

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: Only 10,000 rows can be exported at a time.

Step 4: Review

Run Report

Items per page: 10001 - 510 of 510

| | | | |
|---------------------------|------------------|------------------|---|
| ✕ 0 | 👁 0 | 📄 Export | ⋮ |
| AcctBal_Id ↑ ¹ | ↑ 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 ↑ ¹ | ↑ 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 | |