Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

ENTERPRISE RESOURCE PLANNING (ERP)

ERP Reporting Essentials: Design and Delivery Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

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ERP Reporting Essentials: Design and Delivery Training Course

Enterprise Resource Planning (ERP) • 5 Days Intensive • Accredited Certification

Course Overview

ERP Reporting Essentials: Design and Delivery Training Course equips professionals with the knowledge and tools to design, analyze, and deliver impactful reports, enabling organizations to unlock the full potential of their ERP data.

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
29 Dec 2025 – 2 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Dec 2025 – 2 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jan 2026 – 9 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

ERP Reporting Essentials: Design and Delivery Training Course

Introduction

In today's fast-paced digital era, organizations rely heavily on ERP systems to streamline operations, enhance decision-making, and drive business growth. However, the true value of ERP lies not just in data collection but in effective reporting and actionable insights. ERP Reporting Essentials: Design and Delivery Training Course equips professionals with the knowledge and tools to design, analyze, and deliver impactful reports, enabling organizations to unlock the full potential of their ERP data.

This training program emphasizes practical, hands-on learning, integrating real-world case studies and cutting-edge reporting techniques. Participants will gain expertise in data visualization, report automation, dashboard design, KPI tracking, and compliance reporting, ensuring that they can translate complex ERP data into strategic business decisions. By the end of the course, learners will be able to craft reports that drive operational efficiency, optimize resource allocation, and enhance organizational performance.

Course Duration

5 Days

Course Objectives

By the end of this course, participants will be able to:

- Master ERP reporting frameworks for accurate and actionable insights.
- Design interactive dashboards using advanced visualization tools.
- Implement real-time reporting to support data-driven decision-making.

- Optimize KPI reporting for operational and strategic management.
- Automate report generation to reduce manual effort and errors.
- Integrate data from multiple ERP modules for unified reporting.
- Apply compliance and regulatory reporting standards effectively.
- Develop financial, operational, and management reports aligned with business goals.
- Leverage predictive analytics and trends in ERP reporting.
- Ensure data integrity, accuracy, and security in reporting processes.
- Utilize self-service reporting tools to empower business users.
- Troubleshoot reporting challenges with real-world case studies.
- Enhance decision-making efficiency through structured ERP reporting practices.

Target Audience

- ERP Analysts
- Business Intelligence Professionals
- Data Analysts and Reporting Specialists
- Finance and Accounting Professionals
- Operations Managers
- IT Professionals and ERP Administrators
- Business Consultants
- Decision-Makers looking to leverage ERP data for strategic insights

Course Modules

Module 1: Introduction to ERP Reporting

- Understanding ERP system architecture and reporting workflows
- Importance of accurate reporting for decision-making
- Types of ERP reports
- Key reporting challenges and solutions
- Case Study: Streamlining reporting in a manufacturing ERP system

Module 2: Data Extraction & Integration

- Extracting data from ERP modules efficiently
- Data cleansing and preparation for reporting
- Integrating ERP data with BI tools
- Managing multi-source data for consolidated reporting
- Case Study: Integrating sales and inventory data for performance dashboards

Module 3: Designing Effective Reports

- Principles of report design and layout
- Customizing reports for different stakeholders
- Choosing the right visualization types
- Enhancing readability and clarity
- Case Study: Redesigning finance reports to improve executive decision-making

Module 4: KPI Development & Tracking

- Identifying key performance indicators for business objectives
- Aligning KPIs with organizational strategy
- Monitoring and measuring KPIs in ERP systems
- Reporting KPI trends and anomalies
- Case Study: KPI implementation in a retail ERP environment

Module 5: Dashboard Design & Visualization

- Building interactive dashboards using ERP and BI tools
- Data visualization best practices
- Incorporating drill-down and filter capabilities

- Real-time dashboard updates
- Case Study: Executive dashboard design for a logistics company

Module 6: Report Automation & Scheduling

- Automating report generation and distribution
- Setting up alerts and triggers
- Reducing manual reporting errors
- Integrating automated reports with business workflows
- Case Study: Automating monthly finance reports in SAP

Module 7: Compliance & Regulatory Reporting

- Understanding regulatory requirements in reporting
- Audit-friendly report design
- Ensuring data accuracy and completeness
- Mitigating compliance risks through reporting
- Case Study: ERP compliance reporting for a pharmaceutical company

Module 8: Advanced Reporting & Analytics

- Using predictive analytics and trend analysis in ERP reports
- Enhancing decision-making with advanced data insights
- Implementing scenario planning and simulations
- Leveraging AI tools for reporting enhancements
- Case Study: Predictive sales reporting for a distribution business

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/erp-reporting-essentials-design-and-delivery-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.