Rank Top or Least Sold Items

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Overview

This guide will help you identify the highest- or lowest-performing sold items for a defined period and measure.

You get a ranked analytical list for merchandising or investigation.

Who can do this

You need access to Top/Least Sold Items and authorized sales/item scope.

Before you start

Choose company, period, locations, item scope, Top versus Least, result count, and ranking measure such as quantity, value, or profit where supported.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Dashboards & BI → Top/Least Sold Items.

Rank Top or Least Sold Items

Step 1: Set exact company/date/location filters

Step 2: Choose Top or Least and the supported ranking measure

Step 3: Set result count where available

Step 4: Generate/refresh

Step 5: Review rank, item, quantity/value, returns, and ties

Step 6: Compare selected items with Item-wise Sale detail

Check your work

Recalculate sample rankings from Item-wise Sale data using the same measure and return treatment.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Least results may include zero/inactive items depending on filters.
- Do not compare quantity across incompatible units without conversion.

Related guides

- Review the Item-wise Sale Report
- Review Item Analytics
- Reconcile Two Muhasib Reports Safely

What to do next

> **Review the Item-wise Sale Report**.

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