2-DAY HANDS-ON TRAINING · LAGOS, PORT HARCOURT & ONLINE

Finance Data Analytics: from raw transactions to automated dashboards

In two hands-on days, your finance team learns to turn messy system exports into an invoice ageing dashboard that updates itself. Each participant leaves with a working dashboard and a reusable template.

2 days
9:00am to 4:00pm

~~₦200,000~~
per participant, VAT incl.

~~₦150,000~~
each, 2+ from one company

In-house
your office or an approved venue

What changes for your finance team

Your team stops rebuilding the same reports by hand and starts seeing overdue debt every week, not once a month.

Today	After the training
Month-end receivables report rebuilt by hand	Report refreshes in one click
Overdue debt found late, by phone calls and spreadsheets	Overdue debt visible weekly by customer, amount and age (Current, 1-30, 31-60, 61-90, 90+ days)
Invoice, payment and bank mismatches found by eye	Mismatches flagged automatically
Duplicate payments, unusual entries and missing receipts slip through	Leakage and control gaps spotted early
Reports nobody can trace back	Data sources and KPIs documented, ready for audit

The link to cash

Every day cut from days sales outstanding (DSO) releases cash. Plug in your own sales figure:

Cash released = (Annual credit sales ÷ 365) × Days cut from DSO

Example only: ₦1.2bn in annual credit sales with DSO cut by 10 days releases about ₦32.9m. We do not promise a DSO figure before seeing your data; the training gives your team the tools to measure and manage it.

The programme

Who it is for: accountants, finance officers, financial and management analysts, credit control and receivables teams, reconciliation and audit support staff, treasury and reporting officers. Basic Excel is enough; no coding.

Day 1: Clean and combine

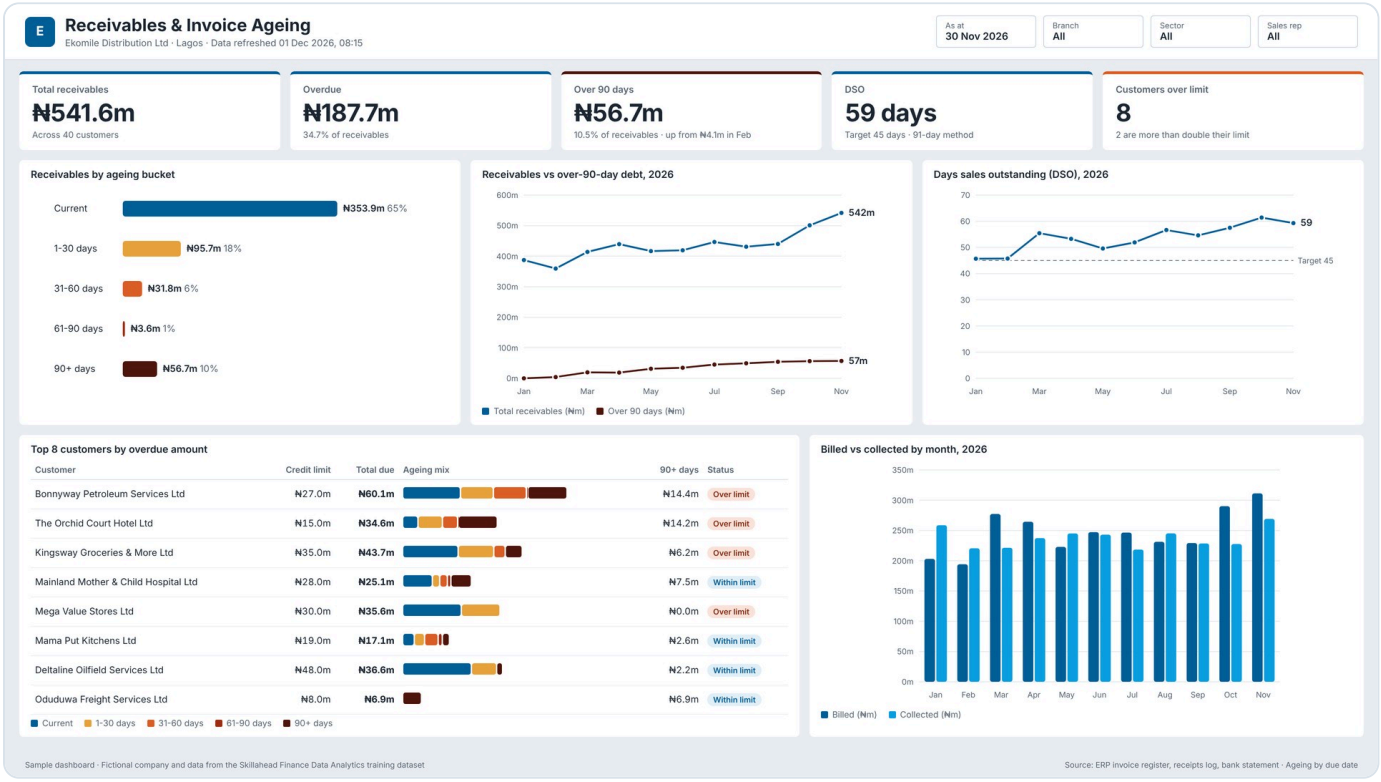
1. Clean messy system exports with Power Query
2. Merge invoices, payments and bank data from different systems
3. Reconcile transactions and flag mismatches automatically
4. Spot unusual patterns that point to control gaps or leakage

Day 2: Analyse, visualise, automate

1. Ageing buckets and days sales outstanding (DSO)
2. Build an interactive invoice ageing dashboard in Power BI
3. Set up refresh so recurring reports update themselves
4. Document data sources and KPIs so reports are auditable

Capstone: your own invoice ageing dashboard

Each participant builds a receivables dashboard on a realistic Lagos distributor's data (ERP invoice register, receipts log and bank statement) with real-world errors and control gaps hidden in them. They leave with the dashboard, a reusable template and a Skillahead certificate of completion.



Sample dashboard built on the course dataset. Fictional company and data.

What to bring: a Windows laptop with Excel and Power BI Desktop (free) installed. Setup instructions are sent after registration.

Schedule and fees

Class	December 2026	January 2027	Venue
Online	Tue 8 to Wed 9 Dec	Mon 11 to Tue 12 Jan	Live on Zoom
Lagos	Tue 15 to Wed 16 Dec	Mon 25 to Tue 26 Jan	Skillahead Lagos office, 6 Ashabi Cole Street, by Agidingbi, Ikeja
Port Harcourt	Mon 21 to Tue 22 Dec	Mon 18 to Tue 19 Jan	Skillahead Port Harcourt office, 8 Old Aba Road, by Customary Court, Rumuogba

Option	Fee per participant	Duration, time and location
Public class, 1 participant	₦200,000	Fixed schedule above, 9:00am to 4:00pm
Public class, 2 or more from one company	₦150,000	Fixed schedule above, 9:00am to 4:00pm
In-house at your office or an approved venue	From ₦1,500,000 for up to 10 staff; ₦120,000 per extra person; plus an administrative fee (venue, travel, logistics) quoted in writing before you book	Flexible, planned around your month-end and year-end

Included: live training, materials, practice datasets, the dashboard template, a certificate of completion, a 1-hour online follow-up session and, for in-person classes, lunch and tea break on both days. **All fees include VAT**, with nothing added later.

December is year-end close. If your team cannot attend in December, choose a January class or book in-house on dates that suit your close calendar.

How we measure the impact

1. **Before (Day 1 morning):** a short skills check on cleaning, reconciling and ageing data
2. **After (Day 2 close):** the same check repeated, plus a review of each participant's finished dashboard
3. **Follow-up (within 30 days):** a 1-hour online one-on-one applying the template to your own company data
4. **Report to HR or L&D:** attendance, before and after scores, and dashboards completed, per participant

Why Skillahead

- **2,000+** professionals trained and certified
- **20+** companies trained and supported
- **4.8 ★** from 237+ Google reviews
- Lead facilitator Anietie Etuk, MCPN, with a chartered accountant (ICAN) co-facilitator

2026 finance work: Excel payroll for Nigeria's new tax law (Jan); revenue leakage and Power BI for Lagos State Health Service Commission accountants (Feb); invoice ageing in Power BI for an oil and gas finance team in Port Harcourt (Feb to Mar).

Organisations we have trained and supported

Lagos State Health Service Commission · Prudential Zenith Life Insurance · Green Pacific Insurance Brokers · Pipeline Infrastructure Nigeria Limited · Altrad · Cobbs Engineering Technology · Nigerian Sinotrucks Limited · AVN Global Limited · Sorties Logistics · Geo Travel · Ultimum

> *"CUPPA Allied Trading/Manufacturing have always struggled with analyzing our Sales performance... we can now confidently, and clearly monitor business performance across board."* **Cuppa Allied Trading Ventures, Google review**

How to book

1. Choose a class (or request an in-house quote) and send participants' names, job titles and emails
2. Receive your invoice from Skillahead Systems Ltd the same day
3. Pay by bank transfer: Polaris Bank Ltd, 4092280653, Skillahead Systems Ltd
4. Receive joining instructions and the laptop setup guide

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