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Accenture Quick Document Builder

Creation of contract templates and correspondence made easy in SAP HCM and SuccessFactors

Solution Description

With Accenture Quick Document Builder, you automate and standardize the creation, distribution and filing of documents for employees and managers: e.g. bonus letters, letters, emails, employment contracts, privacy notices and much more. Templates and text modules can be created, managed and used directly from an SAP ERP HCM system using existing master data and metadata.

By simplifying and standardizing the creation process, time and cost savings can be achieved that are directly reflected in the company's bottom line. Effective HR management is based on fast, accurate and reliable business processing. Whether the HR department is decentralized or organized as a central shared service, HR managers need flexibility and control to process a wide range of documents.

Implemented Functionalities

MASS COMMUNICATION
Generate documents in high volume e.g. appraisal letters, annual shareholder letters, anniversary letters, job descriptions.

INTUITIVE TEMPLATE CREATION
Templates (e.g. employment contracts, employment certificates, bonus letters) are created and formatted using Microsoft Word. Programming knowledge is not required.

SIMPLE AND FAST DOCUMENT CREATION
Data and text modules are automatically integrated into the document from more than 600 data fields from SAP ERP HCM and SAP SuccessFactors Employee Central, Recruiting and Onboarding in a standardized, error-free manner.

EMPLOYEE SELF-SERVICE
Employees can create documents themselves via ServiceNow, e.g. certificate of employment.

INTERFACE TO SUCCESSFACTORS
Import of data from Employee Central, Recruiting and Onboarding.

Client Advantages

Improve compliance
Achieve document and data integrity by using pre-approved content.

Greater scaling
Expand the scopes (ESS, Shared Services) to improve scalability and elasticity.

Efficient content management
A central library stores and manages the templates in the SAP system. Generated documents can be viewed by the user directly in the digital repository. A standardized archive interface enables long-term archiving on all archive and digital personnel file systems released by SAP.

Reduces the total cost of ownership (TCO)
Runs on SAP® NetWeaver™ and is compatible with leading SAP ERP systems and SAP SuccessFactors.

Acceleration of your HR processes
Lean workflows and the integration of electronic signature providers such as DocuSign and Adobe Sign shorten HR processes.

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