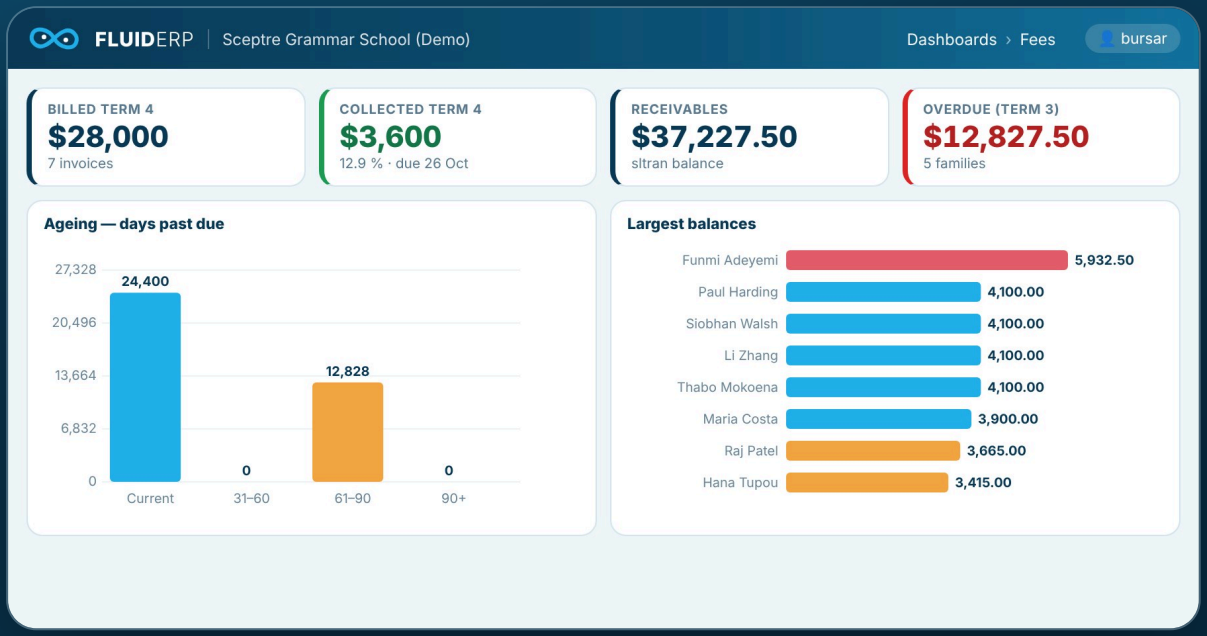
FLUID ERP · USER MANUAL

FLUID School

Applied once. Enrolled, billed, reported.

The public application, enrolment in one press, term fees billed from the enrolments, card payments posted by the service, attendance, results by formula, the library and the family app — each captured once.

Admissions in-tray · Enrol in one press · Bill term fees · Card payments · Attendance & results · Guardian statements



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1 About this manual

This manual explains how to run a school office on FLUID School: receiving applications from the public form, enrolling an applicant, billing term fees, posting invoices, receiving card payments from the family app, marking rolls, releasing results, running the library, and reading the admissions, fees and attendance dashboards, the reports and the matching screens. The worked examples follow Sceptre Grammar School on Monday 12 October 2026, Term 4 week 2.

Who it is for

READER	READ THESE CHAPTERS
Registrar and admissions	3, 4, 8, 9
Bursar	5, 8, 9, 10
Teachers	6
Librarian	6
Principal	8, 9
Families and students (family app)	4 (apply), 5 (pay), 7
Administrators	3, 11, 12, Appendix A

Conventions

YOU SEE	MEANS
Bold names such as **Shifts**	A tile on the launcher, a screen, a tab or a field label, exactly as it appears in FLUID.
A button with an emoji, e.g. 🚚 **Post the Shift**	A posting button. Posting buttons are aqua; they write to other tables. 💾 **Save** is navy and saves only the record in front of you.
A field marked ƒ	A calculated field. You never type it — the calculation engine fills it from other fields or other tables, and keeps it right when they change.
`mneshift`	The name of the underlying table (collection). Useful when talking to your administrator or reading a report definition.
SH000006, MO000001 …	Record numbers. They are issued automatically by counters and carried on every row a button writes, so you can trace any figure back to the record that caused it.

ABOUT THE EXAMPLES

Applications, APP00003, GP000016, ST000031, the six unbilled enrolments and the term-fee codes follow the school package seed data. The 10B class members, Test 3 marks, guardian balances, bank lines and the trial balance are illustrative figures made consistent for the film. Screenshots come from the FLUID School demonstration film.

2 How FLUID works: capture once, post everywhere

The family types the application once. One press makes the guardian, the student, the enrolment and the class-circle membership; the enrolment bills itself; the invoice posts the ledger; the card payment closes it. Teachers mark the roll and enter marks once; the family's app shows them without anyone sending anything.



One application fans out to the guardian, the student, the enrolment, the class circle, the invoice, the ledger, the receipt and the statement.

Three kinds of action

ACTION	WHAT HAPPENS	TYPICAL BUTTON
Capture	A person (or a feed, a file, a phone app) records something that happened — once. It is saved on its own table and gets a number.	💾 Save · a form on the phone · a file import or feed
Post	A posting button reads the captured record and writes every row that follows from it — ledgers, stock, other documents, stamps — each carrying the source number. Most posting buttons are one-way: the record is marked posted and cannot be posted again.	📮 Enrol Applicant · 📮 Bill Term Fees · 📒 Post to Ledgers

ACTION	WHAT HAPPENS	TYPICAL BUTTON
Derive	Calculations keep totals, balances, KPIs, flags and due dates right. Dashboards and reports read those rows directly; nothing is copied into a spreadsheet.	none — fields marked ƒ, dashboards, reports

Rules you can rely on

1. **Nothing is typed twice.** If a number exists in one record, every other table that needs it receives it from the button, not from a person.
2. **A posted record is sealed.** Pressing a posting button a second time writes nothing and says so. To change a posted figure you raise a correcting document (a credit note, a reversal, a correction) — which is itself captured once and posted.
3. **Every row is traceable.** Each row a button writes carries the reference of the record that caused it (for example `ref = EN000031`). Drill from any dashboard figure to the rows behind it and from there to the source record.
4. **Rules are enforced at the server.** Approvals, segregation of duties, embargoes, seals and signatures are checked by the gateway for every user, not just on screen.
5. **Imports are idempotent.** Files and feeds are keyed so that sending the same data again updates rows instead of duplicating them.

READ A POSTING PANEL

When you press a posting button, a panel lists every table it is writing to, one tick at a time, and ends with a green line such as “Posted — 5 writes to 5 tables from one capture”. That list is exactly what the button changed; the receiving tables show the same reference number.

3 Getting started

Signing in

Open the FLUID app (Windows, Android) or the browser client and sign in with the user name and password your administrator gave you. Each sign-in belongs to a group; the group decides which tiles you see and which fields and buttons you may use.

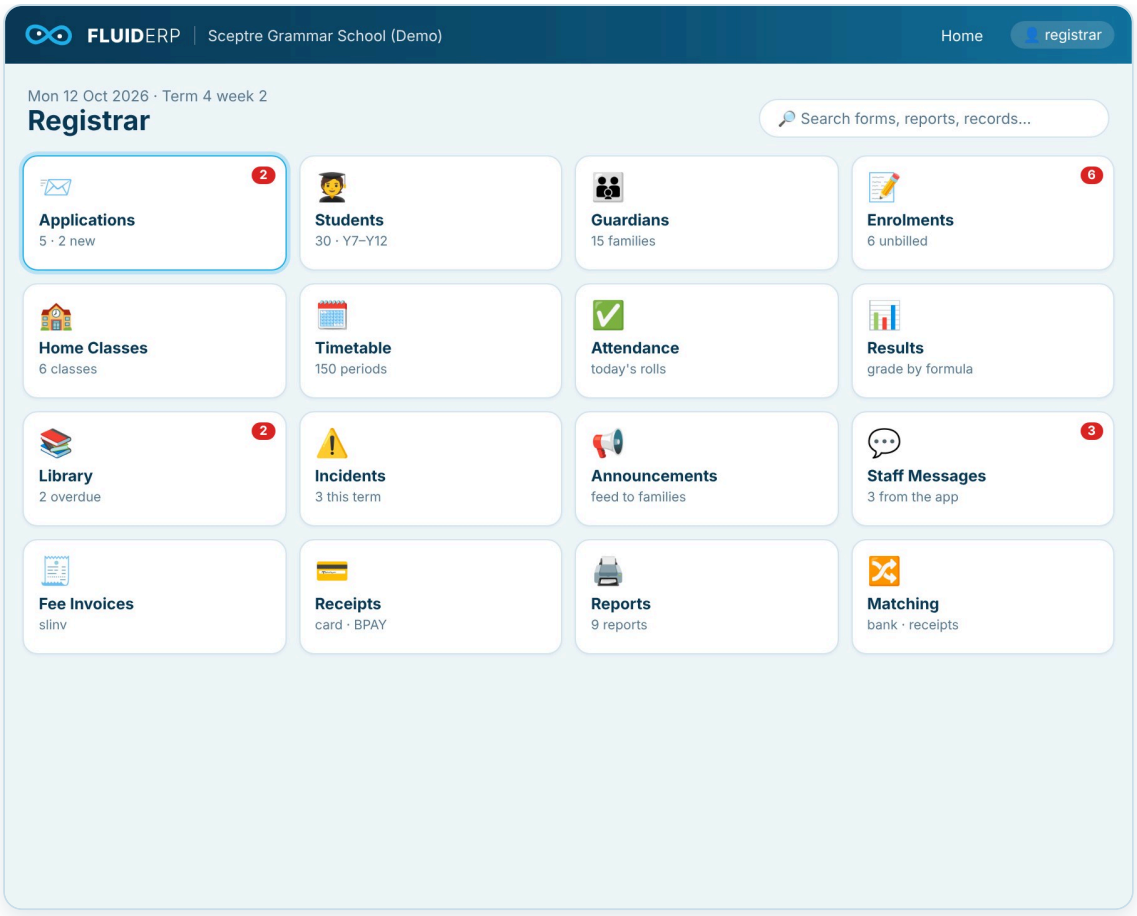
SIGN-IN	GROUP / DESK	USES FLUID TO ...
principal	Principal	Dashboards, reports, interviews
registrar	Registrar	Applications, enrolment, students, guardians
admissions	Admissions officer	Applications in-tray, status
teacher	Teacher	Rolls, results, class feed
librarian	Librarian	Loans and returns
bursar	Bursar	Billing, invoices, receipts, statements, matching
karin.lindqvist@example.com (demo)	Guardian (family app)	Applications, My Fees, results, messages

DEMO SIGN-INS

In the demo package staff passwords are the same as the user name. Family-app accounts are created from the application email. Change every password at go-live.

The launcher

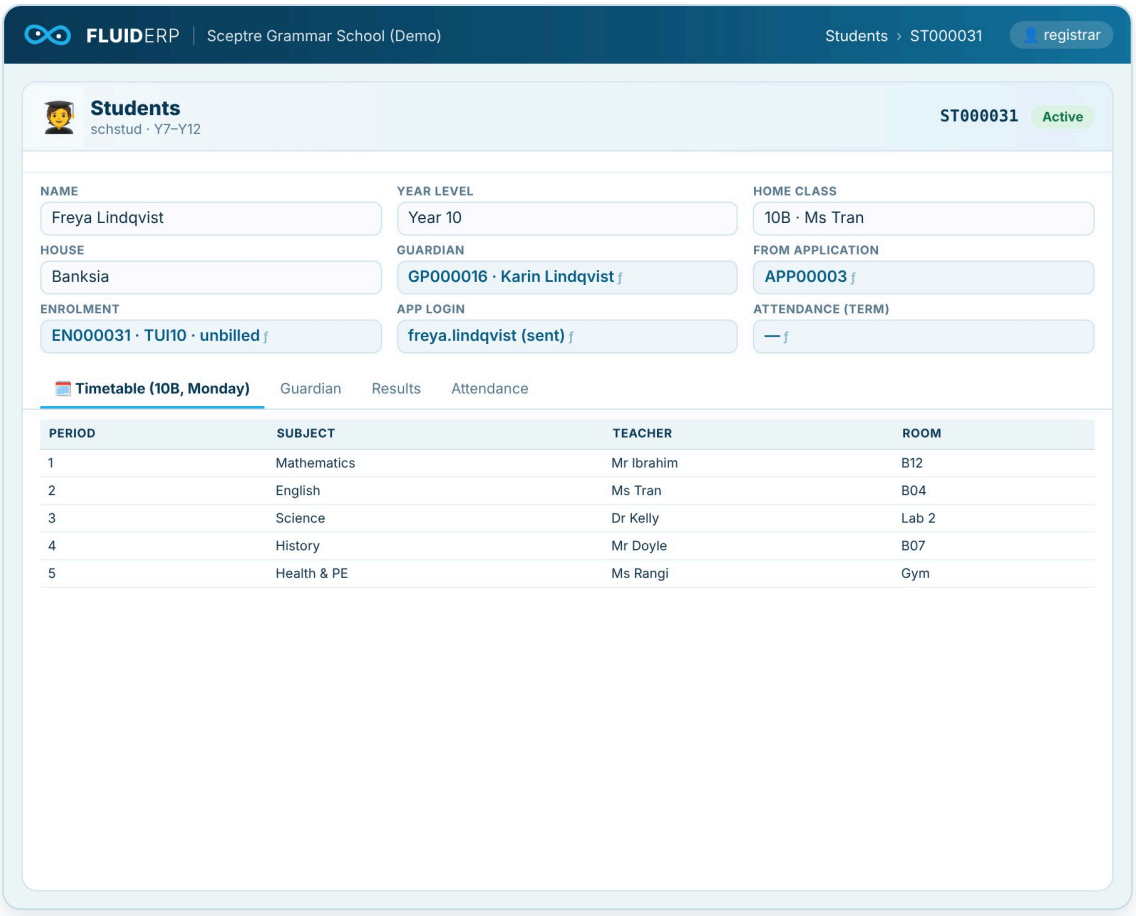
After sign-in you see the launcher: a grid of tiles for the screens, dashboards, reports and matching screens your group may open. A red badge on a tile counts records waiting for you. Use the search box to jump straight to a form, a report or a record number.



The registrar's launcher: two new applications and six unbilled enrolments wait.

Anatomy of a screen

1. **Header** — the form name, the table it belongs to, the record number and a coloured **status** pill (for example Closed, Posted · sealed, Approved).
2. **Toolbar** — 💾 **Save** (navy) saves this record. Aqua buttons are **posting buttons**: they write to other tables. Outline buttons recalculate (🧮), print (🖨️) or open related screens.
3. **Fields** — typed fields are white; calculated fields (ƒ) are tinted and read-only. Red, amber and green fields are flags raised by a calculation (expired, due soon, OK).
4. **Tabs** — the record's lines and related records (lines, movements, attachments, signatures). Child rows are saved with the parent.
5. **Banners** — an amber or red banner explains why a record is locked, sealed, embargoed or refused. Read it before calling support; it names the rule.



A student: every field from the application; the guardian GP000016 is the debtor on every fee invoice.

Everyday actions

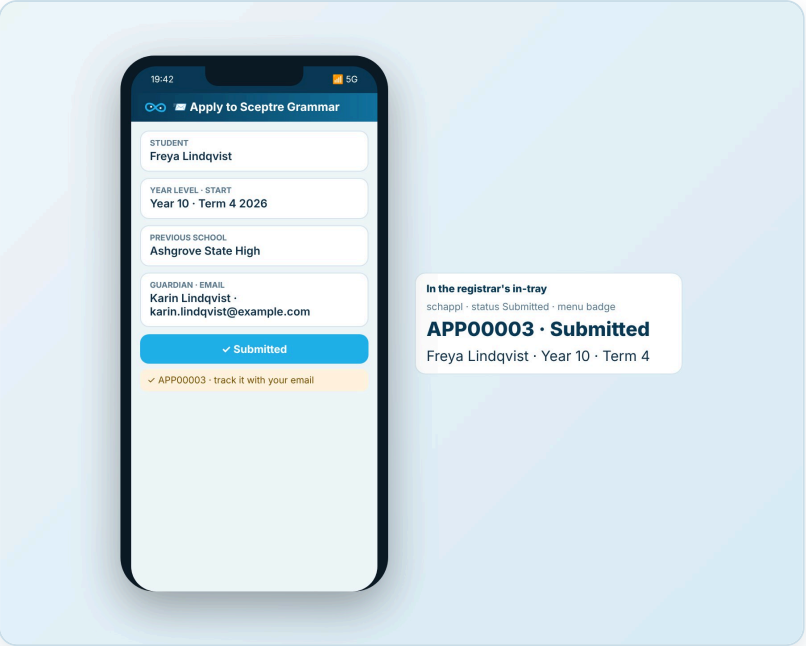
TO ...	DO THIS
Create a record	Open the tile, press ➕ **New**, fill the white fields, press 💾 **Save**. The number is issued on first save.
Find a record	Use the search box on the launcher or the filter row above any list. Record numbers, names and (where enabled) full text are searchable.
Refresh calculated fields	They refresh on save. 🧮 **Recalculate** re-runs them on demand (for example after a related record changed).
Print or save as PDF	🖨️ **Print** opens the printed copy in the document viewer; choose 🖨️ **Print / PDF** for paper or a PDF, or 💾 **Save** for the file.
Work offline (phone apps)	Forms marked as captures keep working with no signal; they wait in the **outbox** and send when you are back in range.

4 Admissions and enrolment

The family applies once on the public form. Enrolment is one press.

Receive an application

Who **guardian (public form)** | Where **Family app › Apply** | Table **schappl**

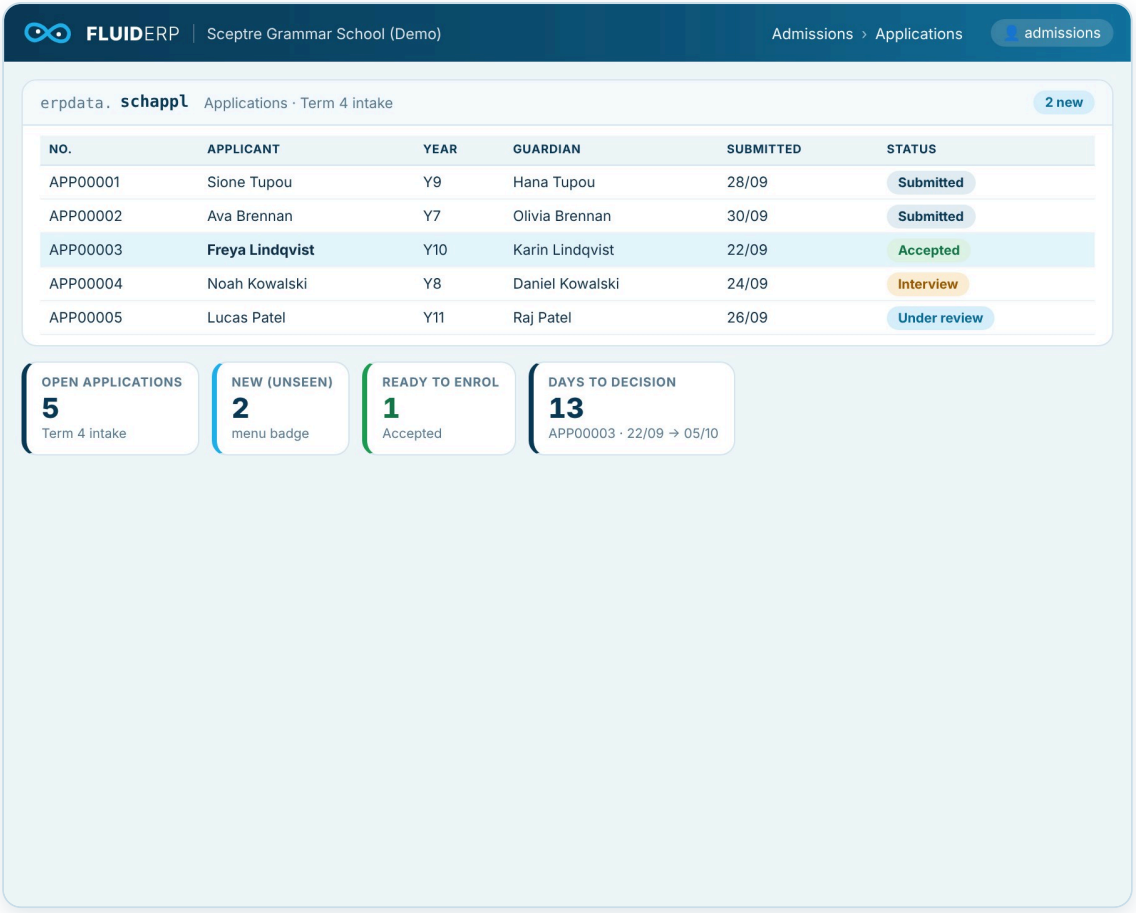


Karin applies for Freya, Year 10, Term 4; APP00003 arrives as Submitted.

1. The guardian opens the public application form — no account is needed to start.
2. They enter the student, year level, start term, previous school and their own name and email, and press **Submit application**.
3. The application lands in the registrar's in-tray with a menu badge; the guardian can track it with their email.

Work the in-tray

Who **admissions, principal** | Where **Admissions › Applications** | Table **schappl**

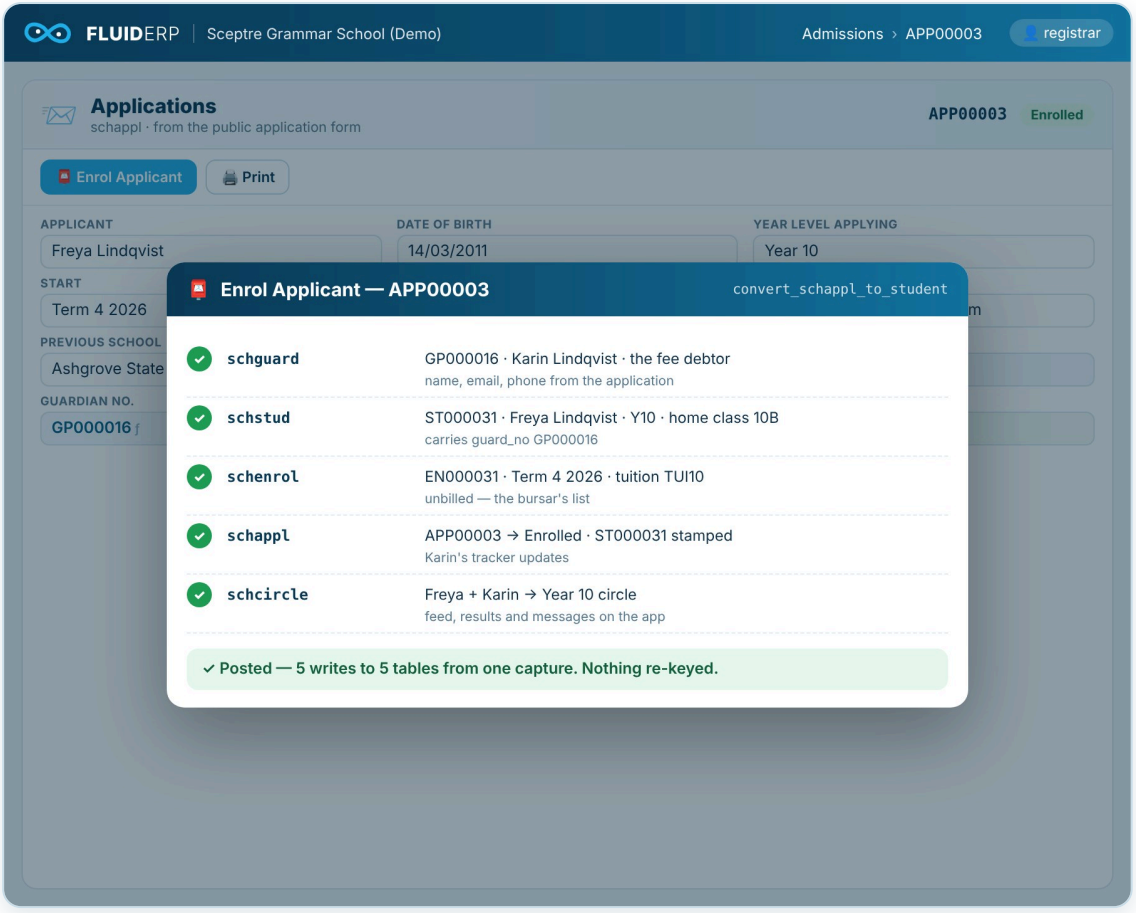


Five applications: two new, one under review, one at interview, one Accepted.

1. Move each application through **Submitted → Under review → Interview → Accepted** (or Declined).
2. The guardian sees each change on the app.

Enrol an applicant

Who **registrar** | Where **Admissions › (application)** | Table **schguard · schstud · schenrol · schappl**



APP00003 → GP000016 Karin, ST000031 Freya (10B), EN000031 TUI10, Year 10 circle.

1. Open the Accepted application.
2. Press 🚨 **Enrol Applicant**.

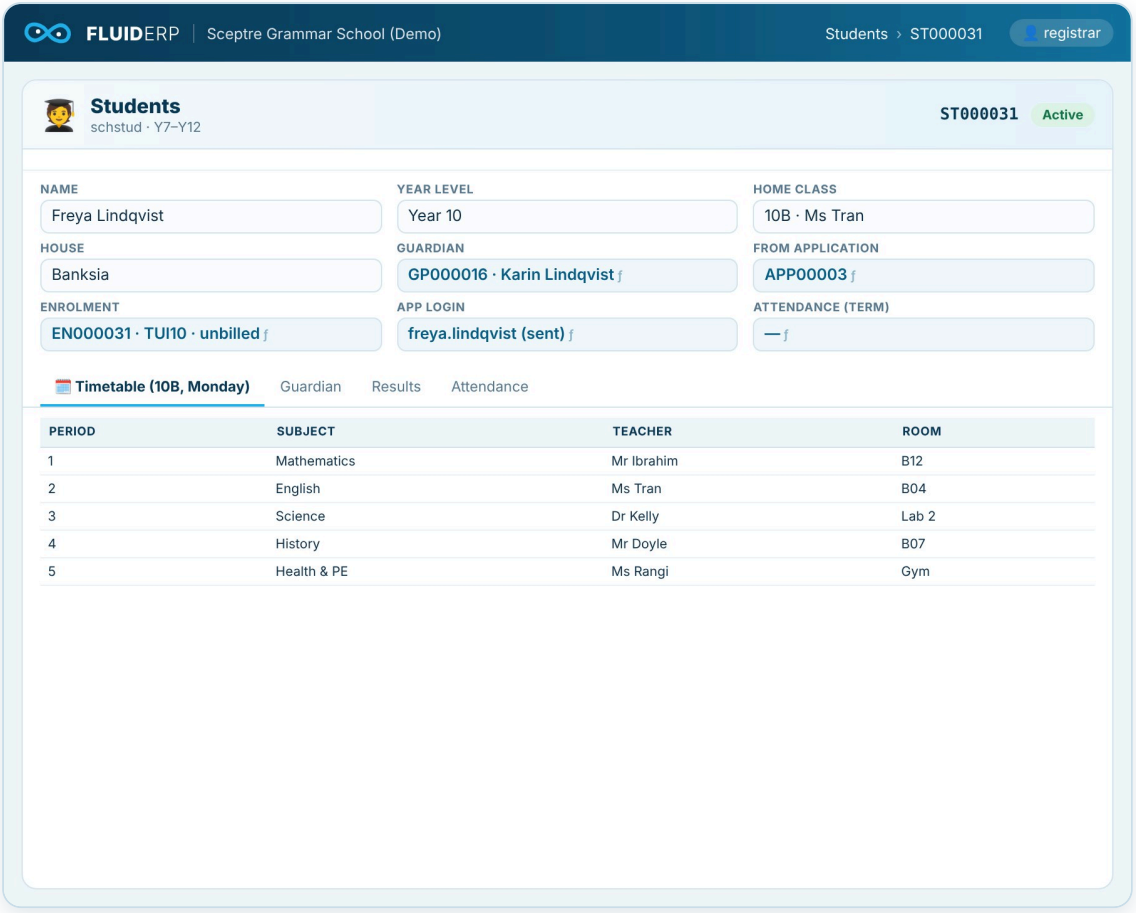
What 🚨 Enrol Applicant writes	convert_schappl_to_student
✓ **schguard**	GP000016 · the fee debtor
✓ **schstud**	ST000031 · Year 10 · home class 10B · carries GP000016
✓ **schenrol**	EN000031 · Term 4 · TUI10 · unbilled
✓ **schappl**	Enrolled · student number stamped
✓ **schcircle**	Student and guardian join the Year 10 circle

NOTE

The button always creates a new guardian. A returning family with a sibling gets a second guardian number unless de-duplication by email is switched on.

Check the student record

Who **registrar** | Where **Students › (student)** | Table **schstud**



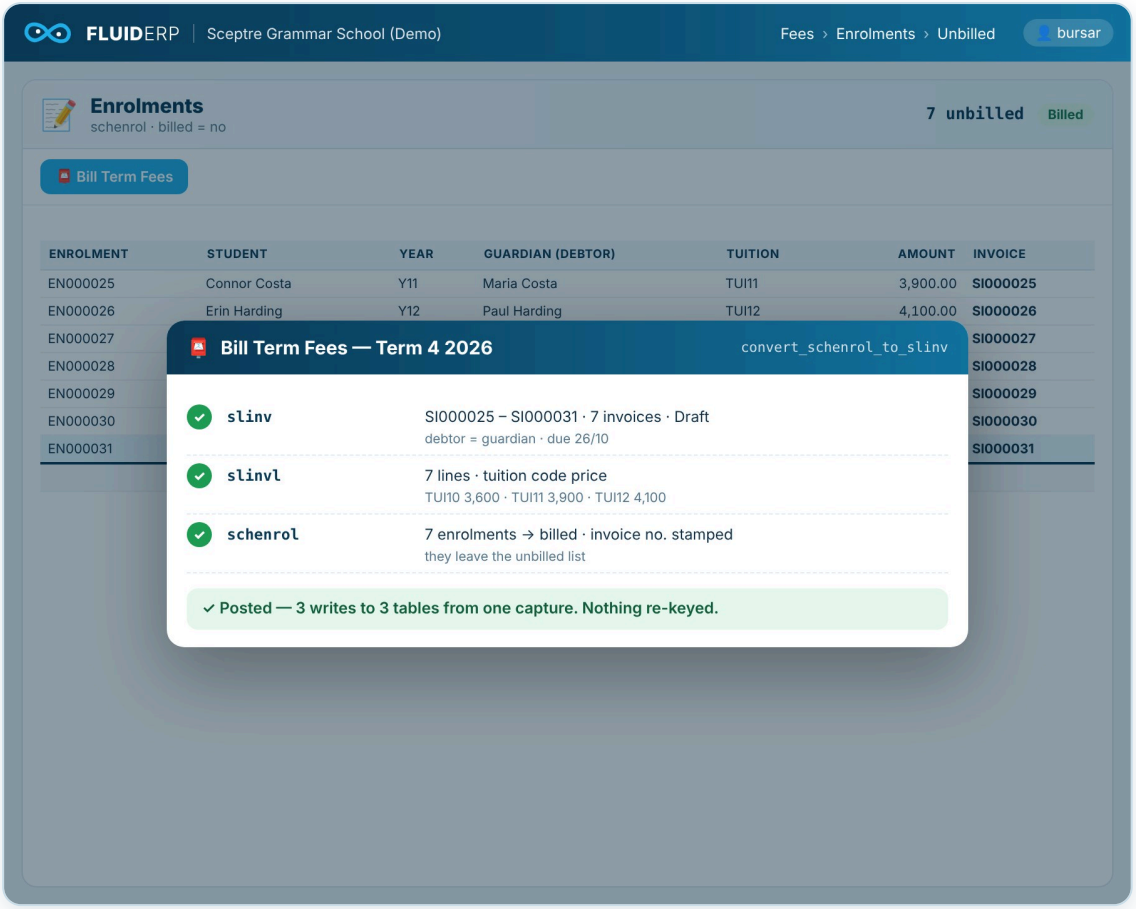
Freya's record: guardian, application, enrolment, app login, timetable for 10B.

5 Fees and payments

Enrolments bill themselves; invoices post the ledger; card payments post themselves.

Bill term fees

Who **bursar** | Where **Fees › Enrolments › Unbilled** | Table **slinv · slinvl · schenrol**



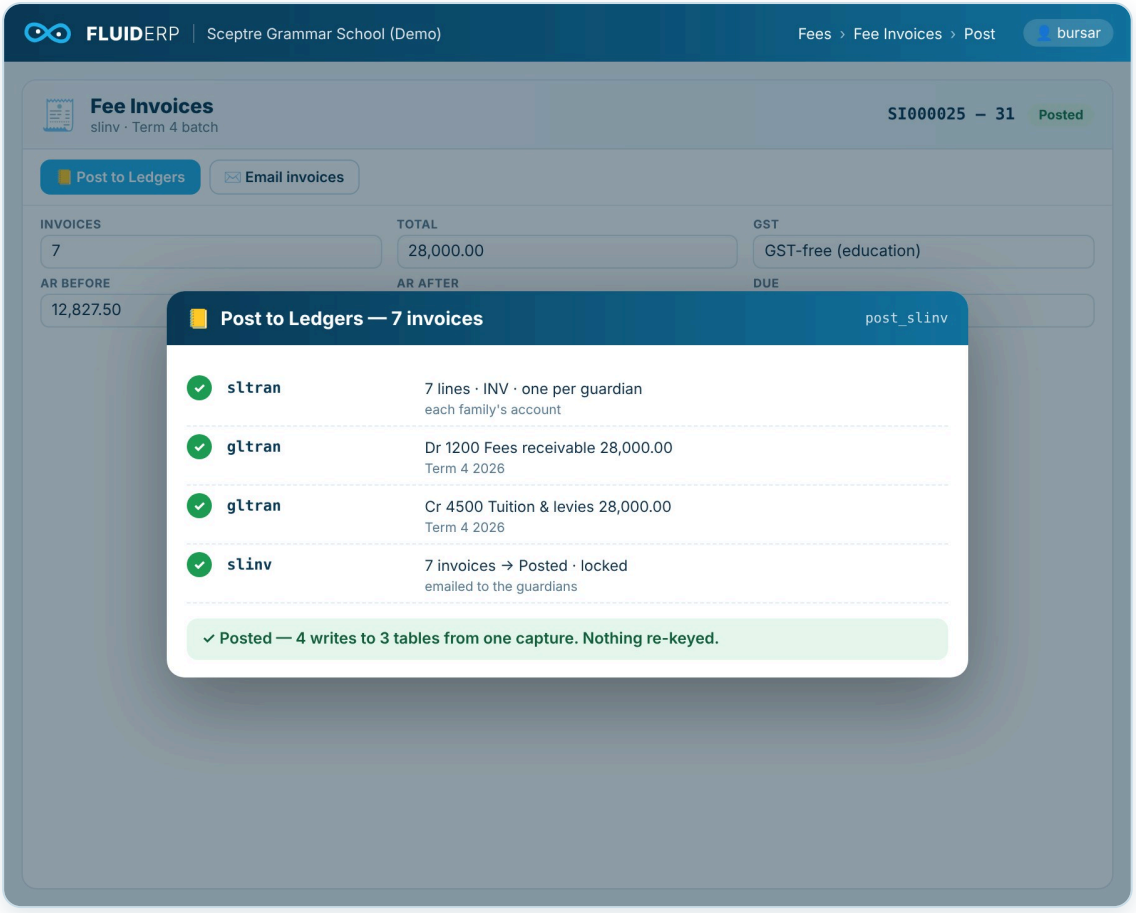
Seven unbilled enrolments → SI000025–SI000031 = 28,000.00.

1. Open the unbilled enrolments.
2. Press 📮 **Bill Term Fees**. Each enrolment becomes an invoice to its guardian at the tuition code's price (TUI10 3,600 · TUI11 3,900 · TUI12 4,100).

What 📮 Bill Term Fees writes	convert_schenrol_to_slinv
✓ **slinv**	7 invoices · Draft · due 26/10
✓ **slinvl**	7 lines from the tuition code
✓ **schenrol**	7 enrolments billed · invoice stamped

Post the invoices

Who **bursar** | Where **Fees › Fee Invoices** | Table **sltran · gltran**



Receivables rise from 12,827.50 to 40,827.50.

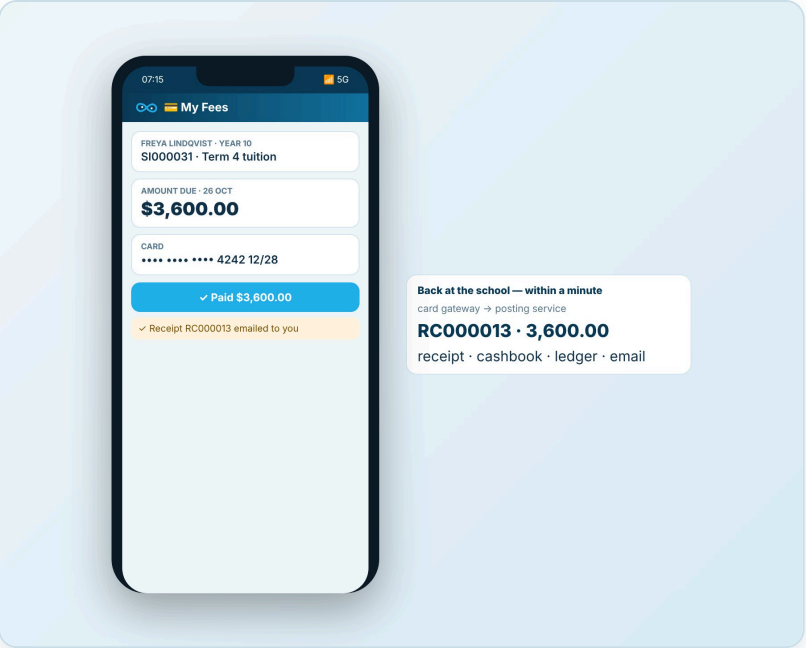
What 📒 Post to Ledgers writes	post_slinv
✓ **sltran**	7 lines · one per guardian
✓ **gltran**	Dr 1200 Fees receivable 28,000.00
✓ **gltran**	Cr 4500 Tuition & levies 28,000.00
✓ **slinv**	Posted · locked

TIP

School fees are GST-free education services in the demo configuration.

Card payment on the family app

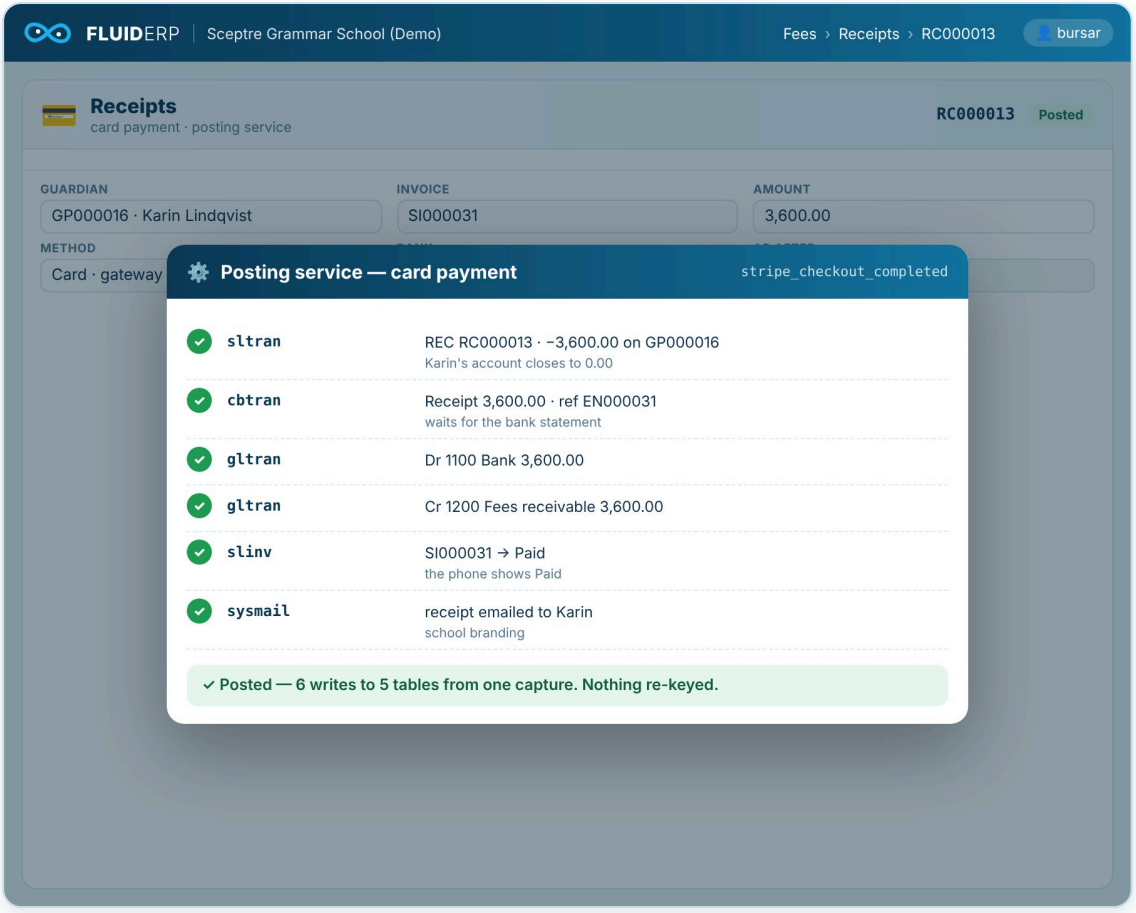
Who **guardian** | Where **Family app › My Fees** | Table **slinv**



Karin pays SI000031 by card; the app shows Paid and the receipt.

The receipt the posting service writes

Who **posting service** | Where **Fees › Receipts** | Table **sltran · cbtran · gltran**



RC000013: 3,600.00 — receivables fall to 37,227.50.

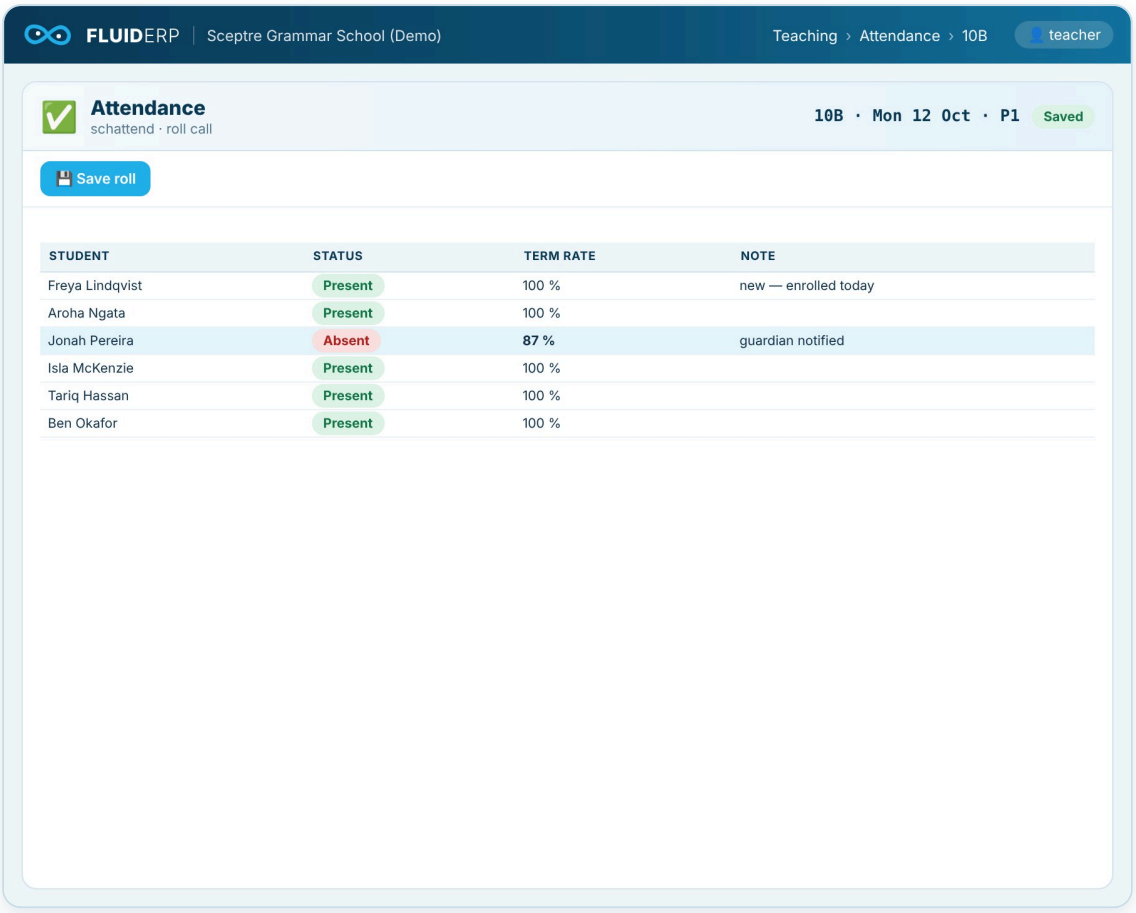
What Card payment writes	stripe_checkout_completed
✓ **sltran**	REC on GP000016
✓ **cbtran**	Receipt · ref EN000031
✓ **gltran**	Dr 1100 Bank · Cr 1200 Fees receivable
✓ **slinv**	Paid
✓ **sysmail**	Receipt emailed

6 The school day

Rolls, marks and returns are captured once; rates, grades and notices follow.

Mark a roll

Who **teacher** | Where **Teaching › Attendance** | Table **schattend**

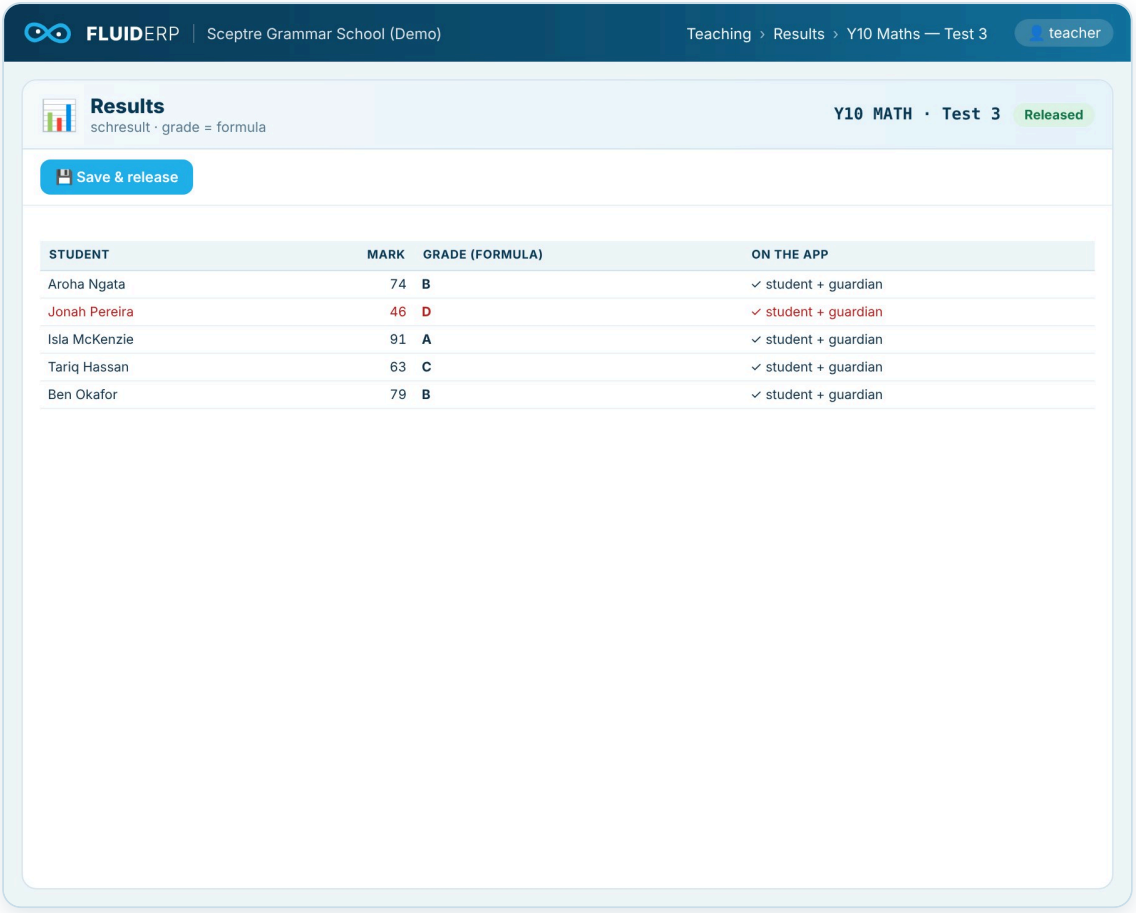


10B period 1: five present, Jonah absent — his guardian is notified and his rate recalculated.

1. Open the class and period; mark each student.
2. Press 💾 **Save roll**. Absences notify the guardian on the app.

Enter and release results

Who **teacher** | Where **Teaching › Results** | Table **schresult**

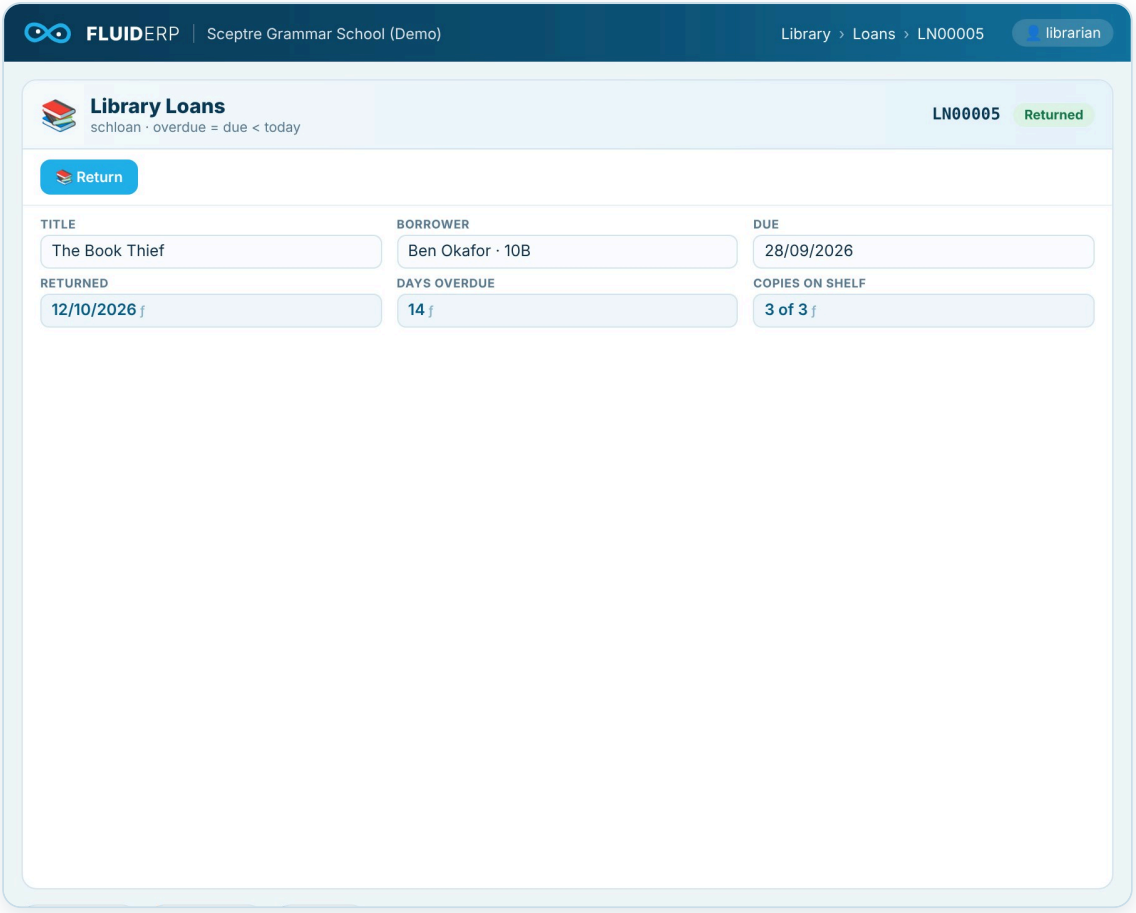


Y10 Maths Test 3: grade by formula (A ≥ 85, B ≥ 70, C ≥ 50, else D).

1. Enter each mark. The grade is calculated.
2. Press 💾 **Save & release**; students and guardians see the result on the app.

Return a library book

Who **librarian** | Where **Library › Loans** | Table **schloan · schbook**



LN00005 returned 14 days overdue; the copy is back on the shelf; overdue count 2 → 1.

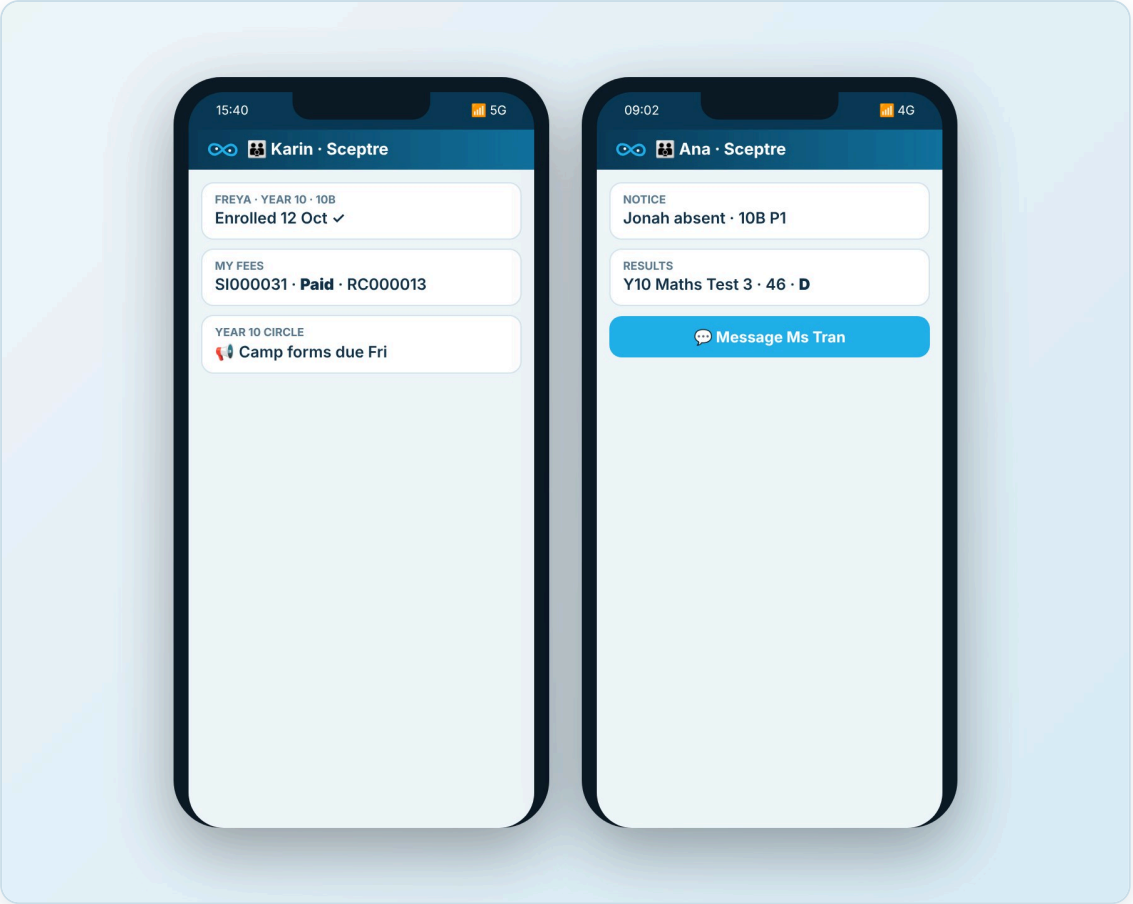
What 📚 Return writes	return_schloan
✓ **schloan**	Returned date and days overdue
✓ **schbook**	Copies on shelf + 1

7 The family app

Families see the school's rows as mirrors; nobody sends them.

What families see

Who **guardians, students** | Where **Family app** | Table **bridges · socresult · socmsg**



Karin: Freya enrolled, invoice Paid, Year 10 circle feed. Ana: Jonah's absence notice and Test 3 result.

1. **My Fees** — invoices addressed to the guardian, with Pay by Card.
2. **Results** — released marks and grades.
3. **Circle** — the class or year feed, announcements and comments.
4. **Messages** — to the teacher; replies arrive in the staff Messages in-tray.

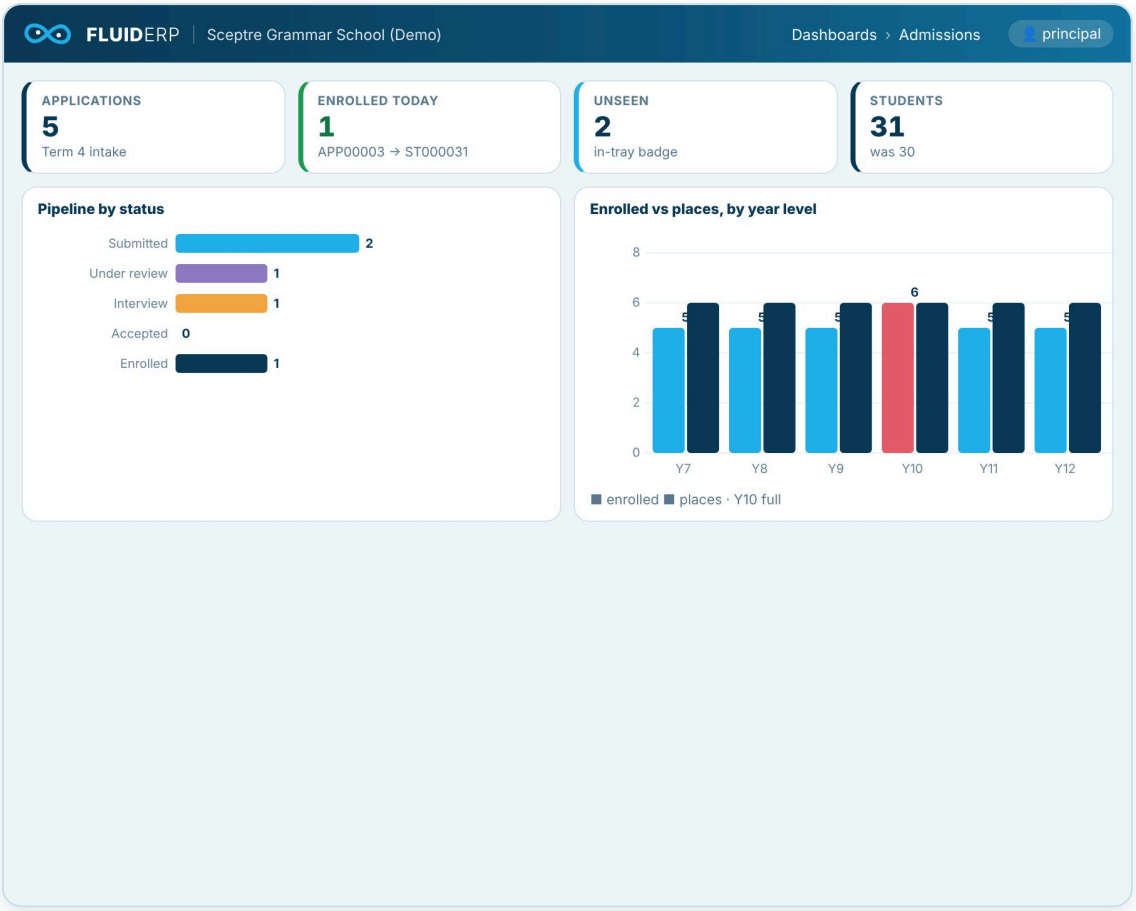
8 Critical dashboards

Three dashboards answer: how is the intake going, what do families owe, and who needs a call home.

Admissions

Where **Dashboards › Admissions** | Who **principal, registrar**

Pipeline by status and places by year level.



Admissions

What each tile is and where it comes from

Applications
Open applications this intake (5).
`schappl`

Enrolled today
APP00003 → ST000031.
`schappl.status`

Unseen
New applications nobody has opened.
`schappl.seen_at`

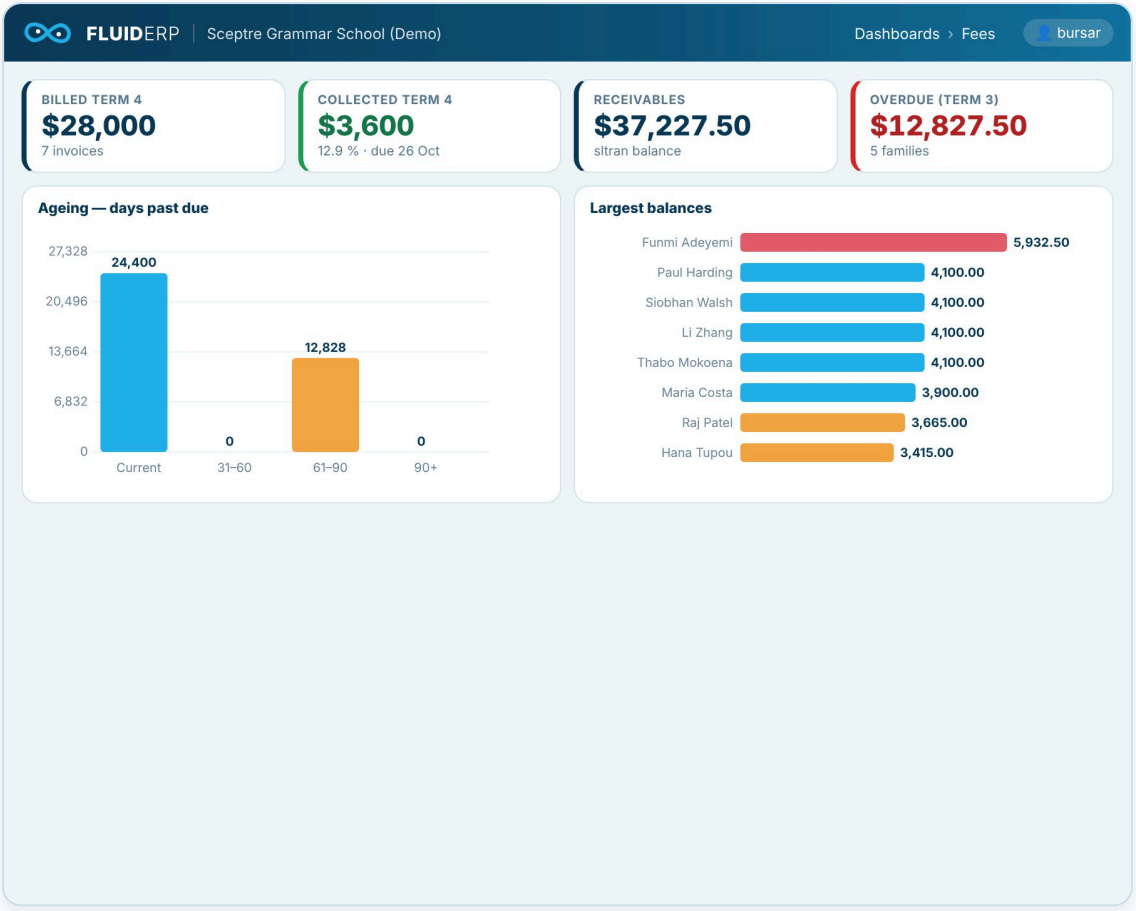
Students
31 (was 30).
`schstud`

Places
Enrolled vs places by year; Y10 full.
`schstud · schyear`

Fees

Where **Dashboards › Fees** | Who **bursar, principal**

Billed, collected, receivables and ageing from the posted rows.



Fees

What each tile is and where it comes from

Billed Term 4
$28,000 · 7 invoices.
`slinv`

Collected Term 4
$3,600 (12.9 %).
`sltran REC`

Receivables
$37,227.50 = 1200.
`sltran`

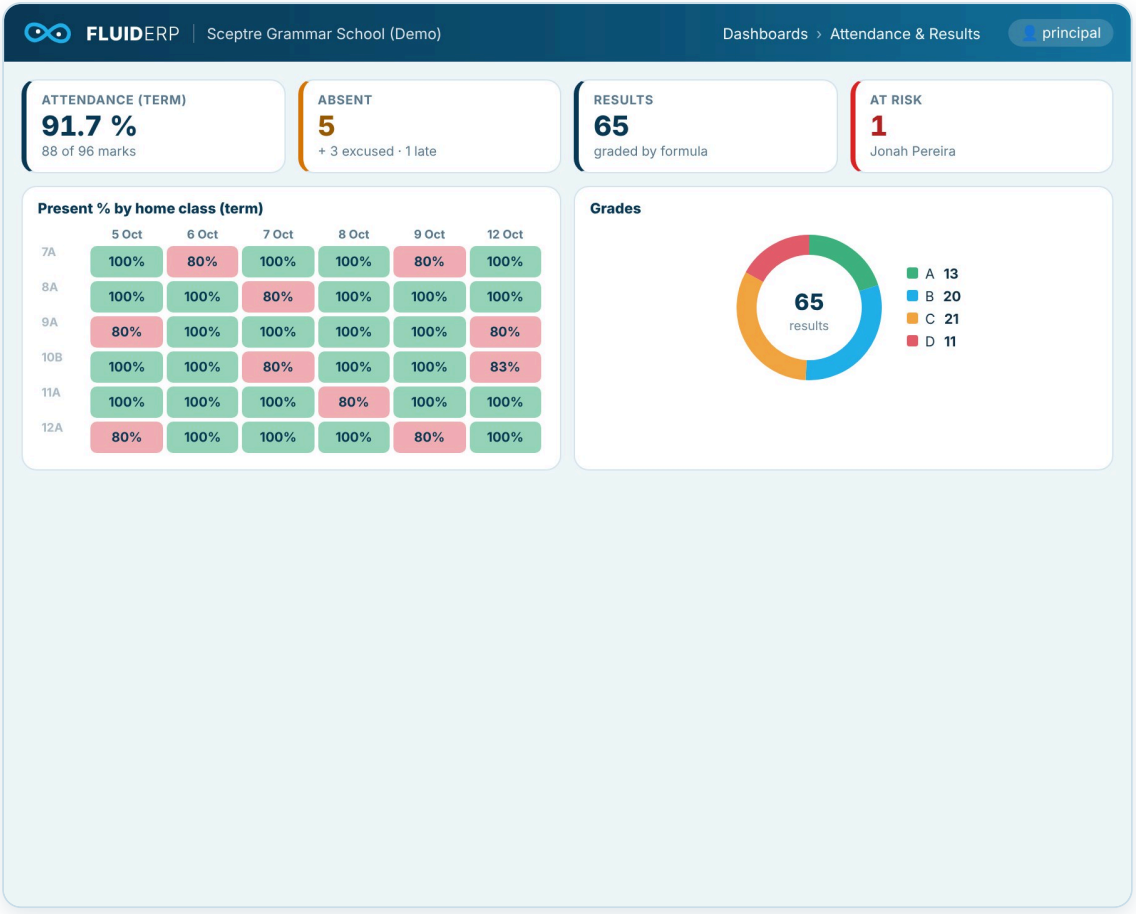
Overdue (Term 3)
$12,827.50 · 5 families.
`sltran by due date`

ACT ON IT
The overdue families are the bursar's call list — print Fees Outstanding.

Attendance & Results

Where **Dashboards › Attendance & Results** Who **principal, year coordinators**

Present % by class and day, the grade spread and the at-risk list.



Attendance & Results

What each tile is and where it comes from

Attendance (term)
91.7 % — 88 of 96 marks.
`schattend`

Absent
5 (+3 excused, 1 late).
`schattend`

Results
65 graded by formula.
`schresult`

At risk
Absent today and a D (Jonah).
`schattend · schresult`

9 Reports

Nine school reports ship with the package, alongside the core ledger reports.

Running and printing a report

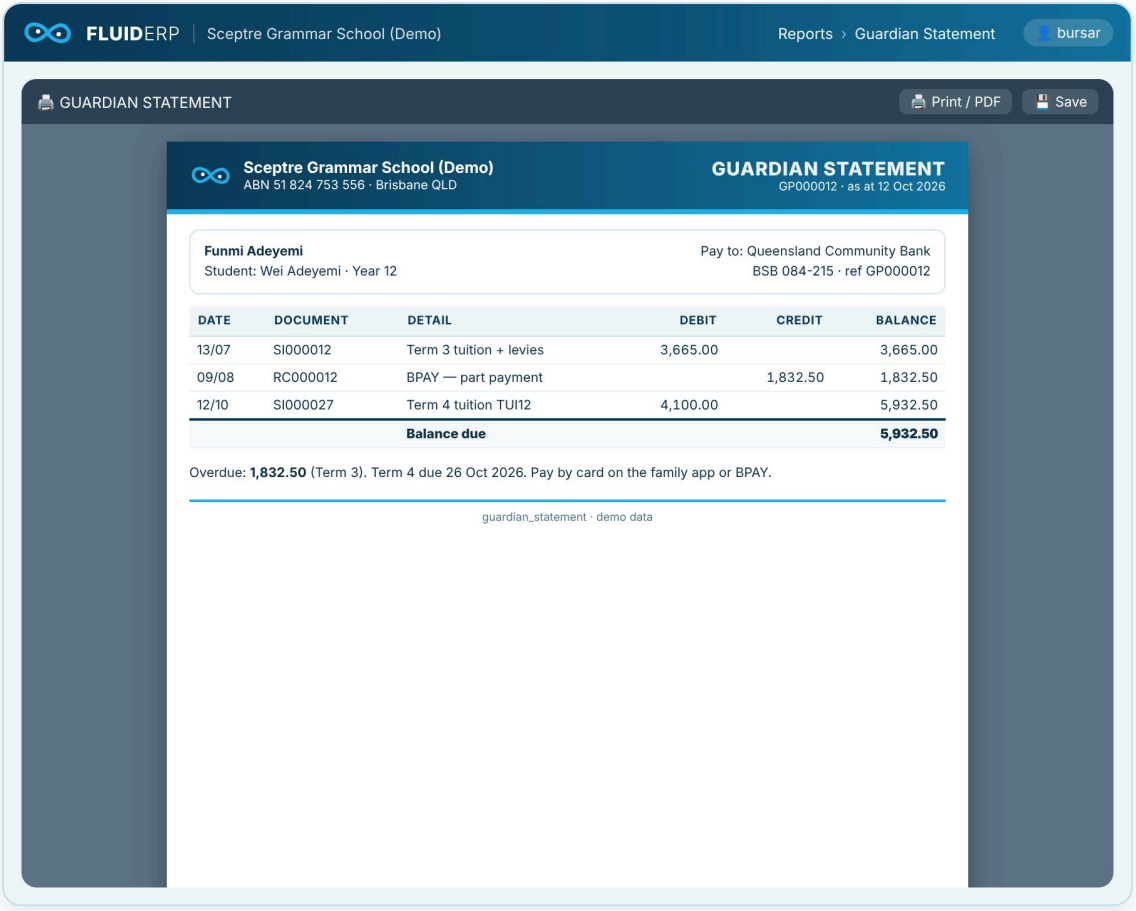
1. Open 🖨️ **Reports** on the launcher (or the report's own tile) and pick the report.
2. Fill the parameters. Required parameters are marked; dates accept `$today`-style defaults and lookups show “value — description”.
3. Press ▶ **Run**. The report draws its shape — grid with subtotals, chart, pivot, calendar, Gantt, board or tree — from the live rows.
4. Press 🖨️ **Print** to open the printed copy (letterhead, document header, footer) in the document viewer, then 🖨️ **Print / PDF** or 💾 **Save**. Reports with a file layout also offer 💾 **Export File**.

Report catalogue

REPORT	SHOWS	TYPICAL READER
Guardian Statement	The guardian's ledger lines on letterhead	families
Fees Outstanding	Balances by guardian, current and earlier	bursar
Admissions Pipeline	Applications, status, days open	principal
Class List	Students, guardians, attendance, marks	teachers
Exam Summary	Grades by assessment	principal
Attendance Summary	Present % by class and student	principal
Library Overdue	Overdue loans	librarian
Trial Balance	Core ledger	bursar

Guardian statement

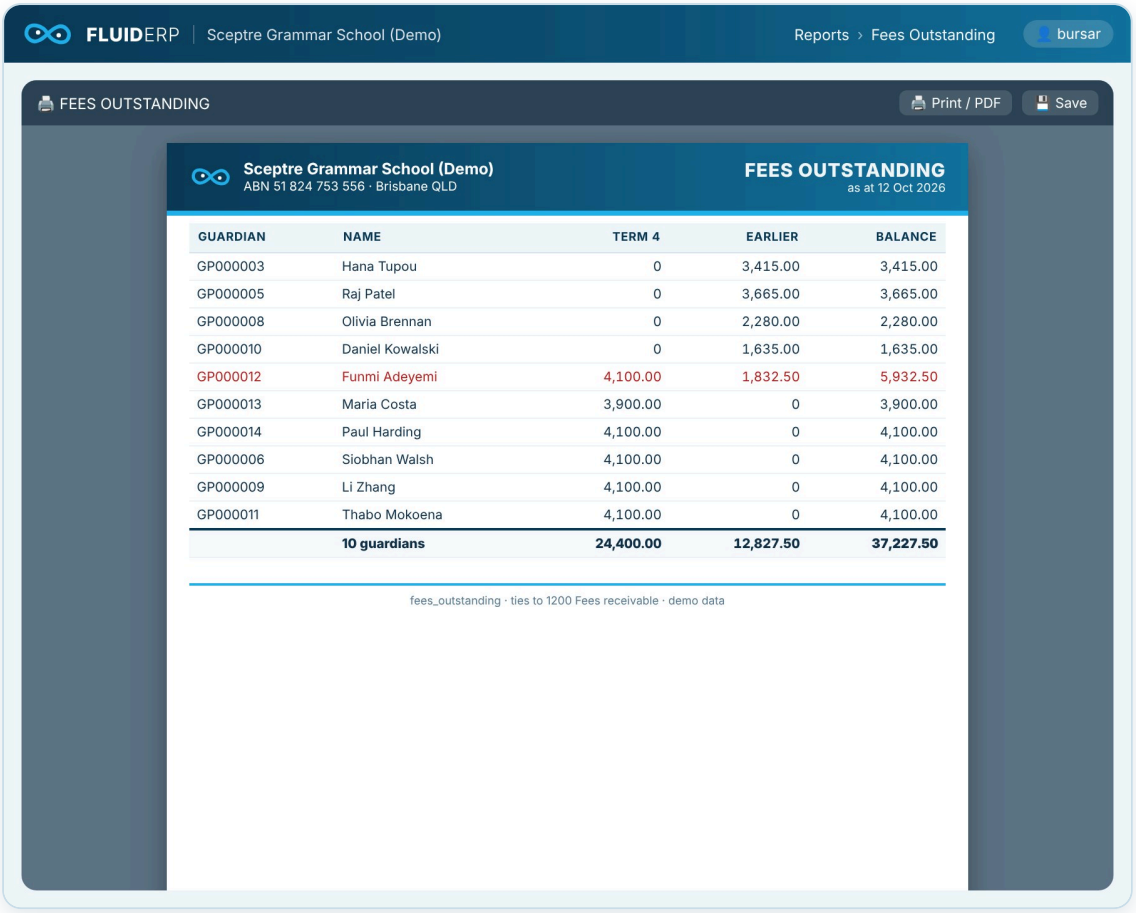
GP000012 Funmi Adeyemi: Term 3 3,665.00, part payment 1,832.50, Term 4 4,100.00 — balance 5,932.50, with BPAY details.



Guardian statement

Fees outstanding

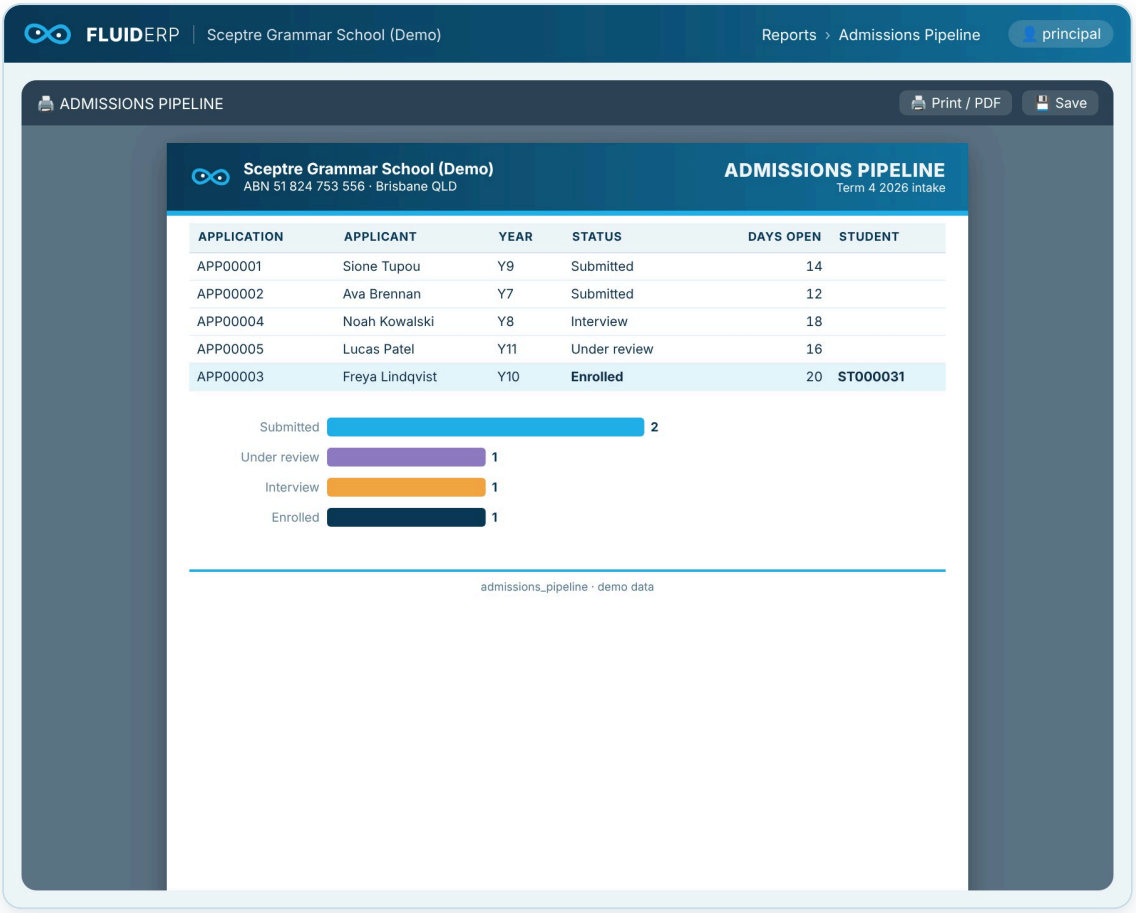
Ten guardians: 24,400.00 current, 12,827.50 earlier — total 37,227.50, equal to the receivables account.



Fees outstanding

Admissions pipeline

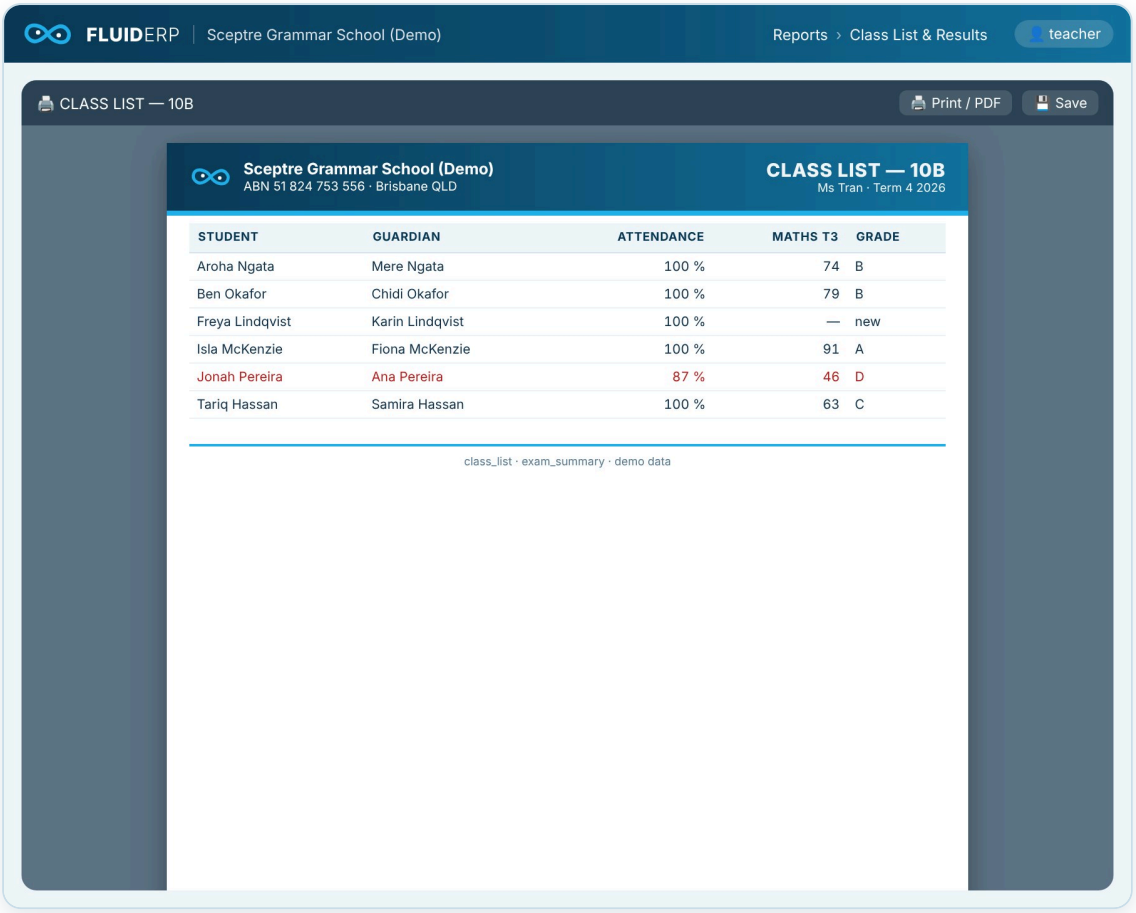
Each application with status and days open; APP00003 names ST000031.



Admissions pipeline

Class list with results

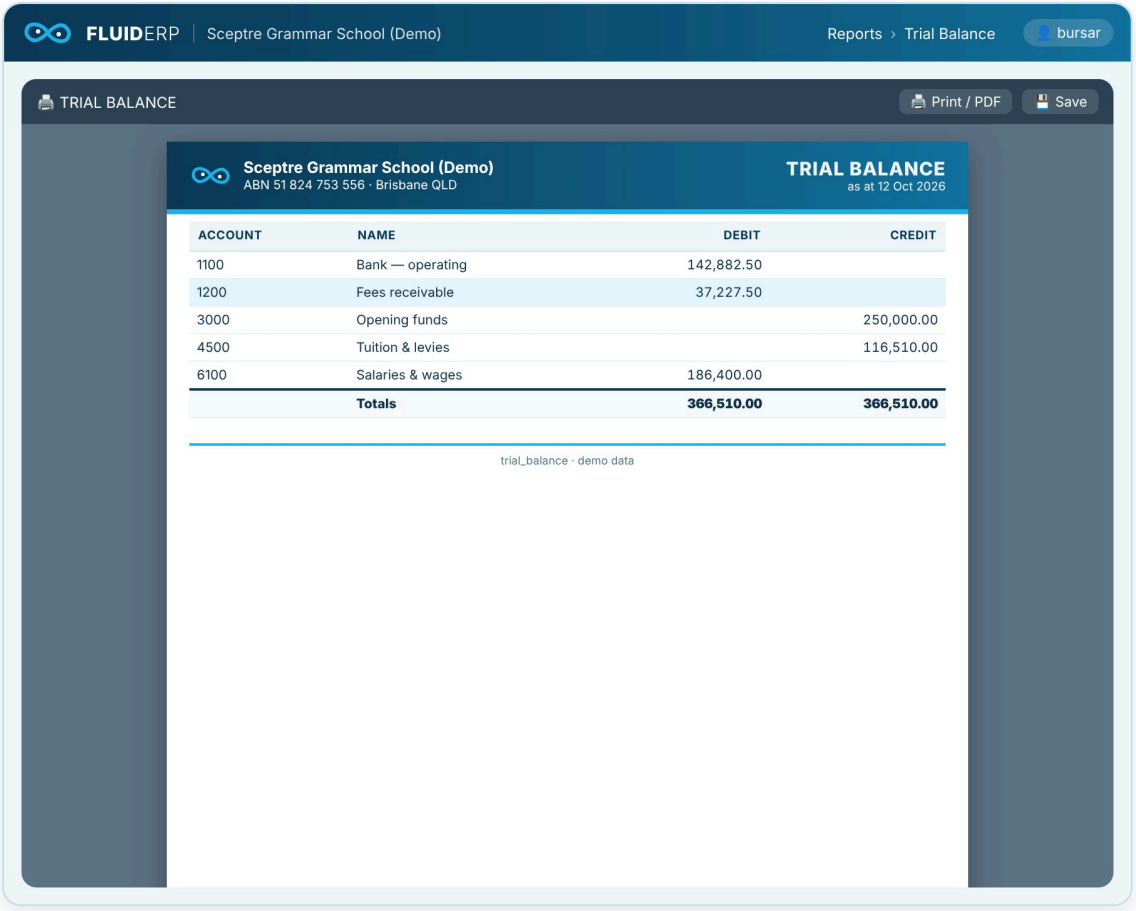
10B with guardians, attendance rates and Test 3 grades.



Class list with results

Trial balance

Bank 142,882.50, receivables 37,227.50, wages 186,400 against opening funds 250,000 and tuition 116,510 — 366,510.00 each side.



Trial balance

10 Matching

A matching screen sets two lists side by side — for example bank statement lines and cashbook entries — and pairs the rows that belong together. Matching is a definition (`tblmatchdef`): it names the two sides, the fields to compare, the tolerances and what a confirmed match writes.

How every matching screen works

1. Open the matching screen from its 🔀 tile on the launcher, or with 🔀 **Match** on a form that takes part in it.
2. 🔄 **Auto Match** runs when the screen opens. Rows that meet the rule are paired and arrive **pre-ticked** in green.
3. Read the **summary strip**: how many pairs, how many unmatched on each side, and any outstanding amount.
4. Untick any pair you do not accept. To pair rows by hand, tick one row on each side and press 🔗 **Match Selected**. ✖ on a pair puts both rows back.
5. Press ✔ **Confirm Ticked**. Both sides are stamped (so they never match again), a session record is written, and the reconciliation report opens in the document viewer.

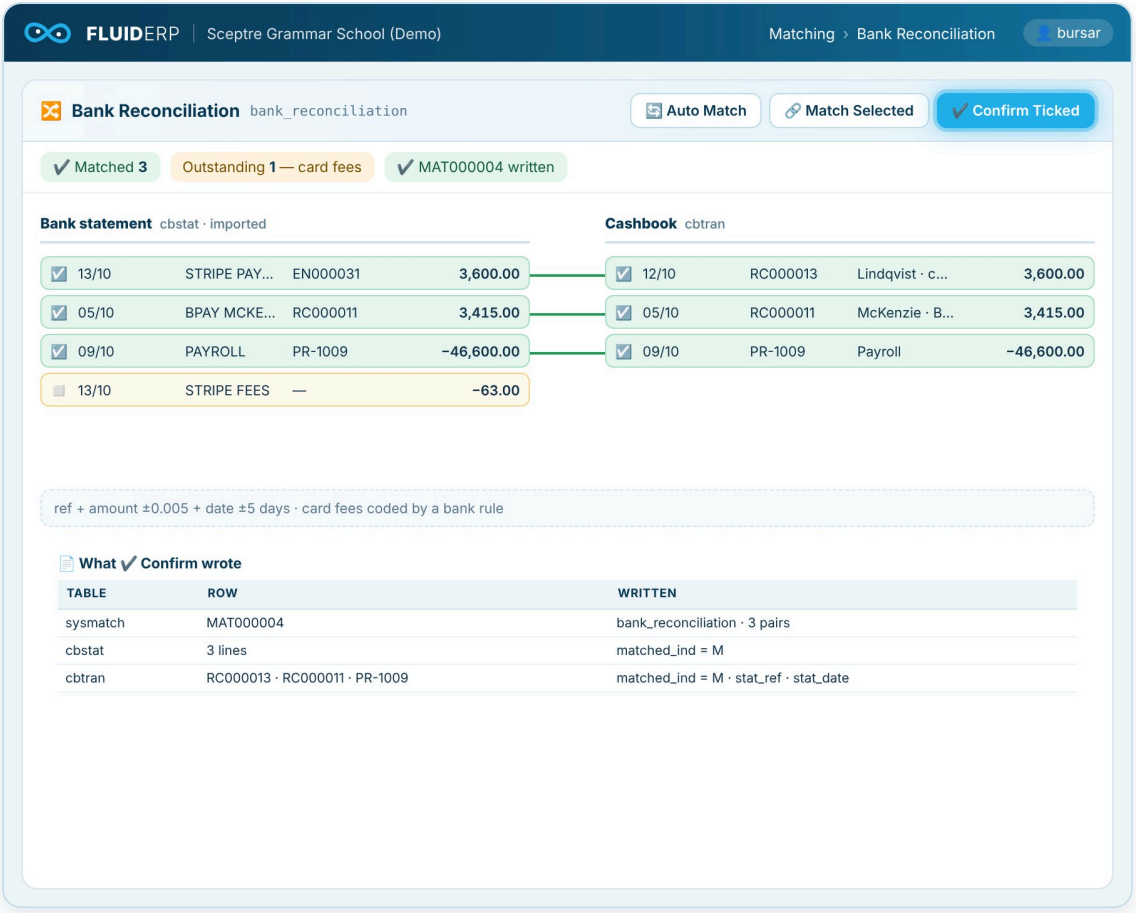
What ✔ Confirm Ticked writes	matching definition · confirm
✓ `sysmatch`	the session header — definition, who, when, number of groups (MAT number)
✓ `sysmatchlines`	one line per row in each confirmed group
✓ `each side`	the stamp field (for example matched_ind = M) and any counterpart fields the definition copies across

UNMATCHED IS INFORMATION

What is left after Auto Match is the exception list: an unexplained bank fee, a payment with no reference, a count that disagrees. Deal with those, not with the hundreds of rows that matched.

Bank reconciliation

Who **bursar** | Where **Matching › Bank Reconciliation**



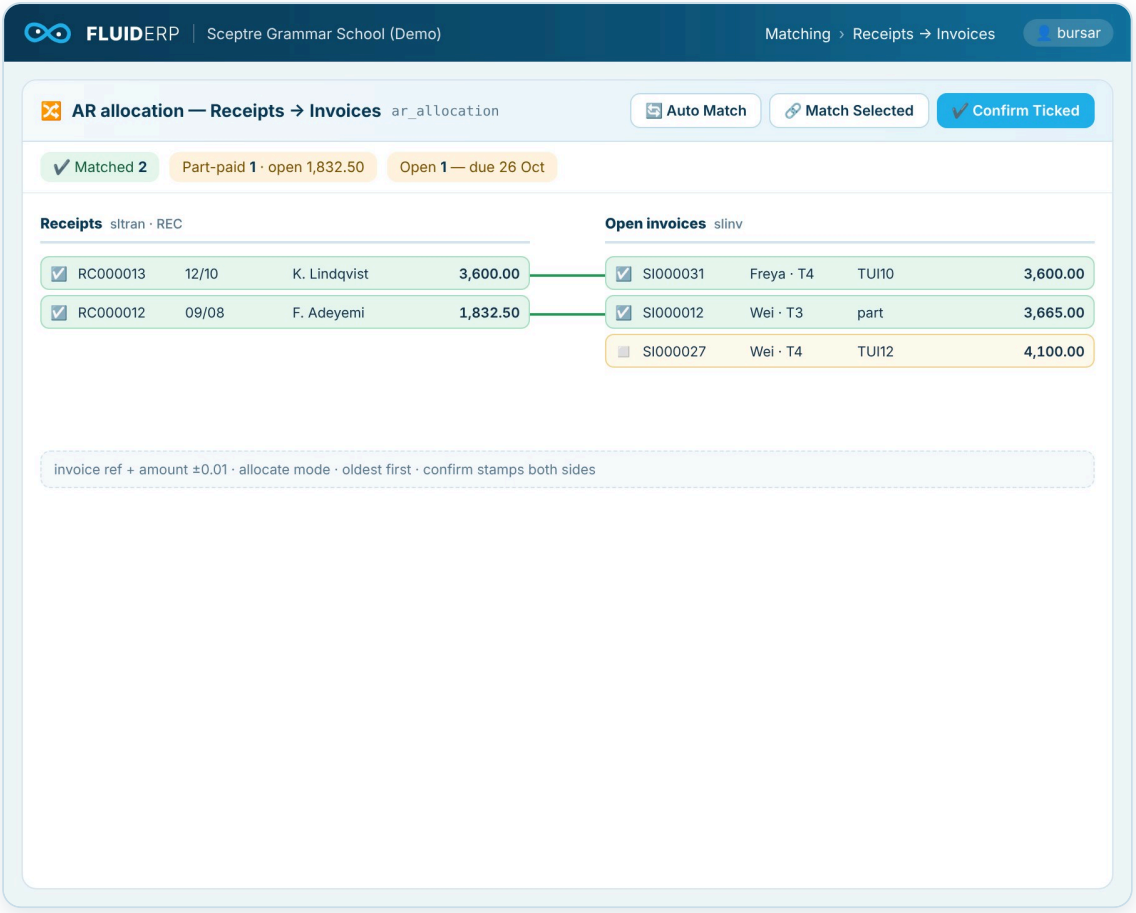
The card settlement, a late Term 3 BPAY and payroll tick off; card fees are left for a bank rule.

1. Import the bank statement once.
2. 🔄 **Auto Match** (ref + amount ±0.005 + date ±5 days), review, ✔ **Confirm Ticked**.

What ✔ Confirm writes	bank_reconciliation
✓ **sysmatch**	Match group
✓ **cbstat**	Statement lines matched
✓ **cbtran**	Cashbook lines matched

Receipts to invoices

Who **bursar** | Where **Matching › Receipts → Invoices**



Karin's card payment pairs exactly; Funmi's BPAY part-pays Term 3; Wei's Term 4 invoice stays open.

1. 🔄 **Auto Match** by invoice reference and amount, oldest first.
2. Part-paid and open invoices remain as exceptions; ✔️ **Confirm Ticked**.

11 Messages, refusals and what to do

FLUID refuses an action rather than let a figure go wrong. Every refusal names its rule. These are the ones you will meet on this platform.

MESSAGE (IN SHORT)	WHY	WHAT TO DO
Only an Accepted application can be enrolled	Enrol Applicant checks the status.	Accept first.
Already enrolled — nothing written	The button runs once per application.	Open the student.
Enrolment already billed	Bill Term Fees skips billed enrolments.	Open the invoice.
Invoice posted — locked	Posted invoices are final.	Raise a credit note.
Book already returned	Return runs once.	Nothing to do.
Messages to a student from an unlinked adult are refused	Child-safety rule on the family app.	Use the guardian or the school.

12 Data reference and glossary

Tables you will meet

TABLE	HOLDS	WRITTEN BY
schappl	Applications	public form; admissions
schguard	Guardians (the debtors)	📮 Enrol Applicant
schstud	Students	📮 Enrol Applicant
schenrol	Enrolments and tuition codes	📮 Enrol Applicant
schattend	Attendance	teachers
schresult	Results and grades	teachers; formula
schloan · schbook	Library loans and titles	librarian
slinv · slinvl	Fee invoices and lines	📮 Bill Term Fees
sltran · gltran · cbtran	Receivables, ledger, cashbook	posting buttons; posting service
socpost · socresult · socmsg	Family-app mirrors	bridges
sysmatch	Match groups	matching screens

Glossary

TERM	MEANING
Guardian	The parent or carer who is the fee debtor.
Enrolment	A student in a term with a tuition code.
Tuition code	TUI10, TUI11, TUI12 … the price per term.
Circle	A class or year group feed on the family app.
Bridge	The link that mirrors school rows to the family app.
BPAY	Australian bill-payment scheme.
Capture	Recording something once — by form, phone app, file or feed.
Posting button	An aqua button that writes rows to other tables from the record in front of you.
Posted · sealed	The record has been posted; the button is one-way and a second press writes nothing.
Calculated field (ƒ)	A read-only field the calculation engine keeps up to date.
Reference	The source record number carried on every row a button writes.
Matching definition	The rule for pairing rows of two tables and what confirming writes.
Session (MAT…)	The record of one confirmed matching run.

TERM	MEANING
Gateway	The server that checks every read and write against the rules for your group.

A Walk it once on the demo package

The Sceptre Grammar package is installed with 30 students, 15 families, five applications and six unbilled enrolments.

Registrar

1. Applications: open APP00003 (Accepted) → 📮 Enrol Applicant.
2. Students: open ST000031; guardian GP000016.

Bursar and family

1. Enrolments › Unbilled → 📮 Bill Term Fees → 📒 Post to Ledgers.
2. Family app: My Fees → 💳 Pay by Card (test card); RC000013 appears.
3. Guardian Statement for GP000012; Fees Outstanding; Matching; Trial Balance.

Teacher and librarian

1. Attendance: mark 10B; one absence notifies the guardian.
2. Results: enter Test 3 marks; release.
3. Library: 📚 Return the overdue loan.

For the administrator

TASK	HOW
Deploy	Import institutions/school and school-social (two clusters); run validate.py.
Branding	School name, ABN and bank details live in tblbranding; colours in tbltheme.
Card payments	Set the card-gateway secrets and the webhook; the posting service writes receipts.
Keys	Use different API keys and token secrets for the staff and family clusters.