

View Top / Least Suppliers

How to View Top / Least Suppliers in Muhasib ERP

Overview

The **Top / Least Suppliers Report** helps organizations analyze supplier purchasing performance over a selected period. The report ranks suppliers based on either the quantity of items purchased or the total purchase value, enabling businesses to evaluate supplier activity and procurement trends.

This report assists purchasing managers in identifying key suppliers, evaluating vendor relationships, monitoring procurement performance, and making informed purchasing decisions.

Example

Generate a report showing the **Top 10 Suppliers** based on **Quantity Wise** purchases during the current fiscal year to identify your most active suppliers.

Before You Begin

Before generating the Top / Least Suppliers Report, ensure the following requirements are met.

Requirement	Description
Permissions	You have permission to access Dashboard & BI reports.
Purchase Transactions	Purchase transactions have been recorded in Muhasib ERP.
Supplier Records	Supplier master records are available in the system.

Tip

Generate supplier reports regularly to monitor procurement trends and evaluate supplier

View Top / Least Suppliers Report

Step 1: Open the Dashboard & BI Module

Navigate to:

Dashboard & BI → Top / Least Suppliers

The **Top / Least Suppliers Report** window opens.

Step 2: Configure Report Filters

Select the required report criteria before generating the report.

Filter	Description
Filter by Supplier	Search for a specific supplier or leave blank to include all suppliers.
Date Range	Select the reporting period using the From and To dates.
Sort By	Choose whether to display the Top or Least performing suppliers.
Group By	Generate the report using Quantity Wise or Profit Wise analysis.
Top / Least Suppliers	Specify how many suppliers should appear in the report.

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You can combine multiple filters to generate supplier reports that match specific procurement analysis requirements.

Step 3: Generate the Report

Click the **Generate Report** button.

Muhasib ERP processes the selected criteria and generates the supplier performance report.

Result

The Top / Least Suppliers Report is displayed based on the selected criteria.

Step 4: Review Supplier Performance

Review the generated report to analyze supplier purchasing activity.

The report may include the following information.

- Supplier Name
- Supplier Contact
- Supplier Since
- Items Purchased
- Purchase Total
- Discount Total
- Tax Total
- Total Amount

Important

Supplier rankings are automatically recalculated whenever new purchase transactions are recorded within the selected reporting period.

Step 5: Print the Report

Click **Print Report**.

The printed report contains the same supplier ranking and purchasing statistics currently displayed on the screen.

View the Report

After configuring the required filters, generate the report to analyze the top or least performing suppliers based on your selected criteria.

Step 5: Generate the Report

5. Review all selected filter options.
6. Click the **Generate Report** button.

Muhasib ERP processes the selected criteria and displays the **Top / Least Suppliers Report**.

Report Information Includes:

Column	Description
Sr. No.	Sequential number of each supplier in the report.
Supplier Name	Name of the supplier.
Supplier Contact	Primary contact number of the supplier.
Supplier Since	Date when the supplier was added to the system.
Items Purchased	Total quantity of items purchased from the supplier.
Purchase Total (Rs.)	Total purchase value.
Discount Total (Rs.)	Total discounts received.
Tax Total	Total tax amount.
Total Amount (Rs.)	Final purchase amount after calculations.

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Note

The report displays suppliers according to the selected **Sort By**, **Group By**, date range, supplier filter, and the number of suppliers specified.

Print the Report

If a hard copy or PDF version of the report is required, you can print it directly from the report screen.

Step 6: Print the Report

6. Click the **Print Report** button available at the top-right corner.
7. A print preview window opens.
8. Review the report.
9. Click **Print** to send the report to the selected printer.

Result

The Top / Least Suppliers Report is generated successfully and can be reviewed, analyzed, or printed for purchasing analysis and supplier performance evaluation.

Best Practices

- Use a meaningful date range for accurate purchasing analysis.
 - Use **Top** suppliers to identify strategic vendors.
 - Use **Least** suppliers to evaluate inactive or underutilized vendors.
 - Use **Quantity Wise** when comparing purchase volume.
 - Use **Profit Wise** to analyze suppliers contributing to overall profitability.
 - Print reports periodically for procurement reviews and management meetings.
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Related Articles

- [How to View Master Dashboard in Muhasib ERP](#)
 - [How to View Company Dashboard in Muhasib ERP](#)
 - [How to View Top / Least Sold Items in Muhasib ERP](#)
 - [How to View Top / Least Customers in Muhasib ERP](#)
 - [How to View Detailed Item Forecast Report in Muhasib ERP](#)
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Product: Muhasib ERP

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