

NGO programmes

Community / Core workflow guide

Track programme budgets and beneficiaries.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1 Programmes Create this reference data first.

2 Beneficiaries References: programmes

3 Programme expenses References: programmes

Follow the workflow

Create a budgeted programme, register beneficiaries and approve expenses within the budget.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Programmes

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Budget	money	Non-negative amount; at most two decimal places.
Description	longtext	Plain text, up to 12,000 characters.

Beneficiaries

Field	Input type	How to use it
Programme id	ref	Select a workspace record from programmes.
Name	text	Plain text, up to 200 characters.
Reference	text	Plain text, up to 200 characters.

Programme expenses

Field	Input type	How to use it
Programme id	ref	Select a workspace record from programmes.
Name	text	Plain text, up to 200 characters.
Date	date	Calendar date (YYYY-MM-DD).
Amount	money	Non-negative amount; at most two decimal places.

Every record also has a workspace identifier, state, version and timestamps. Reference selection and server checks prevent a record from linking to another workspace.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Programmes	active > completed	complete to completed
Beneficiaries	active	Reference data; no state action.
Programme expenses	pending > approved > rejected	approve to approved, reject to rejected

Controlled programme spending

- Approve checks the programme budget against already approved expenses and this proposed amount.
- An expense above the remaining programme budget is blocked. Beneficiaries reference the same workspace programme.
- Grant accounting, donor portals and impact reporting require further implementation and review.

Roles and subscription access

This confidential system requires a workspace owner or manager. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.