

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 *

X

Secondary Table (Optional)

Note: The following are the primary tables in Agvance. When building a report for a certainArea, 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	Column	Operation	Value	Reset	Apply
AcctBal	id	Equals	4100		
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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AcctBal_Id	↑	↑ AcctBal_begbal	↑ AcctBal_curbal
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 <small>1</small>			
AcctBal_Id	↑	↑ AcctBal_begbal	↑ AcctBal_curbal
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