View Top / Least Sold Items

How to View Top / Least Sold Items in Muhasib ERP

Overview

The **Top / Least Sold Items Report** helps businesses analyze product sales performance over a selected period. It enables users to identify the highest-selling and lowest-selling items based on quantity sold or generated profit.

This report provides valuable business intelligence for inventory planning, purchasing decisions, sales analysis, and product forecasting.

> **ℹ Example**
> A sales manager wants to identify the top five best-selling products during the last month or find the least-selling products that may require promotional campaigns. The Top / Least Sold Items Report provides this information instantly.

Before You Begin

Before generating the report, ensure the following requirements are met.

Requirement	Description
BI & Analytics Access	You have permission to access Dashboard & BI reports.
Sales Data	Sales transactions have been recorded for the selected date range.
Product Records	Products and categories already exist in the system.

> **□□ Tip**
> Apply filters carefully to generate more meaningful and focused sales analysis reports.

View Top / Least Sold Items Report

Step 1: Open the Report

Navigate to:

Back Office → BI and Analytics → Top / Least Sold Items Report

The **Top / Least Sold Items Report** window opens.

[Image Placeholder - Top / Least Sold Items Report Window]

Step 2: Configure Report Filters

Select the required report criteria before generating the report.

Filter	Description
Filter by Item	Search for a specific product or leave blank to include all items.
From / To Date	Specify the reporting period.
Category	Select a specific product category or choose All Categories.
Sale Type	Choose **Sale** or **Temp Sale**.
Sort By	Select **Top** or **Least** sold items.
Group By	Analyze results **Quantity Wise** or **Profit Wise**.
Top / Least Items	Specify how many products should appear in the report.

> **ℹ Note**
> You can generate reports for any date range, category, sales type, and ranking criteria to perform detailed product performance analysis.

Step 3: Generate the Report

Click the **Generate Report** button.

Muhasib ERP processes the selected filters and displays the report immediately.

> **Result**
> The Top / Least Sold Items Report is generated based on the selected criteria.

[Image Placeholder - Generated Report]

Step 4: Review the Report

The generated report contains comprehensive sales information for each listed item.

Column	Description
Item Name	Product name.
Barcode	Unique product barcode.
Unit	Unit of measurement.
Sold Quantity	Total quantity sold.
Cost Total	Total cost of sold items.
Sale Total	Total sales value.
Discount Total	Total discounts applied.
Tax Total	Total tax collected.
Profit	Profit earned from each product.

Result

Top / Least Sold Items Report Generated Successfully

- The report displays the highest or lowest selling items for the selected criteria.
- Items can be analyzed by quantity sold or profit generated.
- Results can be filtered by date range, item, category, and sale type.
- The report helps identify best-performing and underperforming products.
- The report can be printed directly from the report window.

Understanding the Report

The **Top / Least Sold Items Report** provides detailed information about item sales performance during the selected reporting period.

Report Column	Description
Item Name	Displays the product included in the report.
Barcode	Shows the item's barcode or unique identifier.
Unit	Displays the unit of measurement.
Sold Quantity	Shows the total quantity sold.
Cost Total	Displays the total cost value.
Sale Total	Displays the total sales value.
Discount Total	Shows total discounts applied.
Tax Total	Displays total tax collected.
Profit	Shows total profit generated by the item.

> **i Note**
> The displayed columns remain the same regardless of whether the report is generated using **Quantity Wise** or **Profit Wise** grouping.

Best Practices

- Select an appropriate reporting period before generating the report.
- Use Category filters to analyze specific product groups.
- Compare both Top and Least Sold Items regularly to optimize inventory.
- Use Profit Wise analysis when evaluating business profitability.
- Review least-selling products before making purchasing decisions.
- Print reports for management review or business meetings.

Frequently Asked Questions

Can I generate only the Top Sold Items?

Yes. Select **Top** from the **Sort By** option and specify the number of items.

Can I generate the Least Sold Items?

Yes. Select **Least** from the **Sort By** option before generating the report.

Can I filter the report by category?

Yes. Choose the required category from the **Select Category** dropdown.

Can I search for a specific item?

Yes. Enter the item name in the **Filter by Item** field before generating the report.

What is the difference between Quantity Wise and Profit Wise?

Quantity Wise ranks items by the number of units sold, while **Profit Wise** ranks items based on the profit generated.

Can I print the report?

Yes. Click the **Print Report** button to print the generated report.

Related Articles

- View Master Dashboard
- View Company Dashboard
- View Top / Least Customers
- View Top / Least Suppliers
- View Detailed Item Forecast Report

Next Step

Continue by learning how to **View Top / Least Customers** to analyze customer purchasing performance and business trends.

Product: Muhasib ERP

Revision #2
Created 2026-07-27 07:37:15 UTC by Ibrahim Ahmed

Updated 2026-07-29 13:35:03 UTC by Ibrahim Ahmed