

# Report Writer - SKY Analytics

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The Report Writer in SKY Analytics gives the ability to create a custom report with one table. This function must first be enabled in [SKY Admin](#) under *Analytics per User* and will then be available in the left navigation.

## Step 1: Choose Data

Select the *Primary Table* from the drop-down. Optionally, choose a *Secondary Table* from the drop-down list that populates when the *Primary Table* is selected.

### Step 1: Choose Data

Primary Table \*

AcctBal

×

Secondary Table (Optional)

**Note:** The following are the primary tables in Agvance. When building a report for a certain *Area*, select the *Primary Table* first. After selecting the *Primary Table* in the Report Writer, the associated secondary tables will be available in the *Secondary Table* drop-down.

Area	Primary Table Names
Invoice	Invoice
Delivery Ticket	Delivery
Booking	Book
Payment	Payment
Field Plan	fldplan
Blend Ticket	fldblend
Customer	GROWER
Department	DEPARTMT
Product	PRODUCT
Fields	FIELDS

## Step 2: Add Columns

Columns available based on the table selected will be displayed.

1. Use the *Search* to find specific columns.
2. Check individual columns that should be included or choose *Select all* to include all columns.

## Step 2: Add Columns

AcctBal	AcctProf
<input type="checkbox"/> Select all	
<input type="checkbox"/> begbal	<input type="checkbox"/> curbal
<input type="checkbox"/> id	<input type="checkbox"/> month1
<input type="checkbox"/> month10	<input type="checkbox"/> month11
<input type="checkbox"/> month12	<input type="checkbox"/> month2
<input type="checkbox"/> month3	<input type="checkbox"/> month4

## Step 3: Add Filters (Optional)

Data can only be filtered on the columns listed below.

1. Choose **Add Filter**.
2. Choose the *Column* from the drop-down, then enter the *Value* for that *Column*.

### Step 3: Add Filters (Optional) ⓘ

Table  
AcctBal

Column  
id

Operation  
Equals

Value  
4100

×

Reset

Apply

⌵

Add Filter

3. Once a *Value* is entered, choose **Apply**. Select **Reset** to remove all filters.  
**Note:** If changes are made to filters after running the report, choose **Apply** then **Run Report** again.
4. Select the **Delete** icon to remove the filter or **Add Filter** to add additional filters.

## Step 4: Review

1. Choose **Run Report**.  
**Note:** If no data is found, try changing the table or column selections/filters and running the report again.
2. Results display in a **grid** with additional capabilities such as moving/hiding columns, exporting, and

sorting/filtering.

**Note:** If there are more than 10,000 rows of data, export as a CSV to ensure all records are included. If exporting as a CSV, a **Stop data export** button becomes available to cancel.

**Step 4: Review**

Run Report

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✕ 0	👁 0	📄 Export	⋮
AcctBal_Id ↑ <sup>1</sup>	↑ AcctBal_begbal	↑ AcctBal_curbal	
Filter	Filter	Filter	
1010-00	1405436.23	1104089.53	
1020-00	4725	5550	
1100-00	156547.22	156803.18	
1100-01	5498.22	4892.67	

3. Selecting the **Expand** button enlarges the report to view more information at once. Choosing **Collapse** shrinks the report, displaying all steps of the Report Writer tool.

Create New Report ⓘ

Collapse

✕ 0	👁 0	📄 Export	⋮
AcctBal_Id ↑ <sup>1</sup>	↑ AcctBal_begbal	↑ AcctBal_curbal	
Filter	Filter	Filter	
1102000-02	28699.95	28699.95	
1102000-03	3457.64	3457.64	
1102000-04	165.01	165.01	
1102000-05	27.73	27.73	
1130000-00	91.56	91.56	