

Accenture Quick Document Builder

Streamlining document creation processes from within SAP ERP HCM

A large, stylized orange chevron graphic pointing to the right, positioned behind the text "High performance. Delivered."

High performance. Delivered.

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 management 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.

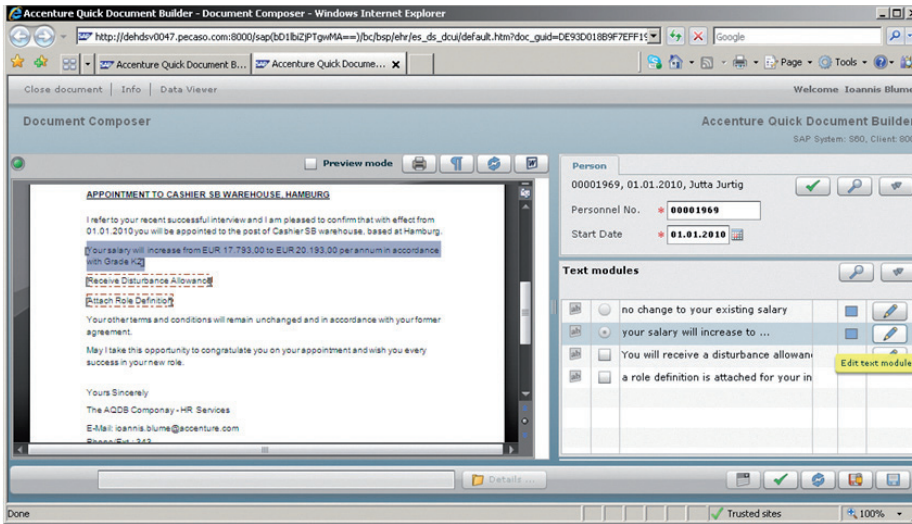
Accenture Quick Document Builder allows users to create, manage and use template documents and text modules, along with master and meta-data, directly from an SAP ERP HR system. By simplifying and standardizing the document creation process, cost savings that directly affect the organization's financial performance can be realized.

Benefits

- **Automate and integrate data:** Relevant employee information (for example, name, date of birth) is made available on entry of a personnel number.
- **Lower total cost of ownership:** Runs on SAP® NetWeaver™ and is compatible with leading SAP ERP systems.

- **Practice highly scalable document creation:** Reduce training requirements by leveraging widely used authoring tools such as Microsoft Word.
- **Gain out-of-the-box functionality:** More than 600 pre-configured data fields from SAP ERP and SAP E-Recruiting content can be augmented and customized according to specific business requirements.
- **Achieve implementation at speed:** Create templates and text modules using Microsoft Word, taking advantage of functionality such as spell check and document formatting without the need for programming skills.
- **Manage content management more effectively:** A centralized repository stores and organizes templates in the SAP system while a standard archive interface enables long-term archiving of generated documents to all archiving systems and digital personnel file solutions.

Accenture Quick Document Builder



Proven performance

Accenture Quick Document Builder supports clients globally. The software is fully integrated with digital personnel file solutions and can be extended to high-end document and forms processing services and features.

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 HR Management Suite:** Simplifying remote access to human capital management tasks
- **Accenture Quick Document Builder:** Streamlining document creation processes from within SAP ERP HCM
- **OrgPublisher™ for SAP® solutions:** Analyzing human capital management data for informed business decisions.

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

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About Accenture

Accenture is a global management consulting, technology services and outsourcing company, with more than 246,000 people 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\$25.5 billion for the fiscal year ended Aug. 31, 2011. 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.

“Accenture Quick Document Builder can deliver up to 50 percent savings in HR staff time, reducing the costs required to create approved templates and documents related to HR employee processes.”

Ioannis Blume, AQDB Solution Manager, Accenture.