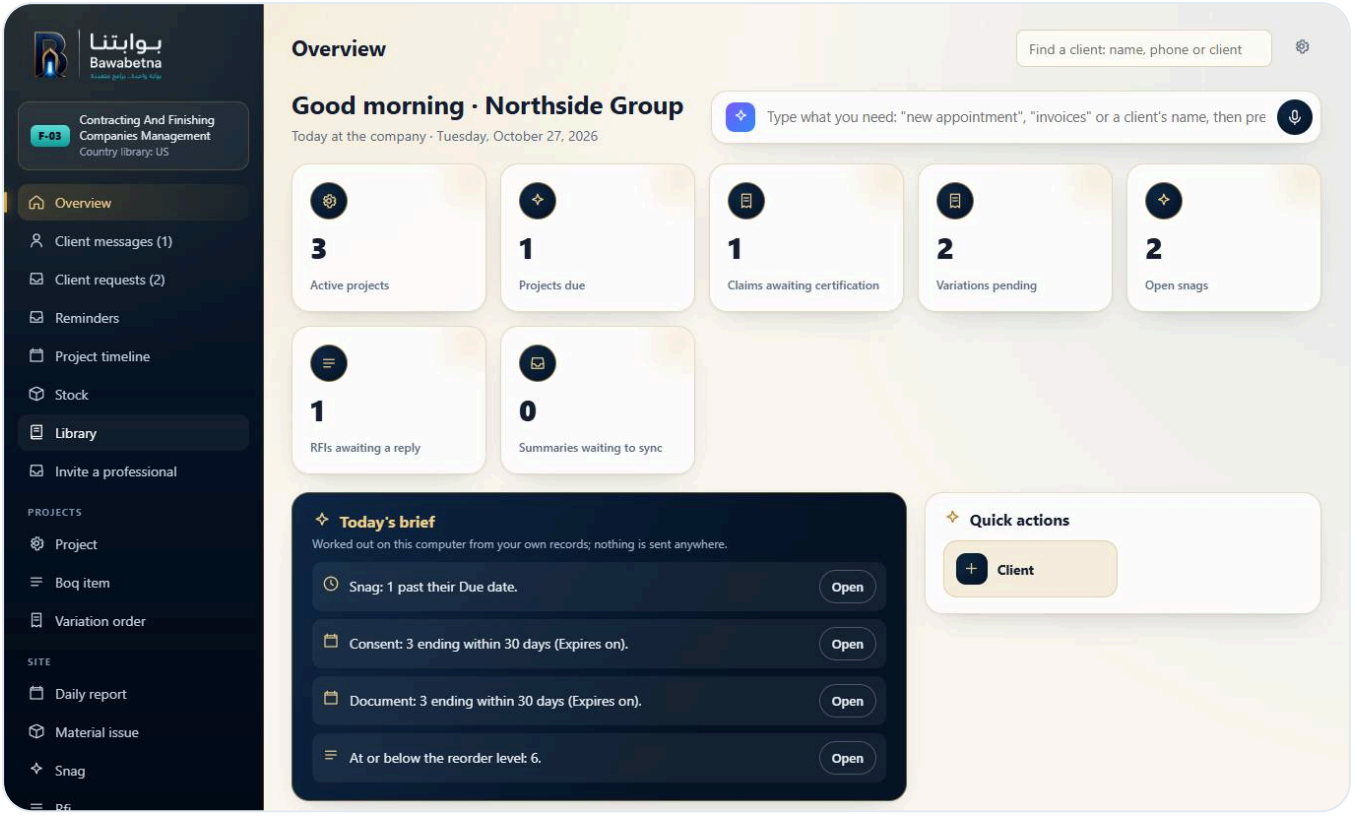
Bawabetna · User guide

Contracting And Finishing Companies Management

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

Guide version 2026-10-27



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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:

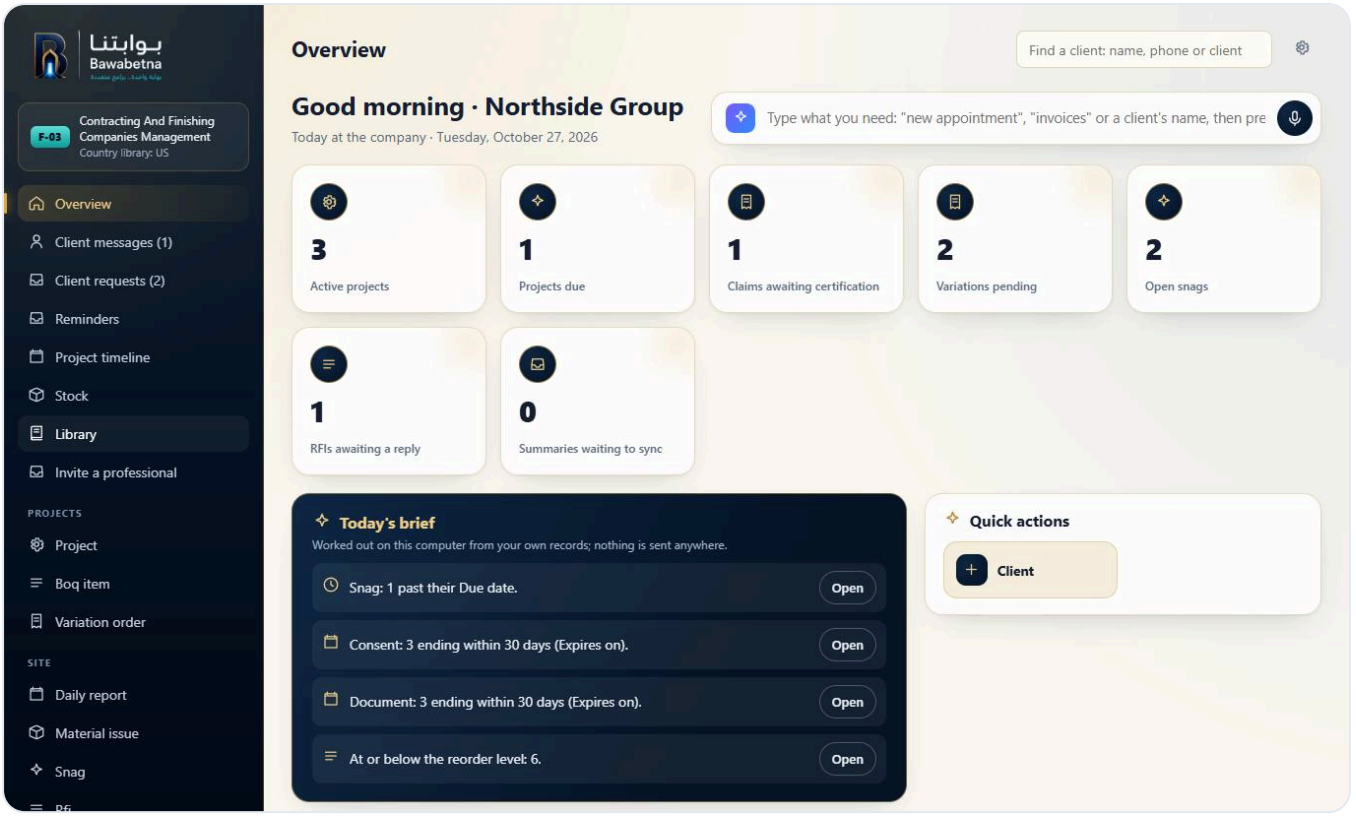
1. **Contracting company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Site staff**: Full name, Phone

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

- Accountant
- Company owner
- Manager
- Project manager
- Quantity surveyor
- Site engineer
- Storekeeper

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".

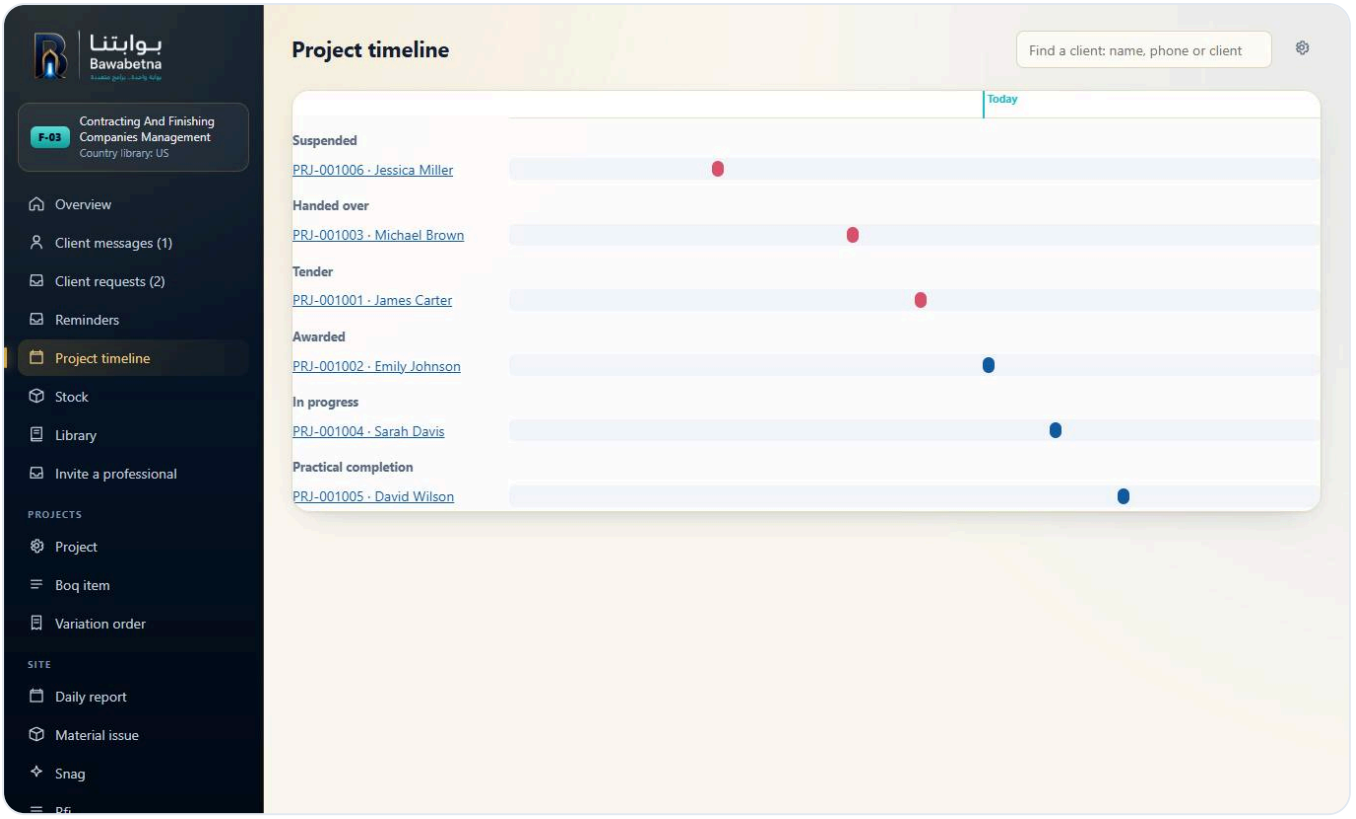


The home screen

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.

Projects



Project

Project

What you record: Project code (worked out by the program), Name (required), Client (required), Project type (required), Location (required), Permit number, Contract value (required), Retention percent, Advance percent, Start date (required), Planned end (required), Site staff, Progress percent, Status (required), Handed over at (worked out by the program), Budget cost, Other costs to date, Boq total (worked out by the program), Executed value (worked out by the program), Executed percent (worked out by the program), Approved variations (worked out by the program), Revised contract value (worked out by the program), Certified to date (worked out by the program), Remaining to certify (worked out by the program), Subcontracts paid (worked out by the program), Actual cost to date (worked out by the program), Estimate at completion (worked out by the program), Cost to complete (worked out by the program), Forecast margin (worked out by the program), Forecast margin percent (worked out by the program)

Stages: A new record starts as "Tender".

Awarded → In progress | Handed over → Closed | In progress → Suspended | In progress → Practical completion | Practical completion → Handed over | Practical completion → In progress | Suspended → In progress | Tender → Awarded

Boq item

What you record: Project (required), Item code (required), Section, Description (required), Unit (required), Quantity (required), Rate (required), Amount (worked out by the program), Executed quantity, Executed amount (worked out by the program)

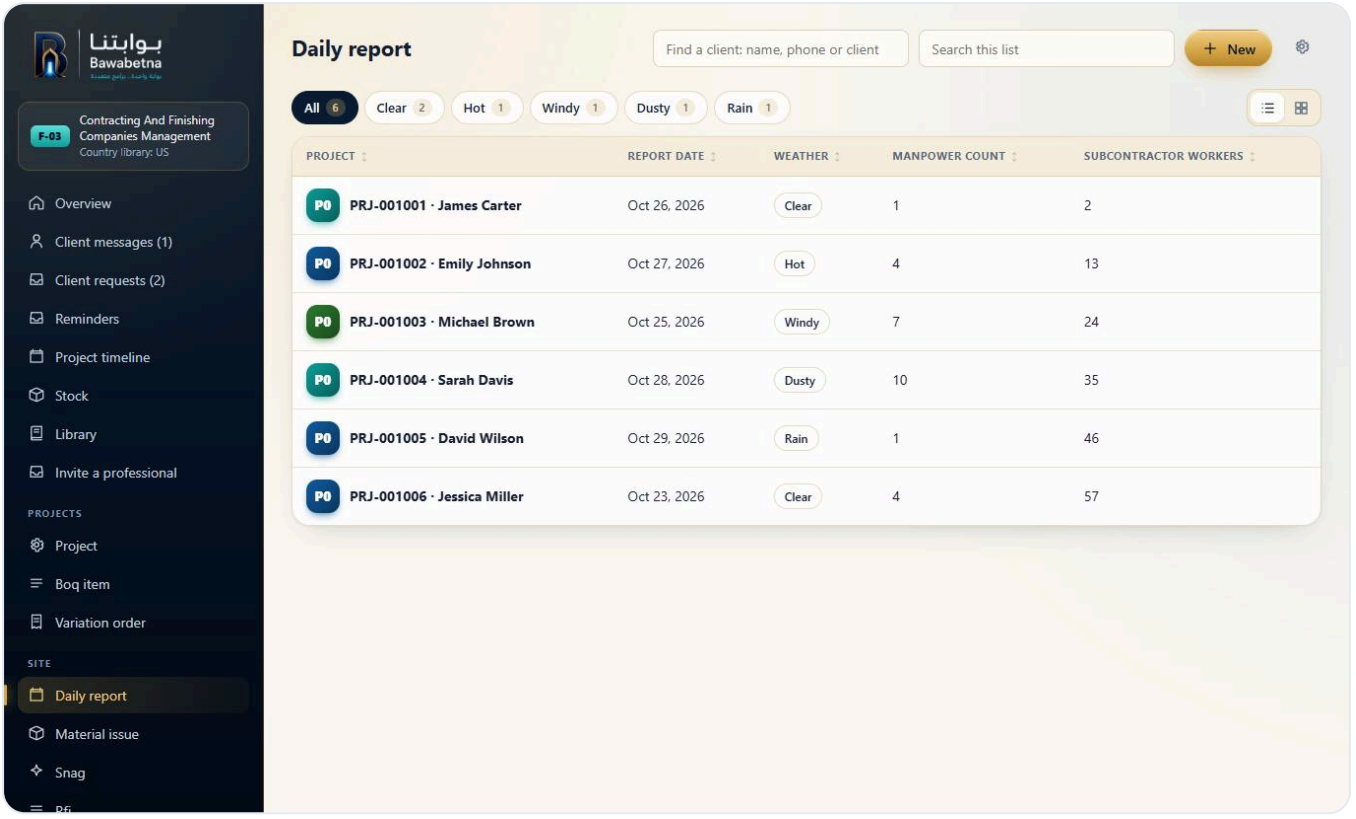
Variation order

What you record: Project (required), Vo number (required), Description (required), Reason, Amount (required), Extension days, Requested on (required), Files, Status (required)

Stages: A new record starts as "Draft".

Draft → Submitted | Submitted → Approved | Submitted → Rejected

Site



Daily report

Daily report

What you record: Project (required), Report date (required), Weather, Manpower count (required), Subcontractor workers, Equipment on site, Work done (required), Materials received, Issues delays, Safety incidents, Photos

Material issue

What you record: Project (required), Product (required), Quantity (required), Issued on (required), Received by, Status (required)

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Cancelled

Snag

What you record: Project (required), Location in site (required), Description (required), Trade, Raised on (required), Due date, Photos, Status (required)

Stages: A new record starts as "Open".

Fixed → Verified | Fixed → Open | Open → Fixed

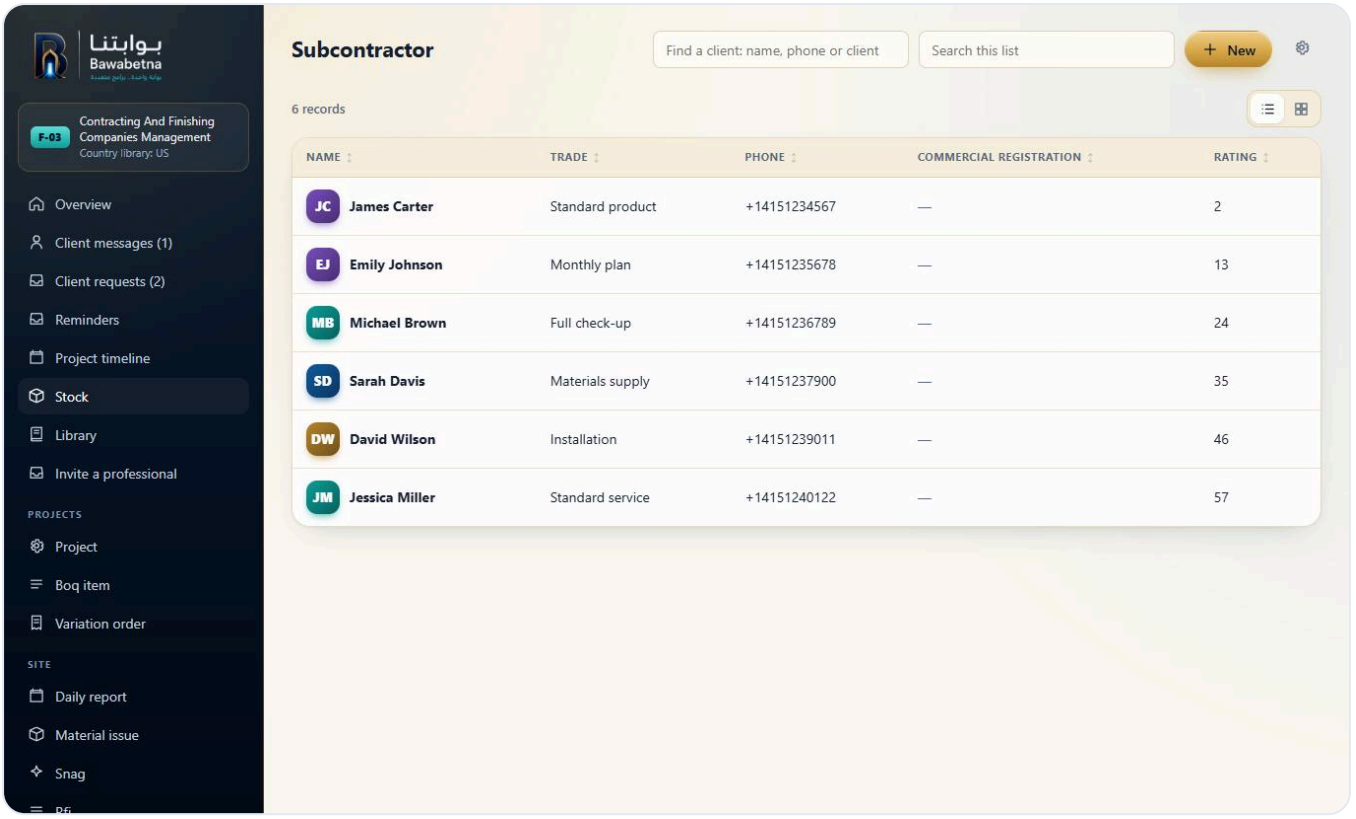
Rfi

What you record: Rfi number (worked out by the program), Project (required), Subject (required), Question (required), Discipline, Addressed to, Raised on (required), Reply due (worked out by the program), Answered on, Answer, Cost impact, Time impact days, Variation order, Files, Status (required)

Stages: A new record starts as "Open".

Answered → Closed | Answered → Open | Open → Answered

Subcontracts



Subcontractor

Subcontractor

What you record: Name (required), Trade (required), Phone, Commercial registration, Rating, Notes

Subcontract

What you record: Project (required), Subcontractor (required), Scope (required), Value (required), Retention percent, Paid to date, Balance (worked out by the program), End date, Certified to date (worked out by the program), Retention held (worked out by the program), Remaining to certify (worked out by the program), Status (required)

Stages: A new record starts as "Active".

Active → Completed | Active → Terminated

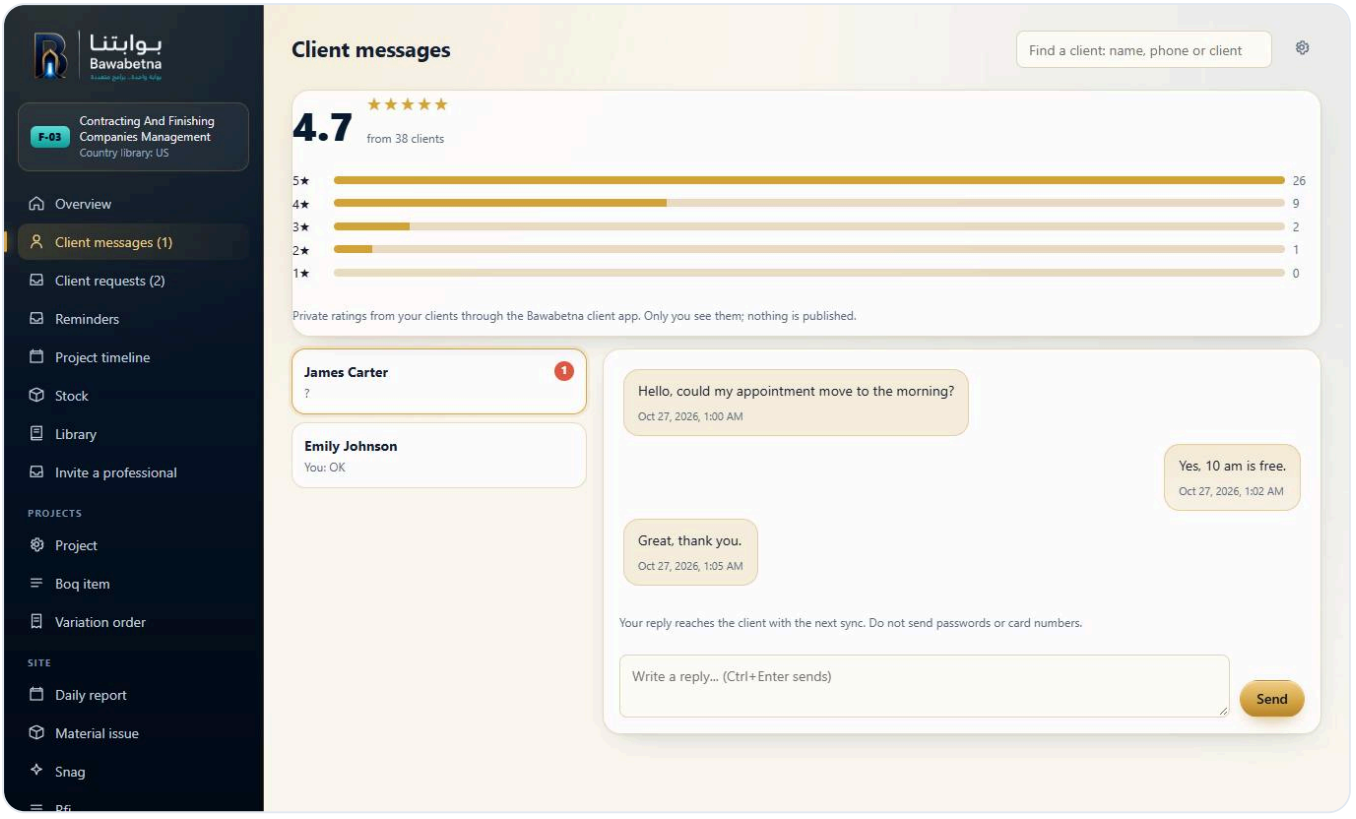
Subcontract certificate

What you record: Subcontract (required), Project (worked out by the program), Certificate number (worked out by the program), Certificate date (required), Period, Work done to date (required), Previously certified (worked out by the program), This period (worked out by the program), Retention percent (required), Retention amount (worked out by the program), Back charges, Net payable (worked out by the program), Files, Status (required)

Stages: A new record starts as "Draft".

Approved → Paid | Draft → Approved | Draft → Rejected | Rejected → Draft

Clients



Client

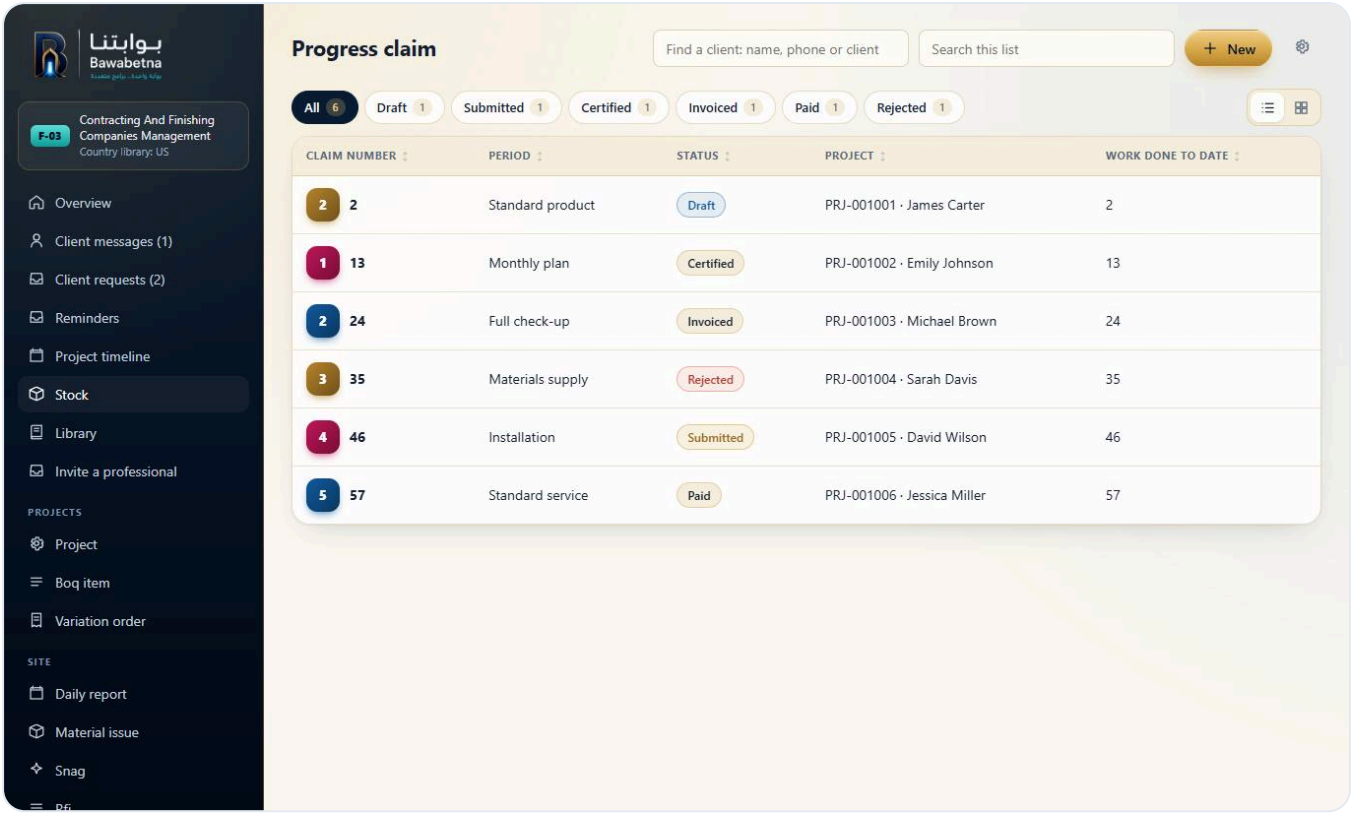
Client

What you record: Full name (required), Client type (required), Email, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

What you record: Client (required), Project, Category (required), Title (required), Reference number, Issued on, Expires on, Files

Billing



Progress claim

Progress claim

What you record: Project (required), Claim number (required), Period (required), Work done to date (required), Previously certified, Retention percent (required), Advance recovery, This period (worked out by the program), Retention amount (worked out by the program), Net due (worked out by the program), Certified on, Files, Status (required)

Stages: A new record starts as "Draft".

Certified → Invoiced | Draft → Submitted | Invoiced → Paid | Rejected → Draft | Submitted → Certified | Submitted → Rejected

Invoice

What you record: Invoice number (worked out by the program), Client (required), Project, Currency (required), 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

Invoice line

What you record: Invoice (required), Description (required), Quantity (required), Unit price (required), Discount, 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), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

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

Stock

Product

What you record: Name (required), Sku, Category (required), Gtin, Unit, 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), 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), Product (required), Quantity (required), Unit cost

Stock write off

What you record: Write off number (worked out by the program), Product (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), 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), Product (required), Counted quantity (required), Recorded quantity (worked out by the program), Difference (worked out by the program)

Setup

Contracting company

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

Branch

What you record: Contracting company (required), Name (required), Address, Phone

Site staff

What you record: Branch (required), Full name (required), License number, Phone, Job, Active

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:

- Projects by status
- Certified claims by project
- Variations by project
- Material issues by project
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- 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.