilities, methods and resources that focus on achieving high performance, means that Accenture Quick Document Builder can be implemented and integrated quickly, delivering return on investment as fast as possible.

Accenture's best-practice approach, distilled from more than 1,000 SAP Human Capital Management projects, helps clients realize the full benefits of the Accenture Quick Document Builder.

In Accenture Human Capital Management Solutions, as elsewhere within Accenture, we recognize and continually research innovative ideas and tools to help organizations become high-performance businesses. Our experienced software product management and development team works in close partnership with our clients, assessing their requirements and adapting our solutions to their needs, as well as to future SAP and other ERP system releases.

Availability

Accenture Quick Document Builder is available for SAP ERP HCM in both English and German language versions. Further ERP systems support and language options are under development.

Support

Accenture Quick Document Builder is supported by skilled professionals from Accenture Human Capital Management Solutions with expertise in business and technology and a by dedicated support desk to answer questions and help resolve problems quickly.

About Accenture Human Capital Management Solutions

Accenture Human Capital Management Solutions, part of Accenture's Human Performance group, comprises deeply skilled professionals who specialize in SAP Human Capital Management (HCM) technology, strategy and implementation. With approximately 1,200 SAP HCM experts globally, Accenture Human Capital Management Solutions is one of the largest and most experienced global providers of human capital management services and solutions. The organization provides deep expertise and delivers proven results in leveraging SAP HCM technology to drive higher levels of HR performance for clients. Completing the portfolio is a proprietary suite of software that increases functionality and productivity, improves quality and reduces timelines for implementing and realizing value from the leading SAP HCM technology platform. As part of a global network of more than 7,000 Human Performance professionals and more than 19,500 consultants skilled in SAP, Accenture Human Capital Management Solutions is uniquely capable of delivering global complex, SAP HCM-enabled HR transformation initiatives to help our clients achieve high performance.

About Accenture

Accenture is a global management consulting, technology services and outsourcing company. Committed to delivering innovation, Accenture collaborates with its clients to help them become high-performance businesses and governments. With deep industry and business process expertise, broad global resources and a proven track record, Accenture can mobilize the right people, skills, and technologies to help clients improve their performance. With approximately 170,000 people in 49 countries, the company generated net revenues of US\$19.70 billion for the fiscal year ended Aug. 31, 2007. Its home page is www.accenture.com



Contact Accenture

For more information about how Accenture Quick Document Builder can propel HR functions on the road to high performance, please contact:

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