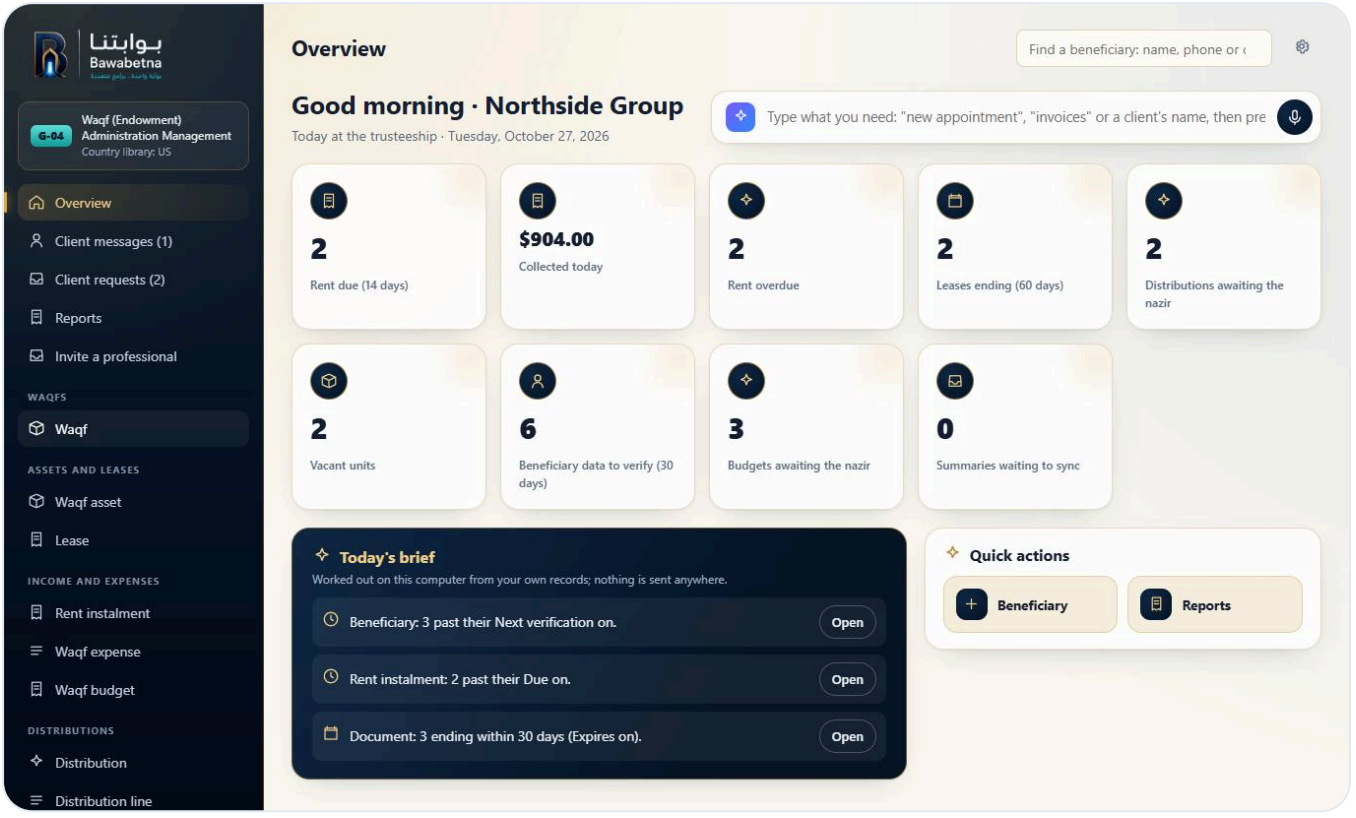
Bawabetna · User guide

Waqf (Endowment) Administration 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:

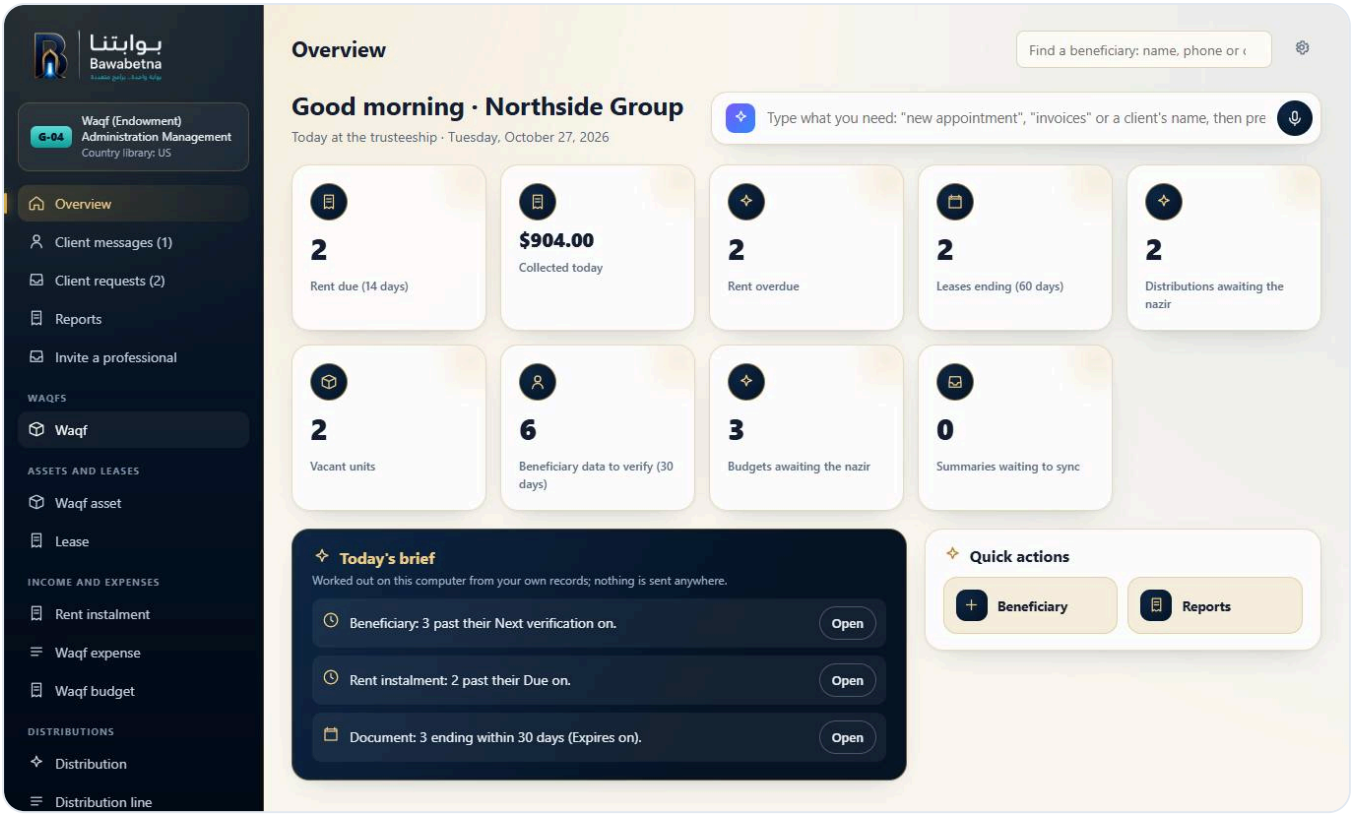
1. **Trusteeship**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Staff member**: Full name, Phone

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

- Accountant
- Auditor external
- Manager
- Nazir
- Waqf administrator

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".

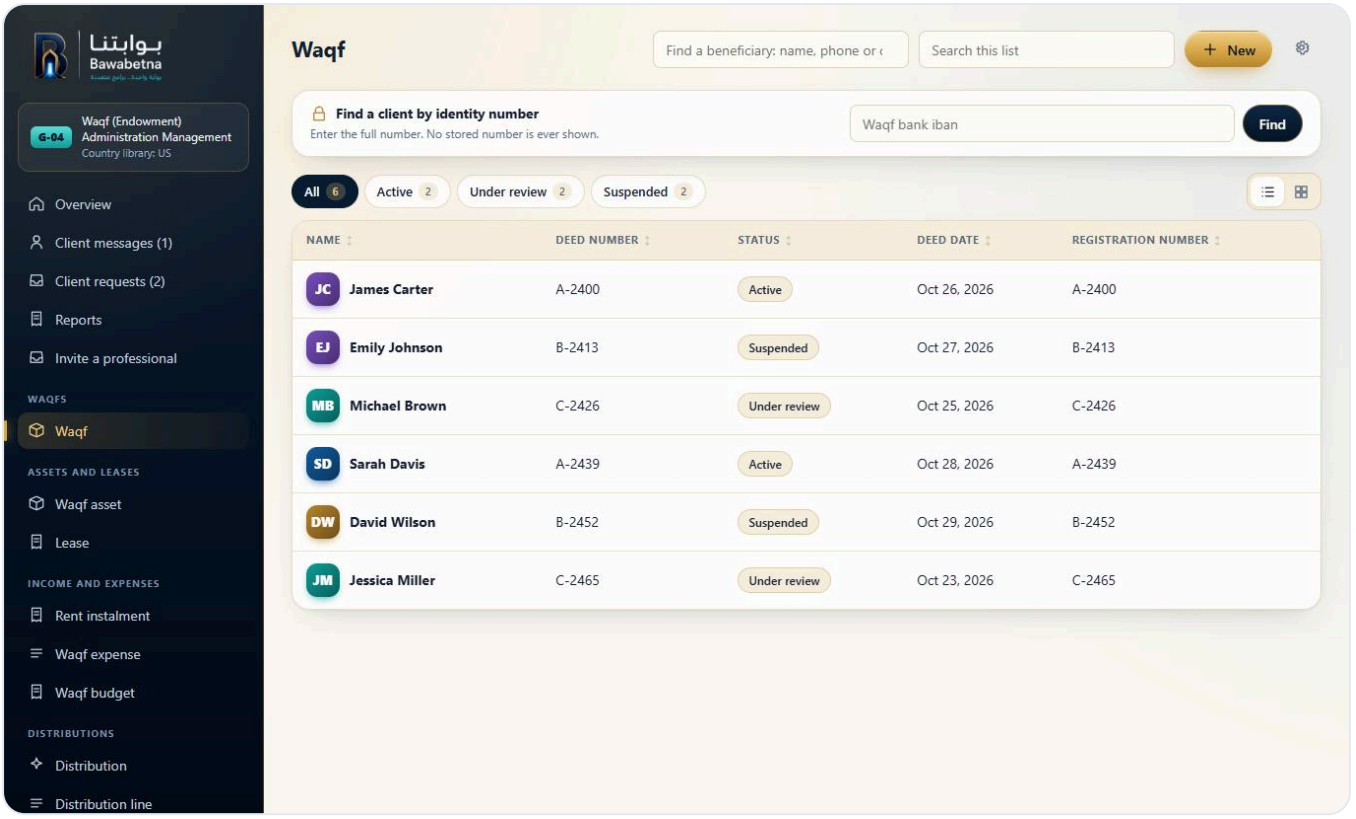


The home screen

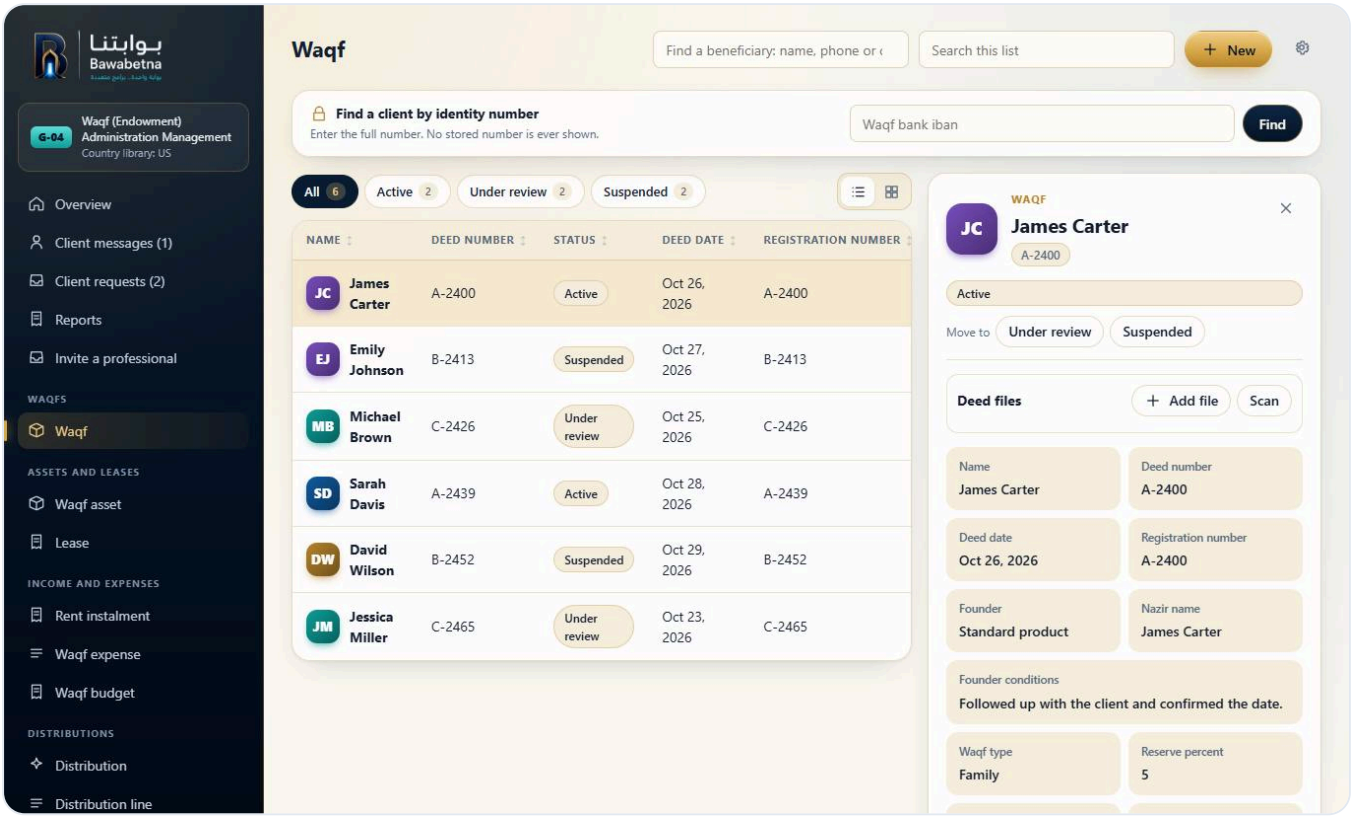
Screens and what you record in them

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.

Waqfs



Waqf



A record open for editing

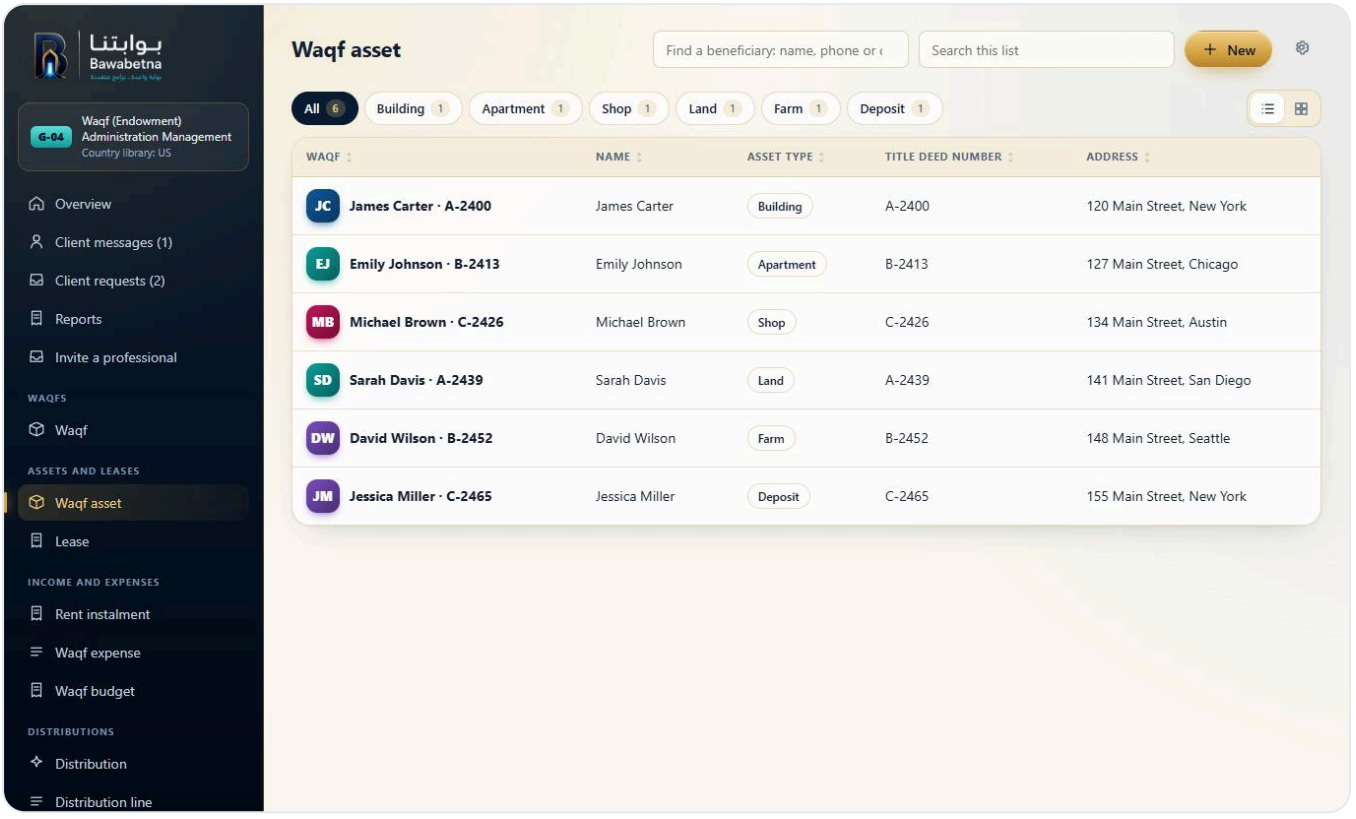
Waqf

What you record: Name (required), Deed number (required), Deed date, Registration number, Founder (required), Nazir name (required), Founder conditions (required), Waqf type (required), Reserve percent, Nazir fee percent, Income collected (worked out by the program), Expenses total (worked out by the program), Distributed total (worked out by the program), Net available (worked out by the program), Deed files, Waqf bank name, Waqf bank iban, Account in waqf name, Status (required)

Stages: A new record starts as "Active".

Active → Under review | Active → Suspended | Suspended → Active | Under review → Active | Under review → Suspended

Assets and leases



Waqf asset

Waqf asset

What you record: Waqf (required), Name (required), Asset type (required), Title deed number, Address, Area sqm, Estimated value, Valuation date, Status (required)

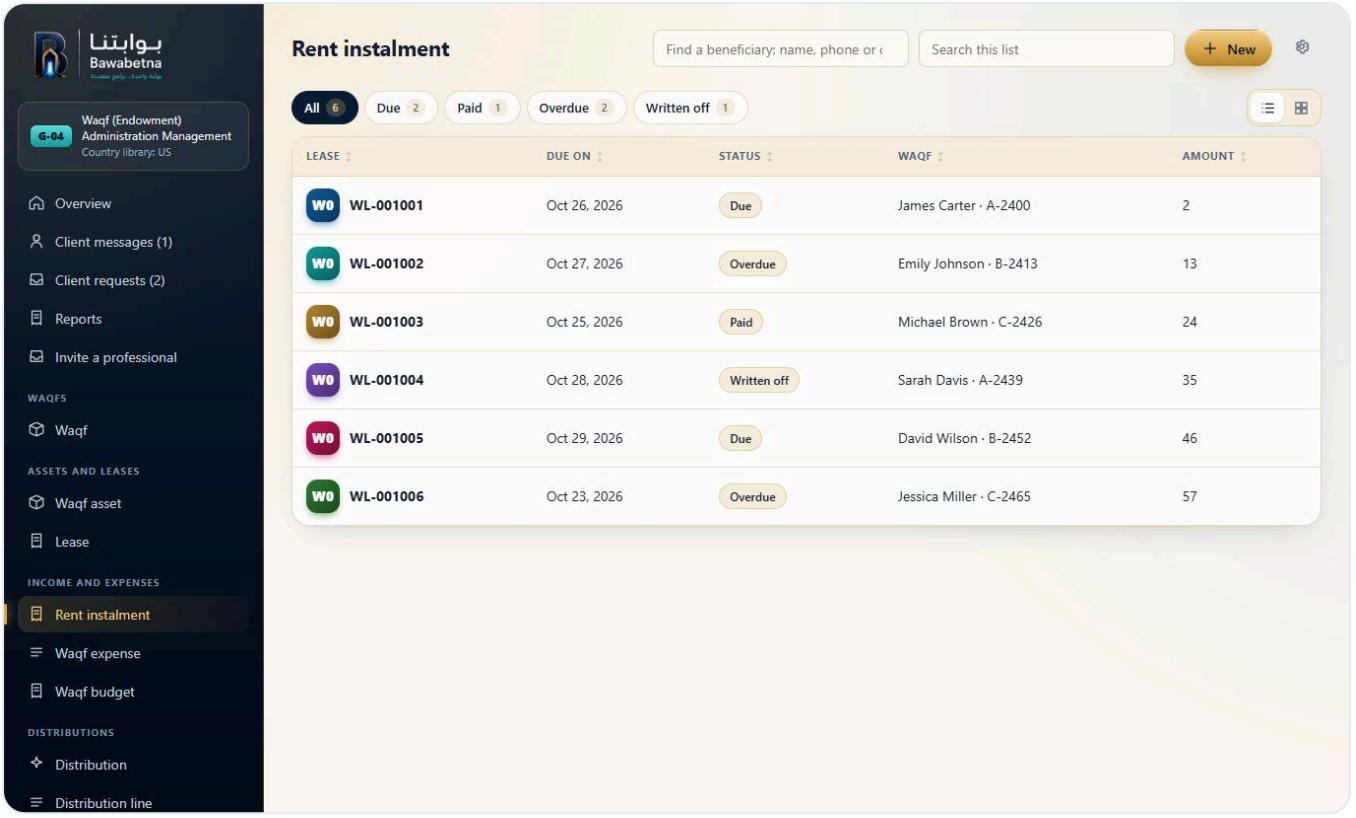
Lease

What you record: Lease number (worked out by the program), Waqf asset (required), Waqf (worked out by the program), Tenant name (required), Tenant phone, Tenant identity, Annual rent (required), Starts on (required), Ends on (required), Payment frequency (required), Government lease number, Status (required)

Stages: A new record starts as "Draft".

Active → Ended | Active → Terminated | Draft → Active

Income and expenses



Rent instalment

Rent instalment

What you record: Lease (required), Waqf (worked out by the program), Due on (required), Amount (required), Paid on, Receipt reference, Status (required)

Stages: A new record starts as "Due".

Due → Paid | Due → Overdue | Overdue → Paid | Overdue → Written off

Waqf expense

What you record: Waqf (required), Waqf asset, Category (required), Description (required), Spent on (required), Amount (required), Files

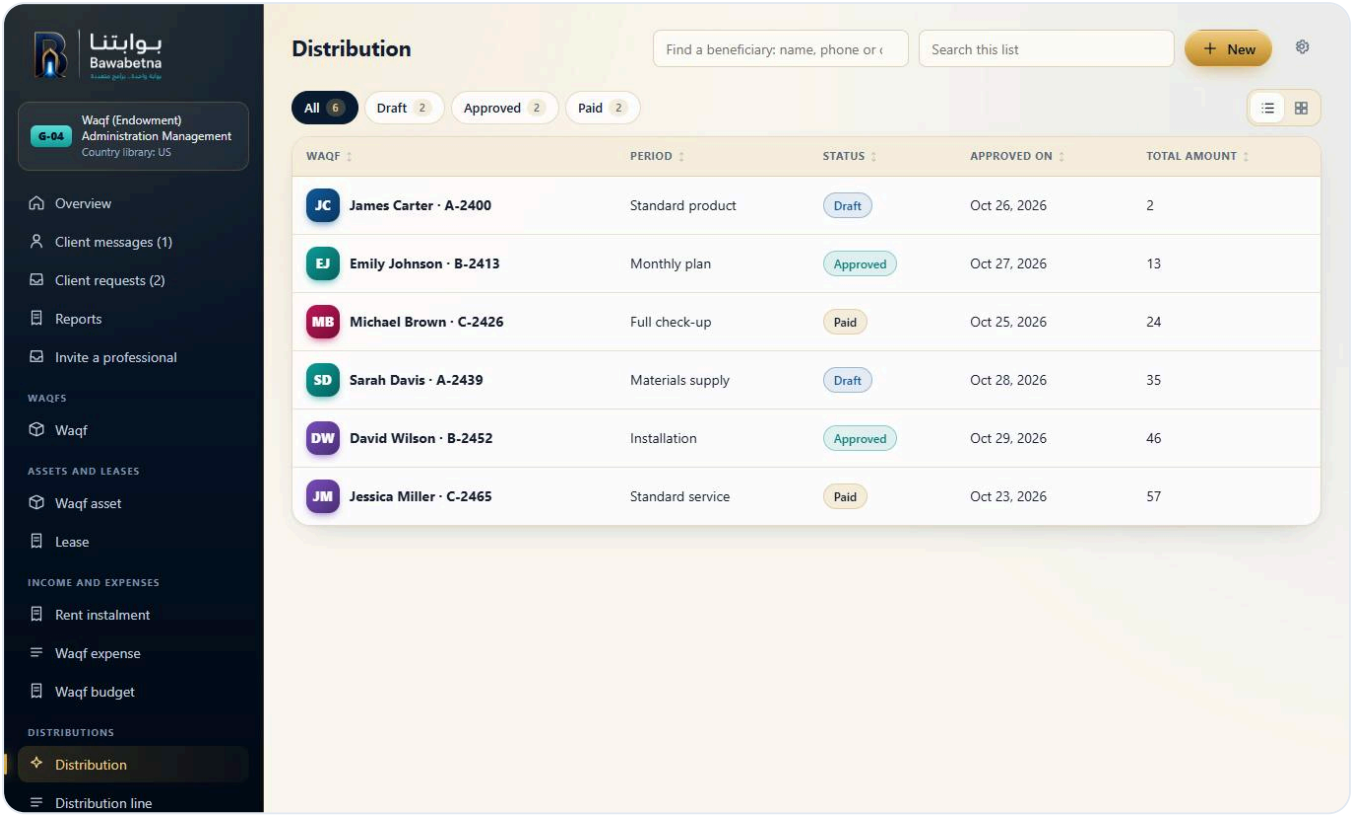
Waqf budget

What you record: Waqf (required), Fiscal year (required), Planned income (required), Planned expenses (required), Planned reserve, Planned distribution (worked out by the program), Notes, Approved on (worked out by the program), Status (required)

Stages: A new record starts as "Draft".

Draft → Approved

Distributions



Distribution

Distribution

What you record: Waqf (required), Period (required), Approved on, Total amount (worked out by the program), Notes, Status (required)

Stages: A new record starts as "Draft".

Approved → Paid | Draft → Approved

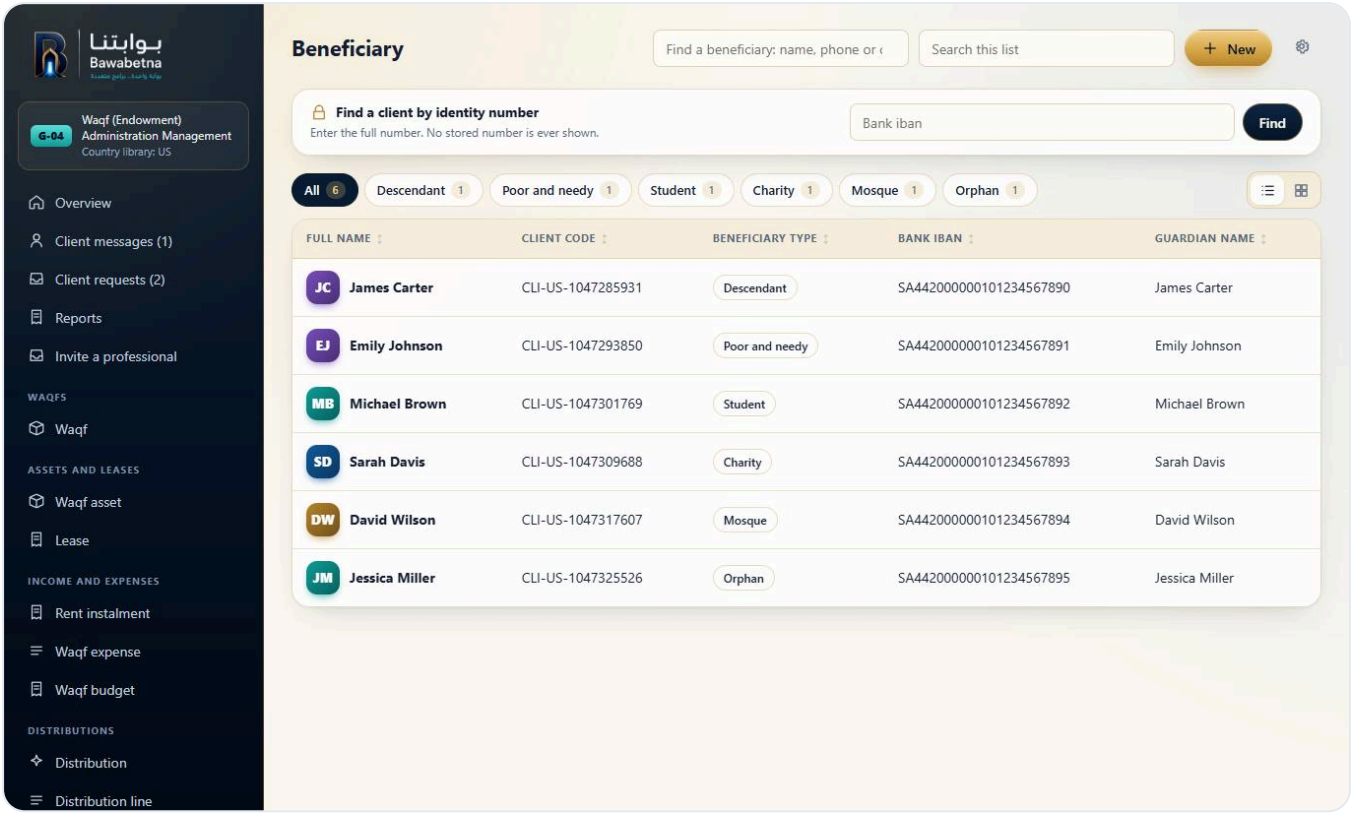
Distribution line

What you record: Distribution (required), Beneficiary (required), Share percent, Amount (required), Paid on (worked out by the program), Transfer reference, Status (required)

Stages: A new record starts as "Pending".

Pending → Paid

Beneficiaries



Beneficiary

Beneficiary

What you record: Full name (required), Beneficiary type (required), Bank iban, Guardian name, Last verified on, Next verification on, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Share

What you record: Waqf (required), Beneficiary (required), Share percent (required), Basis, From date, Active

Document

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

Billing

Service

What you record: Code, Name (required), Category, Price (required), Vat rate (required), Active

Invoice

What you record: Invoice number (worked out by the program), Beneficiary (required), Waqf, 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), Service, 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)

Setup

Trusteeship

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: Trusteeship (required), Name (required), Address, Phone

Staff member

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

- Income by waqf
- Expenses by category
- Distributions by beneficiary
- Rent arrears by lease
- Revenue by month
- Revenue by service
- Collections by payment method

- Outstanding balances by client
- 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.