ERP Reporting Essentials: Design and Delivery Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

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.

Programme Curriculum

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:

1. Master ERP reporting frameworks for accurate and actionable insights.
2. Design interactive dashboards using advanced visualization tools.
3. Implement real-time reporting to support data-driven decision-making.
4. Optimize KPI reporting for operational and strategic management.
5. Automate report generation to reduce manual effort and errors.
6. Integrate data from multiple ERP modules for unified reporting.
7. Apply compliance and regulatory reporting standards effectively.
8. Develop financial, operational, and management reports aligned with business goals.
9. Leverage predictive analytics and trends in ERP reporting.
10. Ensure data integrity, accuracy, and security in reporting processes.
11. Utilize self-service reporting tools to empower business users.
12. Troubleshoot reporting challenges with real-world case studies.
13. 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@fineskilltrainingcenter.org or call +254769199797

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 Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com