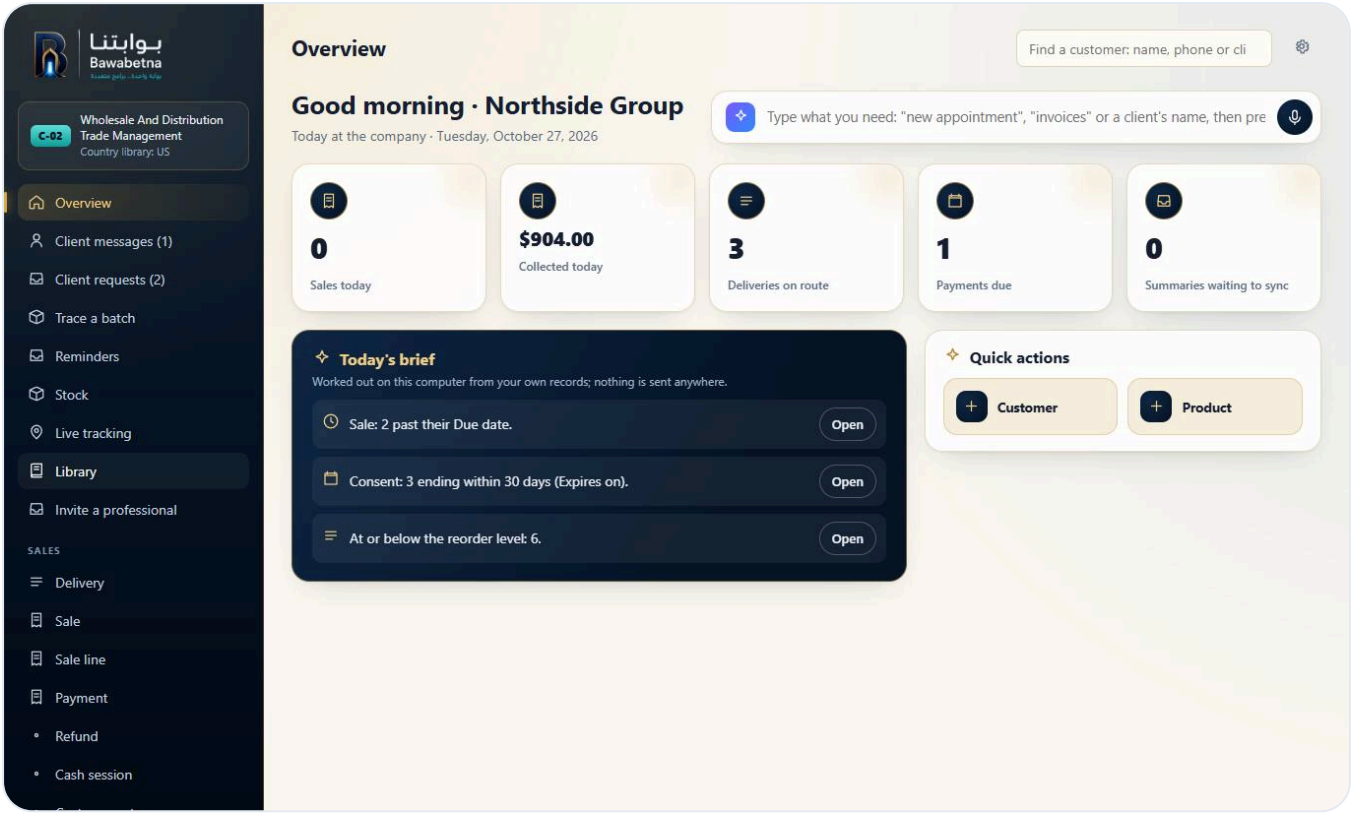
Bawabetna · User guide

Wholesale And Distribution Trade Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



Contents

1. Getting started
2. The home screen
3. Screens and what you record in them
4. Reports
5. Working with your clients
6. Your data
7. Help

Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

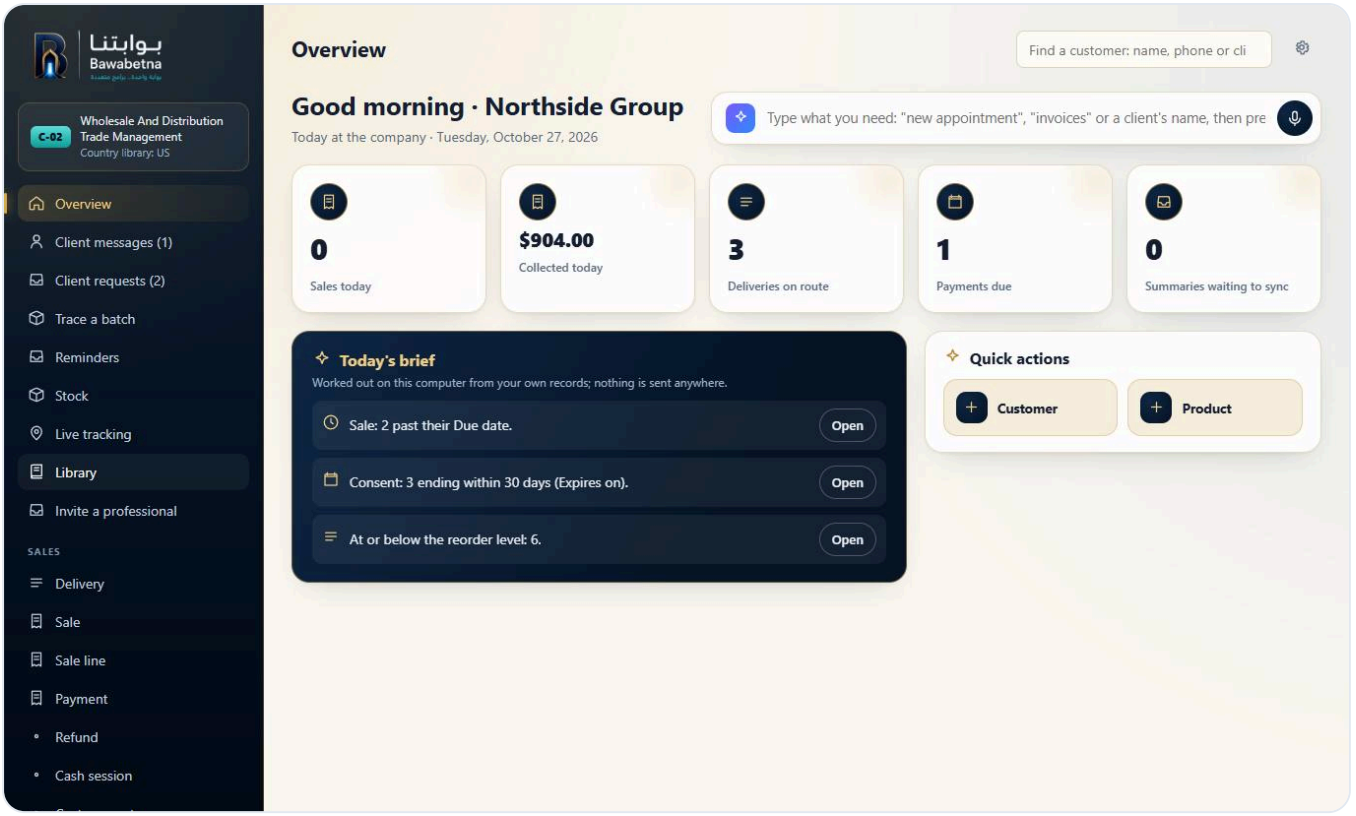
1. **Distributor**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Sales rep**: Full name, Phone, Territory

Each person signs in with their own role and sees only the screens of that role:

- Accountant
- Manager
- Owner
- Sales manager
- Sales rep
- Warehouse keeper

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

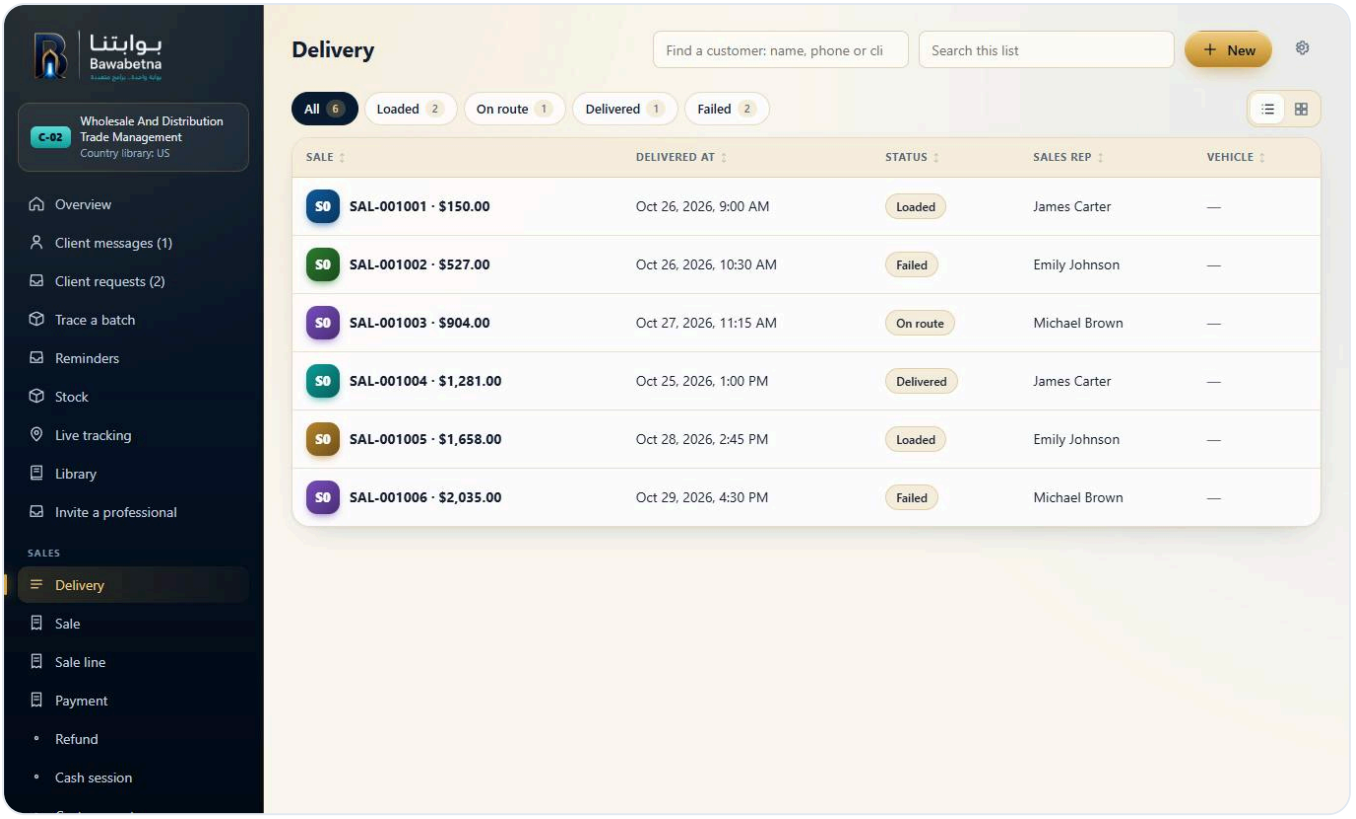


The home screen

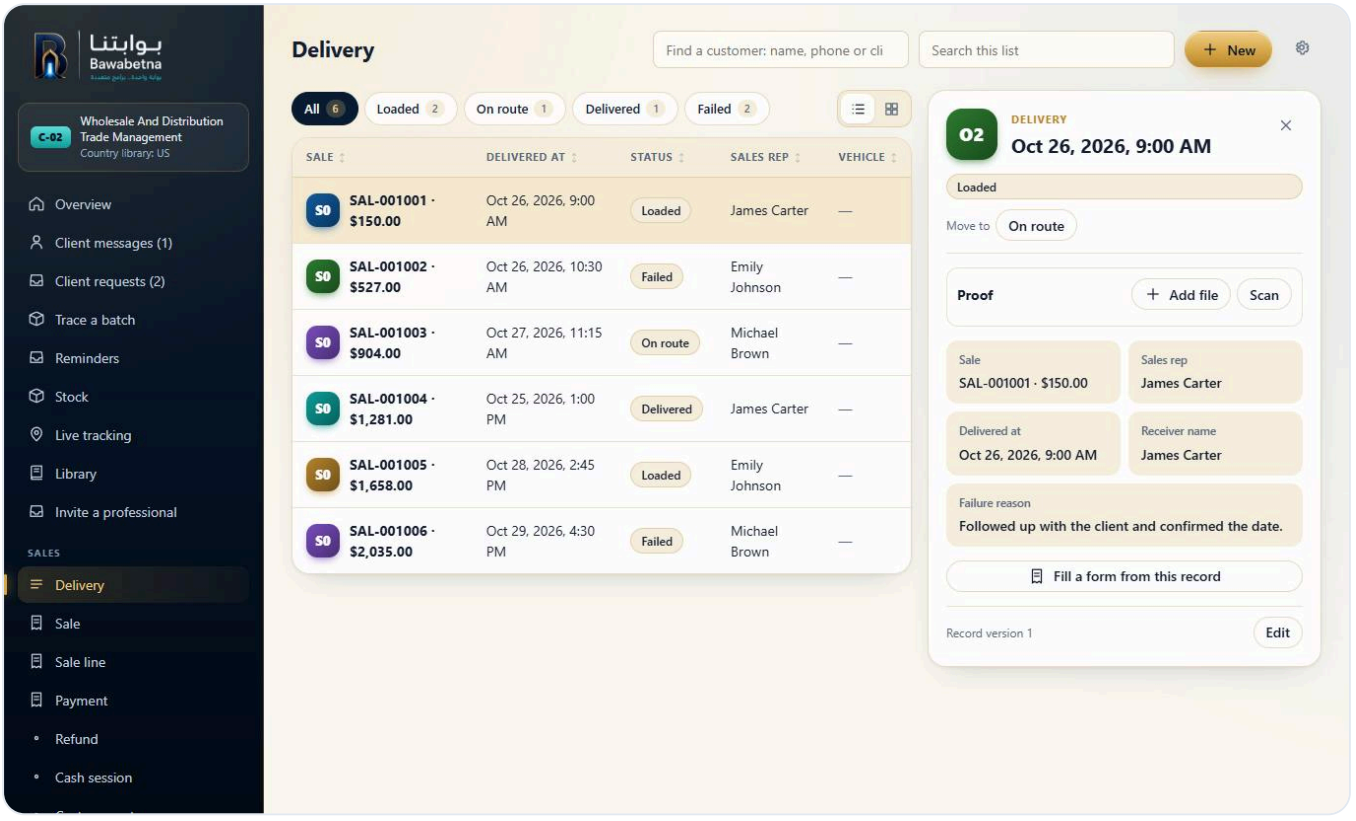
Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Estimates



Delivery



A record open for editing

Delivery

What you record: Sale (required), Sales rep, Vehicle, Delivered at, Receiver name, Status (required), Failure reason, Proof

Stages: A new record starts as "Loaded".

Failed → On route | Loaded → On route | On route → Delivered | On route → Failed

Sale

What you record: Sale number (worked out by the program), Customer, Branch (required), Sales rep, Route, Payment terms, Due date, Credit override reason, Currency (required), Channel, Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Sale line

What you record: Sale (required), Branch (worked out by the program), Product (required), Description (worked out by the program), Batch number (required), Quantity (required), Unit price (required), Discount, Promotion applied (worked out by the program), Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

Payment

What you record: Receipt number (worked out by the program), Sale (required), Amount (required), Method (required), Transaction reference, Cash session, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Sale (worked out by the program), Amount (required), Reason (required), Cash session, Refunded at (worked out by the program)

Cash session

What you record: Session number (worked out by the program), Branch (required), Cashier (required), Currency (required), Opened at (worked out by the program), Opening float (required), Cash taken (worked out by the program), Cash refunded (worked out by the program), Paid out, Expected cash (worked out by the program), Counted cash, Over short (worked out by the program), Closed at (worked out by the program), Status (required), Notes

Stages: A new record starts as "Open".

Open → Closed

Customer return

What you record: Return number (worked out by the program), Sale (required), Branch (worked out by the program), Reason (required), Restock, Status (required)

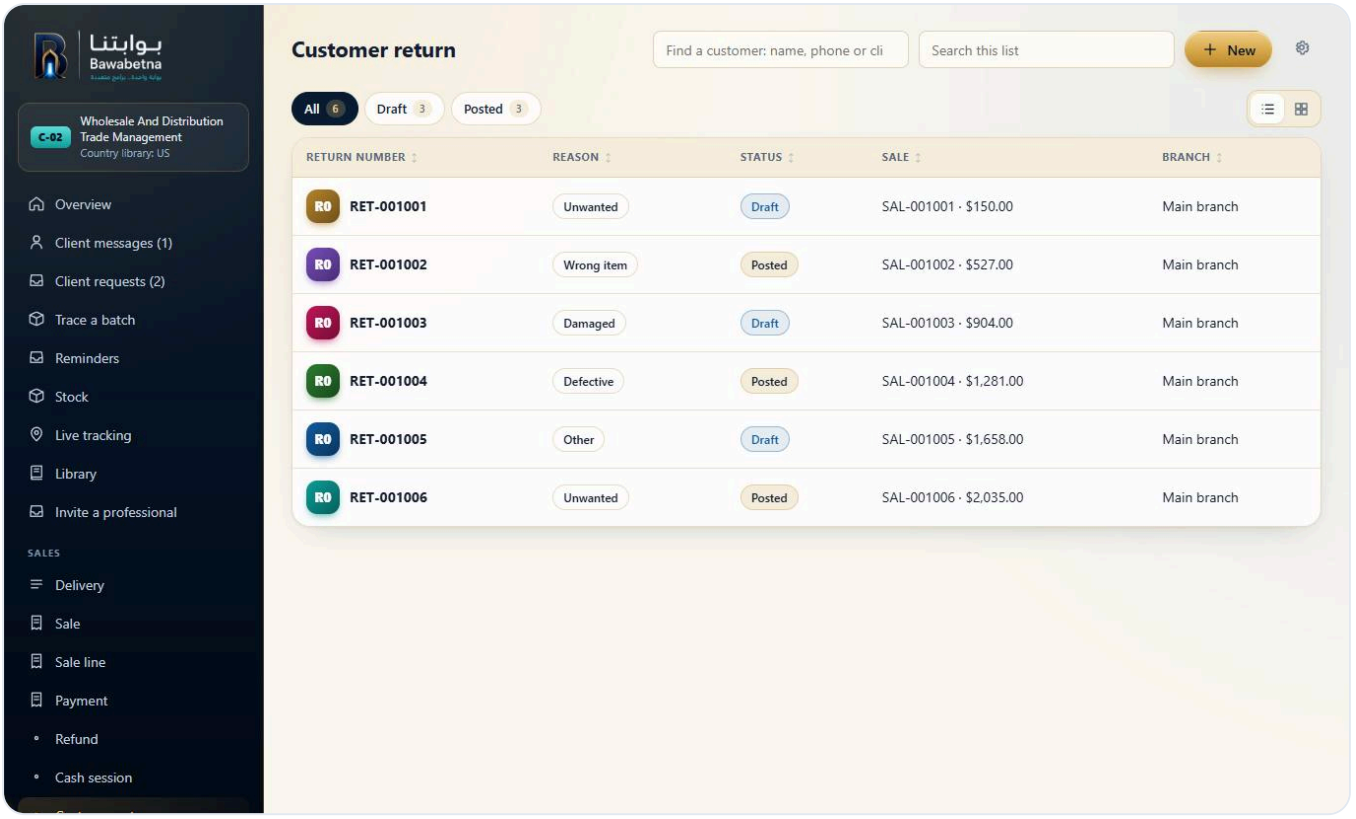
Stages: A new record starts as "Draft".

Draft → Posted

Return line

What you record: Customer return (required), Branch (worked out by the program), Product (required), Batch number (required), Quantity (required)

Customers



Customer

Customer

What you record: Full name (required), Customer type (required), Commercial registration, Tax number, Price tier, Credit limit, Payment terms, Route, Route stop, Address, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

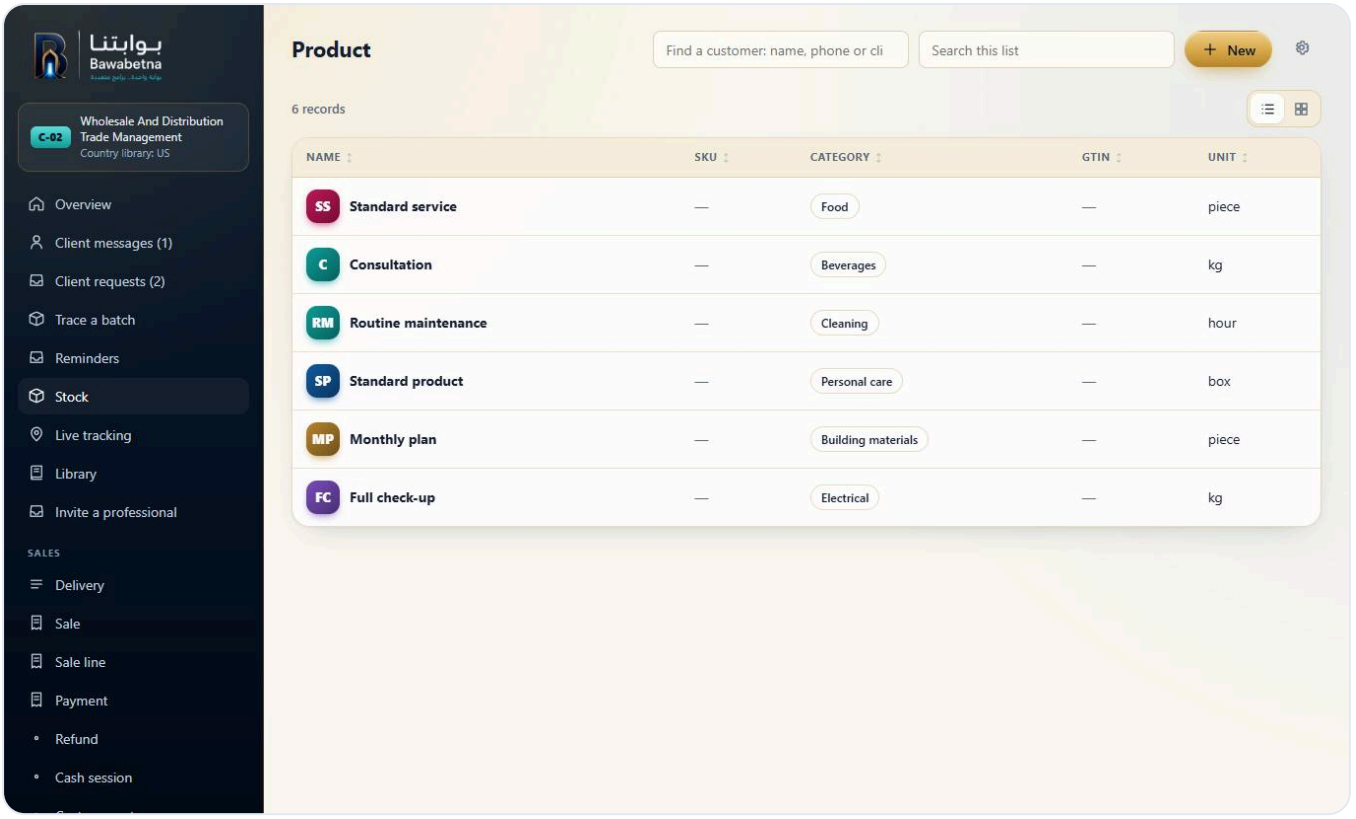
Route

What you record: Name (required), Sales rep, Day of week, Area, Active

Customer visit

What you record: Customer (required), Sales rep (required), Visit at (required), Outcome (required), Notes, Photos

Stock



Product

Product

What you record: Name (required), Sku, Category (required), Gtin, Unit, Pack size, Units per carton, Wholesale price, Dealer price, Price (required), Vat rate (required), Reorder level, Active

Supplier

What you record: Name (required), Tax number, Phone, Email

Purchase receipt

What you record: Receipt number (worked out by the program), Branch (required), Supplier (required), Supplier invoice, Received on (required), Status (required), Files

Stages: A new record starts as "Draft".

Draft → Received | Draft → Voided | Received → Voided

Purchase line

What you record: Receipt (required), Branch (worked out by the program), Product (required), Batch number (required), Expiry date, Quantity (required), Unit cost

Stock write off

What you record: Write off number (worked out by the program), Branch (required), Product (required), Batch number (required), Quantity (required), Reason (required), Notes, Status (required)

Stages: A new record starts as "Draft".

Draft → Posted

Stock count

What you record: Count number (worked out by the program), Branch (required), Counted on (required), Counted by, Notes, Status (required)

Stages: A new record starts as "Draft".

Draft → Posted

Stock count line

What you record: Stock count (required), Branch (worked out by the program), Product (required), Batch number (required), Counted quantity (required), Recorded quantity (worked out by the program), Difference (worked out by the program)

Stock transfer

What you record: Transfer number (worked out by the program), From branch (required), To branch (required), Transfer date (required), Notes, Status (required)

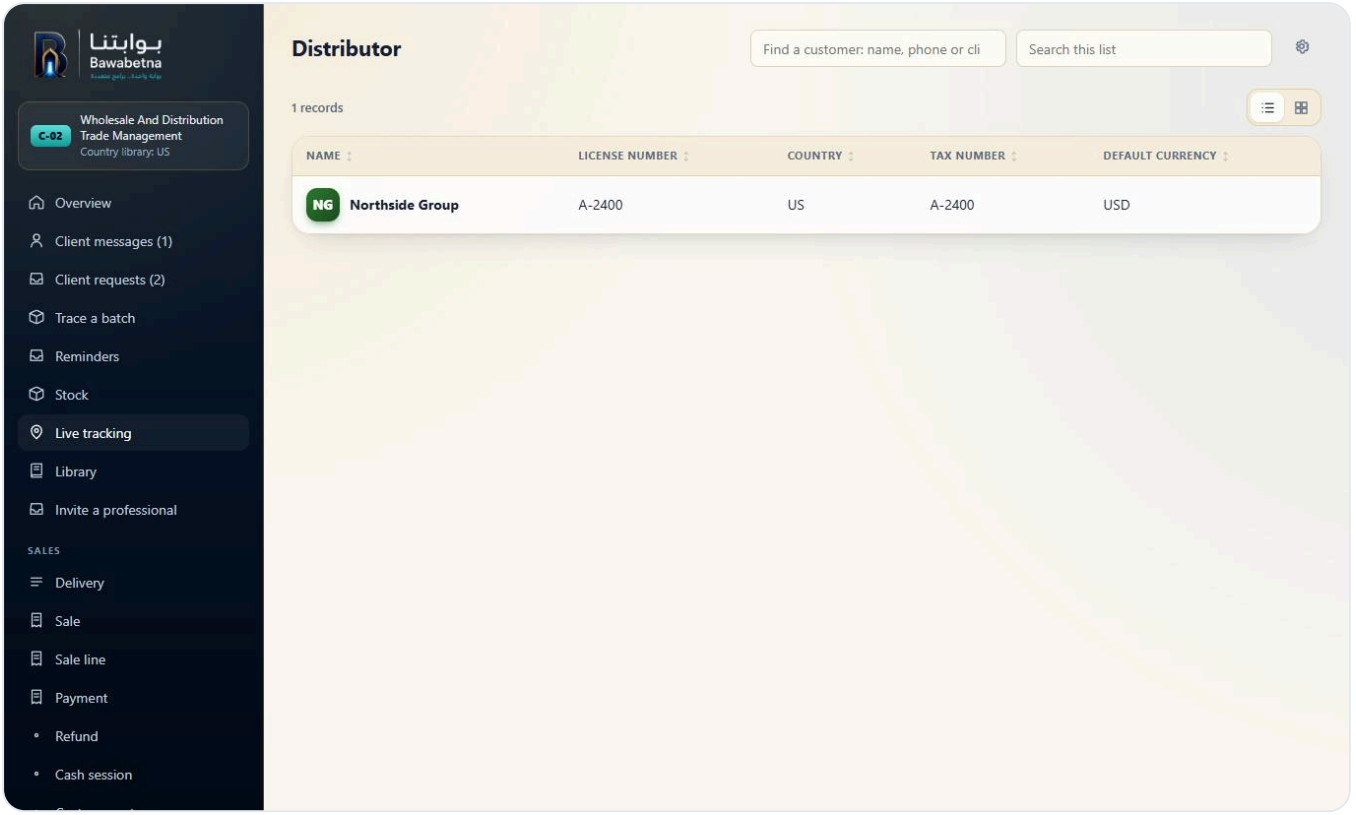
Stages: A new record starts as "Draft".

Draft → Posted

Transfer line

What you record: Stock transfer (required), From branch (worked out by the program), To branch (worked out by the program), Product (required), Batch number (required), Quantity (required)

Setup



Distributor

Distributor

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Distributor (required), Name (required), Location type (required), Address, Phone

Sales rep

What you record: Branch (required), Full name (required), License number, Phone, Territory, Active, Tracker id

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Sales by day
- Sales by branch
- Best-selling products
- Collections by payment method
- Cash over / short by cashier
- Outstanding balances by client
- Sales by representative
- Visits by outcome
- Stock count differences by item (missing - / extra +)
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.