

# Section 251 financial data collection 2015 to 2016

**COLLECT** guide for local authorities

February 2015

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# Introduction

Local authorities (LAs) are required under Section 251 of the Apprenticeships, Skills, Children and Learning Act 2009 to prepare and submit an education and children and young people's services budget statement to the Secretary of State for Education.

The budget statement applies to the period from 1 April 2015 to 31 March 2016 and must be submitted by 31 March 2015.

LAs must submit their budget statement using the DfE's centralised data collection and management system for education COLLECT (Collections On-Line for Learning, Education, Children and Teachers).

This advice is for LA finance officers and provides guidance for using the COLLECT system. For technical help, advice and assistance with meeting the standards and using the system, please contact the data collections helpdesk via a <u>data collections service</u> request form.

#### **COLLECT and Secure Access**

Access to COLLECT is through the department's Secure Access System (SA).



Announcements

Please note some screen shots may refer to 2014. However the process is the same for the 2015 collection.

If you are a new user and require access to COLLECT, you will need to contact your local authority approver. Full <u>Secure Access</u> guidance is published online. Once successfully registered, click on the COLLECT link to access COLLECT.

## Logging in

Once successfully logged in you will be presented with the screen below. Select COLLECT. You will be taken into the COLLECT portal.



Click on Continue.Highlight 'S251 Budget 2015-16' and click on 'Select Data Collection'. This will take you to the main 'Source Page'.

#### LA Source page screen

MY DATA RETURN		
The status of your data return	d_and_Validated	
Errors : 310	Queries : 21	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised

On this page the options open to you will be highlighted and the status will be shown.

Status	Explanation
No Data	Data hasn't been loaded
Loaded and validated	Data loaded but not submitted
Submitted	Data loaded and submitted
Authorised	Data loaded, submitted and authorised by DfE
Amended by Source	Data amended by LA
Rejected	Data loaded but rejected due to invalid format and
	or contents
Amended by collector	Data amended by DfE

AY DATA RETURN					
The status of your data return : Load	led_and_Validated				
Errors : 310		Queries : 21		OK Errors : 0	
hat can I do with My Data Return?					
Upland Retarn from file	Press this button to Import a file into you	r data return			
od Artans on screen.	Press this button to Add a new return using a web form				
Open Return	Press this button to Open your data retur	n			
Submit Return_	Press this button to Submit your complete	ed data return			
Export to ble	Press this button to Export your data retu	im to a file			
Launch Reports_	Press this button to Report on your data	return			
Delete Return	Press this button to Delete your data retu	m			
/hat is happening to My Data Return?					
Data Return Submission	Data R	eturn Approval	D	ata Return Authorisation	
Date Schmitted	Date Appr	have	Da	te Authorised	

An explanation of the function keys are:

Function key	Explanation
Open Return	You will need to click on here to open the return
	(change for 15/16 return)
Submit Return	This option is greyed out until data is loaded and is
	used to submit the data to the DFE – this should only
	be done when the data is complete and clean.
	Control then passes to the DFE.
Export to File	This option is greyed out until data is loaded and is
	used to export the loaded data either as a single XML
	file or as a CSV file.
Launch Reports	This allows you to run the associated reports.
Delete Return	This option is greyed out until data is loaded and is
	used to delete the LA data from the system.

# Making your return

Source Page S251 Budget\_2014-15

he status of your data return : Load	ied and Validated		
Errors : 310		Quaries + 21	OK Errora : 0
EIGHE 2 (220		Appendix 1 ( + +	OR ENOIS 1
hat can I do with My Data Return?			
Upland Return from Me	Press this button to Import a file into yo	ur data return	
od Artans on screen.	Press this button to Add a new return us	ing a web form	
Open Retarn.	Press this button to Open your data retu	m	
Submit Return_	Press this button to Submit your complet	ted data return	
Export to Ne	Press this button to Export your data ret	turn to a file	
Launch Reports	Press this button to Report on your data	return	
Delete Return	Press this button to Delete your data ret	turm	
(hat is happening to My Data Return?			
that is impleming to my build rectain			
Data Return Submission	Data I	Return Approval	Data Return Authorisation
Date Submitted	Date App	roved	Date Authorised

To input data and make a return for a LA, you must click the 'Open return' button as shown above.

# Viewing/ editing LA table data

251 Budget								
			All Errors	All Notes	Add View E	dit Delete Statu		
0								
	S251 Budget - Cumbr	ia						
-Schools Budget [184]								
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,	Section 251 Budget 2014-1	5						
-LA Education & CYPS Budget [91]				Errors	OK Errors	Return Level Notes		
-Reconciliation [6]		Return Level Errors	E	Q	CH LINGIN			
-SchoolsTable [63]			2	0	0	2		
FYTable								
- EWhildParenda	Data	Item		1	Data Value			
Di Table Lines 7.6.0	Collection		S251 Budget					
C-EY Table Lines 7 & 8	Tear		2015	Providela				
-EYChildRecords2	DateTime		2014-02-10 14-27-10	Comona				
-EYTotals	Daterine	Conta	ct Details		Validation Errors	History		
	Contact Name				1			
	Email Address				1			
	Talachona Numbar							
	relepitore monoer			Notes				
	LA Table Notes			invite .				
	School Table Notes							
	Early Years Table Notes							
			Click here to access	LA Table - Schools Budget	lines			
	Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1							
	Click here to access LA Table - Education & CYPS lines							
			Citerie av access certie	NUMBER OF STREET, STRE	2.1.2.010.1			
			Click here to access	the Higher-needs Schools T	able			
			Click here to acc	ess the EY Table - lines 1 to I	6b			
			Click here to acc	ess the EY Table lines 7 and				
			Click he	re to access EY Totals				

Once you have completed the first screen with general contact data, you will then need to go into each section to enter your data.

To view and edit your LA table click on the each on the hyperlinked sections.

## School budget lines

Each line in the top half of the screen represents school budget lines. In the example below 1.0.1 Individual Schools Budget (before Academy recoupment) is highlighted.

		All Errors	All Notes	7903 V	new Eat	Delete Status		
5251 Budget [3]					Drill Up	Error		
-Schools Budget [184]	Schools Budget - Cumbria					Af Notes		
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,								
-LA Education & CYPS Budget [91]	scolLine				Rule	Errors		
-Reconciliation [6]	1.0.1 Individual Schools Budget (before A	(cademy recoupment)						
-SchoolsTable [63] 112 Behavioration and a school and a s								
EYTable 1.1.3 Support to UPEG and blingual learners 3     1.1.4 Free school meals eligibility 3								
C/ Table Lines 7.6.0	1.1.5 Insurance 3							
PET Table Lines / ax a	1.1.6 Museum and Library services 3							
-EYChildKecords2	1.1.7 Ucence/subscriptions 3							
-EYTotals	119 Staff costs - supply costs for facility time 3							
	Page 1 of 4 (Records:37)					<>		
	Data Itam	Data Value		Validation		History		
	Uata nem	Data Value	Errors	Queries	OK Errors	matory		
	Early Years		1	0	0			
	Primary		1	0	0			
	Secondary		1	0	0			
	SEN/Special		1	0	0			
	AP/PRUs		1	0	0			
	Post School		0	0	0			
	Gross		0	0	0			
			0	0	0			
	No.				0			
	rvet		0	0	0			

In order to enter the data click on 'Edit' which will activate the 'Data Value' fields in the bottom half of the screen.

		All Errors	All Notes	Add	/iew Edit	Delete, Stati
0						
-S251 Budget [3]					Drill Up	Error
-Schools Budget [184]	Schools Budget - Cumbria					Af Notes
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,	<u>a</u>					
-LA Education & CYPS Budget [91]	5251Line 1.0.1 Individual Schools Budget (hefore J	cadamu recourgent			Rule	Errors
-Reconciliation [6]	1.1.1 Contingencies	Academy recoupment			3	
-SchoolsTable [63]	1.1.2 Behaviour support services				3	
EYTable	1.1.3 Support to UPEG and bilingual learners	8			3	
-EYChildRecords	1.1.4 Free school meals eligibility				3	
EY Table Lines 7 & 8	1.1.6 Museum and Library services				3	
-EYChildRecords2	1.1.7 Licences/subscriptions				3	
EYTotals	1.1.8 Staff costs – supply cover excluding co	wer for facility time			3	
	1.1.9 Staff costs – supply cover for facility tin Page 1 of 4 (Percenter 37)	ne			3	
	rage rest (neconacor)			Validation		
	Data Item	Data Value	Errors	Queries	OK Errors	History
	Early Years			0	0	
	Primary		1	0	0	
	Secondary			0	0	
	SEN/Special		1	0	0	
	AP/PRUs		1	0	0	
	Post School		0	0	0	
	Gross		0	0	0	
	Income			0	0	
	Net			0	0	
	Luc .	1	· · · ·	1 V	1 1	

Navigation to the remaining rows is via the **< >** buttons.

You are required to only enter data adjacent to the field showing errors. Any field under data value that does not show an error does not require an entry. Please leave them blank because it is either a calculated field or does not require an entry.

BLADE UAT COLLECT Portal						
Schools Budget						
		All Errors	All Notes	, A	View Edit	Delete Status
0						
S251 Budget [3] Schools Budget [185] 	Schools Budget - Barnsley				Drill Up	Error
LA Education & CVDS Burdnet [00]	S251Line				Rule En	ors
-Reconciliation [6]	1.0.1 Individual Schools Budget (before Academy	recoupment)			5	
SchoolsTable	1.1.1 Contingencies				3	
- FYTable	1.1.3 Support to UPEG and bilingual learners				3	
	1.1.4 Free school meals eligibility				3	
-EY Table Line 9	1.1.5 Insurance				3	
EY Table Lines 7 & 8	1.1.6 Museum and Library services 1.1.7 Licences/subscriptions				3	
L-EYChildRecords2	1.1.8 Staff costs - supply cover excluding cover for fac	ility time			3	
EYTotals	1.1.9 Staff costs – supply cover for facility time				3	
	Page 1 of 4 (Records:37)			Mallalation		< <u>2</u>
	Data Item	Data Value	Errors	Queries	OK Errors	History
	Early Years		The second se	0	0	
	Primary		1		0	
	Secondary		1	0	0	
	SEN/Special		1		0	
	AP/PRUs		1	0	0	
	Post School		0	0	0	
	Gross		0	0	0	
	Income		0	0	0	
	Net		0	0	0	

0		All Errors	All Notes	Add N	Tew Edit	Delete Status	
					Drill Up	Error	
-Schools Budget [184]	Schools Budget - Cumbria					Al Notes	
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3							
-LA Education & CYPS Budget [91]	1.0.1 Individual Schools Budget (before /	cademy recounterfl			Rule	Errors	
-Reconciliation [6]	1.1.1 Contingencies	caseing recoupring			3		
-SchoolsTable [63]	1.1.2 Behaviour support services				3		
C-EYTable	1.1.3 Support to UPEG and bilingual learners 1.1.4 Erres school meals alimibility	1			3		
-EYChildRecords	1.1.5 Insurance				ő		
-EY Table Lines 7 & 8	1.1.6 Museum and Library services				3	$\sim$	
-EYChildRecords2	1.1.7 Licences/subscriptions 1.1.8 Staff costs - supply cover exclusion or	war far facility time			3		
-EYTotals	1.1.9 Staff costs – supply cover for facility time 3 1.1.9 Staff costs – supply cover for facility time 3 3						
	Page 1 of 4 (Records:37)					<2	
	Data Item	Data Value		Validation		History	
	Fach: Vacue		Errors	Queries	OK Errors		
	Early Tears			0	0		
	Primary			0	0		
	Secondary			0	0		
	SEN/Special			0	0		
	AP/PRUS			0	0		
	Post School		0	0	0		
	Gross		0	0	0		
<	Income		0	0	0		
	Net		0	0	0		

Once all lines have been completed you can return to the first page of your budget return by clicking on 'Drill Up'.

0		All Errors	All Notes	Add V	Sew Edit	Delete Status
-S251 Budget [3] -Schools Budget [184]	Schools Budget - Cumbria				Drill Up	Alber
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8, -LA Education & CYPS Budget [91] -Reconciliation [6] -SchoolsTable [63] -EYTable LEYChildRecords -EYTable Lines 7 & 8 LEYChildRecords2 -EYTotals	S251Line 1.0.1 Individual Schools Budget (before / 1.1 Contingencies 1.2 Behaviour support services 1.3 Support to UPEG and bilingual learner 1.1.4 Free school meals eligibility 1.5 Insurance 1.6 Museum and Library services 1.1.7 Licences/subscriptions 1.18 Staff costs – supply cover excluding cf 1.9 Obtic	icademy recoupment)			Rule 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Errors
	Page 1 of 4 (Records:37)	ne			3	<.
	Data Item	Data Value	Errors	Validation Queries	OK Errors	History
	Early Years		1	0	0	
	Primary		1	0	0	
	SECONDARY			0	0	
	AP/PRUs		1	0	0	
	Post School		0	0	0	
	Gross		0	0	0	
*[	Net		0	0	0	

To continue to complete your budget LA table data click on each of the blue hyperlinked LA table sections, click on 'Edit' and enter the data values again.

S251 Budget - Darli	ngton						
Section 251 Budget 2014	.15		£				
	D		Errors		OK Errors	Return Level Not	
	Return Level Errors	E		u			
		Q		- 2	0	2	
Collection	a item	C261 Budget		Dar	a Value		
Vear		2016					
Local Authority		841	Darlingt	00			
DateTime		2014-02-10 14:27:10					
	Conta	ect Details			Validation Errors	History	
Contact Name		junko			0	¢۲.	
Email Address		junko @keiko uk			0	ill i	
Telephone Number		4647611			0	(IT	
			Notes				
LA Table Notes		la table notes					
School Table Notes		school table entry	_				
Early Years Table Notes		ey table notes					
Click here to access LA Table - Schools Budget lines							
Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1							
		<b>Click here to access L</b>	A Table - Edu	cation & CYPS li	nes		
	Line	here to access LA Tal	ble - lines 2.1	4, 2.1.5, 2.2.1, 3			
		Click here to access	the Higher-ne	eds Schools Tab	le		
		CITER INCLUDING	une regimer in				
		Click here to acce	rss the EY Tab	e - lines 1 to 6b			
	S251 Budget - Darli Section 251 Budget 2014 Collection Year Local Authority DateTime Contact Name Email Address Telephone Number LA Table Notes School Table Notes Early Years Table Notes	S251 Budget - Darlington Section 251 Budget 2014.15 Return Level Errors Data Item Collection Year Local Authority DateTime Contact Name Email Address Telephone Number LA Table Notes Early Years Table Notes Early Years Table Notes Collection C	S251 Budget - Darlington  Section 251 Budget 2014.15  Return Level Errors  Data Item Collection Collection Collection Collection Contact Name punko Email Address Contact Name punko Email Address School Table Notes Early Years Table Notes Collect here to access LA Table Click	S251 Budget - Darlington Section 251 Budget 2014.15 Return Level Errors E 0 Data Item Collection Year 2015 Local Authority Data Item Contact Name punko Email Address	S251 Budget - Darlington Section 251 Budget 2014.15 Return Level Errors E Q 0 2 Data Item Data I	S251 Budget - Darlington  Section 251 Budget 2014.15  Return Level Errors  Return Level Errors  Collection  Data Item  Data Item  Data Item  Data Item  Data Item  Collection  S251 Budget  Validation Errors  Contact Name  unko  Contact Name  Contact Name  Unko  Contact Name  Unko  Contact Name  Unko  Contact Name  Unko  Contact Name  Contact Name  Unko  Contact Name  Contact Name  Unko  Contact Name  Contact Nam	

#### School table high needs & AP settings

Click on 'Higher Needs School Table'.

			All Errors	All Notes	Add View I	Edit Delete Status			
5351 Burlaut	S251 Budget - Darlin	aton							
Schools Budget [183]	SzSz budget burm	igton							
AT the line 214215221218	- Section 251 Budget 2014.	15							
-Dirotos cines 2.1.4,2.1.3,2.2.1,3.1.6	Y		Erro	a					
-DA Education & CYPS Budget [90]		Return Level Errors	E	Q	OK Errors	Return Level Notes			
-Reconciliation [4]			0	3	0	2			
-SchoolsTable						<b>F</b>			
EYTable	Date	tem		Dat	a Value				
-EYChildRecords [4]	Collection		S251 Budget						
-EY Table Lines 7 & 8	Year		2015						
-EYChildRecords2	Local Authority		841 D	arlington					
EYTotals	DateTime		2014-02-10 14:27:10						
		Conta	ct Details		Validation Errors	History			
	Contact Name		junko		0	1			
	Email Address		junko.@keiko.uk		0	R.			
	Telephone Number		4647611		0	10			
	Notes								
	LA Table Notes		la table notes						
	School Table Notes		school table notes						
	Early Years Table Notes		ey table notes						
			Click here to access LA Tab	le - Schools Budget line	15				
	Click here to access LA Table - Reconciliation lines 17.1 to 1.8.1								
			<b>Click here to access LA Table</b>	e - Education & CYPS lie	005				
		Click	k here to access LA Table - lin	es 2.1.4, 2.1.5, 2.2.1, 3.1	.8 and 7				
		_							
			Click here to access the Hig	her-needs Schools Tab					
			Click have to accord the f	CV Table Breat to th					
			Click here to access the	EY Table lines 7 and 8					
			Click here to acc	coss EY Totals					

School name is highlighted in the top half of the screen. Click on 'Edit' and complete 'data items' in the bottom half of the screen. Please note that 'Estab' is an un-editable field once the school record has been created. If you require this to be changed you would need to contact DfE or delete the school and re-add it with the correct estab number.

0		Add new	record ?	Save	$\searrow$	Cance	
-S251 Budget	SchoolsTabl	e - Darlington					
-Schools Budget [183]	Estub	School/Jame			Ruly En	sis.	
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3	1100	Phoenix Centre			0		
-LA Education & CYPS Budget [90]	1020	Darlington Pru Darlington Special School			0		
-Reconciliation [4]	1004	paringten opreta ocnos			P		<
-SchoolsTable		Data hara	Data harr		Validation		Watara
-EYTable		Data item	Data item	Errors	Queries	OK Errors	History
EYChildRecords [4]	Estab			0	0	0	
EY Table Lines 7 & 8	School Name	(		0	0	0	
-EYChildRecords2	Open/Close Ind	cator		- 0	0	0	
-EYTotals	Date (YYYY-M	M-DD)		0	0	0	
	SEN Places Ap	r Aug		0	0	0	
	SEN Places Se	p Mar		0	0	0	
	SEN Funding			0	0	0	
	APP Places Ap	r Aug		0	0	0	
	APP Places Se	p Mar		0	0	0	
	APP Funding			0	0	0	
	Hospital Places	Apr Aug		0	0	0	
	Hospital Places	Sep Mar		0	0	0	
	Hospital Fundin	9		0	0	0	
< >	Comments						

To remove a school from your expected list, ensure that you have the correct school highlighted in the school table grid and click on the 'Delete' button.

SchoolsTable							
			All Errors	All Notes	Add Viev	// Edt (	Delete
0							
S251 Budget Schools Budget [183]	SchoolsTable - D	arlington				Drill Up	Error
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8, -LA Education & CYPS Budget [90] -Reconclusion [4]	Estab 1100	SchoolName Phoenix Centre			Rule Err	013	
-SchoolsTable [7]	1020 1034 1105	Darlington Special School new school darlington	>		0		
-EYChildRecords [4]					Validation		0
EY Table Lines 7 & 8		Data item	Data Item	Errors	Queries	OK Errors	History
EYChildRecords2	Estab		1105	0	0	0	
-EYTotals	School Name		new school darlington	0	0	0	
	Open/Close Indicator			0	0	0	
	Date (YYYY-MM-DD)			0	0	0	
	SEN Places Apr Aug			0	2	0	
	SEN Places Sep Mar			0	2	0	
	SEN Funding			0	0	0	
	APP Places Apr Aug			0	2	0	
	APP Places Sep Mar			0	2	0	
	APP Funding			0	0	0	
	Hospital Places Apr A	eg .		0	2	0	
	Hospital Places Sep I	/ar		0	2	0	
<	Hospital Funding			0	0	0	
	Comments						

You will then be asked to confirm deletion, to proceed, click 'Yes', to cancel click 'No'.

choolsTable			(	$\frown$			
		Confirm	deletion ?	Yes		No	
0							
-S251 Budget	SchoolsTable	Darlington		$\sim$			
-Schools Budget [183]	Estab						
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,	1100	Phoenix Centre			0		
-LA Education & CYPS Budget [90]	1020	Darlington Pru Darlington Seasaigl School			0		
-Reconciliation [4]	1105	new school darlington			7		
-SchoolsTable [7]							
-EYTable		Data item	Data ham		Validation		History
-EYChildRecords [4]		Data nem	Data item	Errors	Queries	OK Errors	nistory
EY Table Lines 7 & 8	Estab		1105	0	0	0	
-EYChildRecords2	School Name		new school darlington	0	0	0	
EYTotals	Open/Close Indica	or		0	0	0	
	Date (YYYY-MM-D	0)		0	0	0	
	SEN Places Apr A	ug		0	2	0	
	SEN Places Sep N	lar		0	2	0	
	SEN Funding			0	0	0	
	APP Places Apr A	DU		0	2	0	
	APP Places Sen N	-s lar		0	2	0	
	APP Eurodea	- 800		0	0	0	
	Heavital Disease Ar	v Aug		0		0	
	Hospital Places Ap	n Mar		0			
	Hospital Places Se	ip Mar		0		U	
	Hospital Funding			0	0	0	
	Comments						

By clicking 'Yes' the school will be removed from your expected list and the user will be automatically taken back to S251 Budget (first page of your budget return). To return to the higher needs school table click on the hyperlink.

#### S251 Budget

			All Errors		All Notes	Add View	Edit Delete Status	
0								
∃-S251 Budget	S251 Budget - Darlir	igton						
Schools Budget [183]								
	Section 251 Budget 2014-	15						
-LA Education & CYPS Budget [90]				Errors		OK Errors	Return Level Notes	
-Reconciliation [4]		Return Level Errors	E		Q	ON EIIOIS		
SchoolsTable			0		<u>3</u>	0	2	
EVTable								
	Data	a Item			Dat	ta Value		
ErChildRecords [4]	Collection		S251 Budget					
E EY Table Lines 7 & 8	Year		2015	D				
EYChildRecords2	Local Authority		2014 02 10 14-27-10	Dariir	ngton			
EYTotals	Daternine	Contac	2014-02-10 14.27.10			Validation Errors	History	
	Contact Name	oomaa	iunko			0	(E)	
	Email Address		iunko.@keiko.uk			0	 	
	Telephone Number		4647611			0		
				Notes		-		
	LA Table Notes		la table notes					
	School Table Notes		school table notes					
	Early Years Table Notes		ey table notes					
	Click here to access LA Table - Schools Budget lines							
		Click	k here to access LA Tab	le - Reco	nciliation lines 1.7.1	to 1.8.1		
			Click here to access LA	Table - F	Education & CYPS li	nes		
		<u>Click</u>	here to access LA Tabl	<u>e - lines î</u>	2.1.4, 2.1.5, 2.2.1, 3.1	<u>1.8 and 7</u>		
4 111			Click here to access th	ie Higher	-needs Schools Tab	ole		
			Click here to access	s the EY 7	Table - lines 1 to 6b			
			Click here to acces	s the EY	Table lines 7 and 8			
			Click here	to access	s EY Totals			

#### Early years table line 1 – 6b – adding data

Click on 'EY Table - Lines 1- 6b' - the hyperlink on the first page of Budget Return



The next screen details lines 1 - 6b, which feeds into the early years single funding formula (EYSFF). In this screen 'Line 1. EYSFF (three and four-year-olds) base rate(s) per hour, per provider type' is highlighted.

This section requires you to 'add' data fields. You do this by clicking 'Click to view individual column descriptions'.

#### EYTable

	All Errors All Notes	Add View Edit Delete Status
0		
-Schools Budget [183]	EYTable - Darlington	Drill Up Error All Notes
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3 -LA Education & CYPS Budget [90]	Everythember EVSFF (three and four year olds) Base Rate(s) per hour, per provider type	ProportionFunding Rule Errors 99.20 0
-SchoolsTable	2a Supported to be a short note for your supplement payment.) Descent 2b. Supplements (please supply a short note for your supplement payment) - Quality 2c. Supplements (please supply a short note for your supplement payment) - Resoluty	0.00 0 0.10 0 0.00 0
EYChildRecords [4]	2d. Supplements (please supply a short note for your supplement payment) - Sustainability     3. Other formula factors and lump sums (if applicable)     4. Additional funded free hours en full imme places (if applicable)	0.00 0
EYChildRecords2	5. Two year old Base Rate(s) per hour, per provider type 6a. Two year old supplements Quality (# applicable) 6b. Two year old supplements (Date supplements (# applicable)	0.00 0
	Click to view individual column descriptors	

At this point a 'No matching EYChildRecord records found' message will appear at the top of the next screen.

NFORMATION						
1		All Errors	All Notes	Add V	Sew Edit	Delete
D -S251 Budget -Schools Budget [184] -LATotals Lines 2.1.4.2.1.5.2.2.1.3.1.8	EYChildRecords - Durham				Drill Up	Af Notes
-LA Education & CYPS Budget [90]	Number	Description		Rule Errors		
-Reconciliation [6] -SchoolsTable [70]	Data Item	Data Value	Errors	Validation Queries	OK Errors	His
-EYTable	Description		0	0	0	
EY Table Lines 7 & 8	Unit Values (C)					
-EYChildRecords2	PVI		0	0	0	
EYTotals	Maintained Nursery School		0	0	0	
	Primary Nursery Class		0	0	0	
	Unit Applied		0	0	0	
	Number of Units					
	PVI		0	0	0	
	Maintained Nursery School		0	0	0	
	Primary Nursery Class		0	0	0	
	Anticipated Budget (6)					
	the second se					_
	PVI		0	0	0	
	PVI Maintained Nursery School		0	0	0	

Next you will need to click on the 'Add' button. Please note that the 'Add' button will be greyed out if the left-hand grey panel is used rather than drilling down.

EYChildRecords

INFORMATION						
No metching EYChildRecords records foun	d					
≻1 0		All Errors	All Notes	Add V	fiert Edit	Delete Status
-S251 Budget -Schools Budget [184] -LATotals Lines 2.1.4.2.1.5.2.2.1.3.1.8.	EYChildRecords - Durham				Drill Up	Error
-LA Education & CYPS Budget [90]	Number	Description		Rule Errors		<
-SchoolsTable [70]	Data Item	Data Value	Errors	Validation Queries	OK Errors	History
e-EYTable	Description		0	0	0	
-EYChildRecords	10.000					
EVChildRecords2	Drift Values (c)		0	0	0	
EVTotals	Maintained Numery School		0	0	0	
	Primary Nursery Class		0	0	0	
			-			
	Unit Applied		0	0	0	
	Number of Units					
	PVI		0	0	0	
	Maintained Nursery School		0	0	0	
	Primary Nursery Class		0	0	0	
	Anticipated Budget (£)					
	PVI		0	0	0	
<	Maintained Nursery School		0	0	0	
	Primary Nursery Class		0	0	0	

This will then free up the 'data value' boxes and allow you to provide your Description, Unit Values, Unit Applied and Number of Units. Once completed click on 'Save'. If you need to make any change to this data once saved, click on the 'Edit' button.

EYChildRecords						
INFORMATION						
No matching EYChildRecords records found	đ					
>1 0		Add new record ?	Save	$\rightarrow$	Can	al
-S251 Budget	EYChildRecords - Durham					
-Schools Budget [184]	rlumber					
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3 -LA Education & CYPS Budget [90]	Data Item	Data Value	From	Validation	OK Errors	History
-Reconciliation [6]	Description		0	0	0	
EYTable	Unit Values (£)					
-EY Table Lines 7 & 8	PVI		0	0	0	
EYChildRecords2	Maintained Nursery School		0	0	0	
-EYTotals	Primary Nursery Class		0	0	0	
	Unit Applied		0	0	0	
	Number of Units	-				
	PVI		0	0	0	
	Maintained Nursery School		0	0	0	
	Primary Nursery Class		0	0	0	
	Anticipated Budget (E)					
	PVI		0	0	0	
	Maintained Nursery School		0	0	0	
×	Primary Nursery Class		0	0	0	

You will need to continue this process for lines 2-6b.

#### Early years table lines 7 and 8 – adding data

Click on 'EY Table - Lines 7 and 8' - the hyperlink on the first page of Budget Return.



The next screen shows lines 7 and 8, which feeds into the early years single funding formula (EYSFF). Click on 'Click to view individual column descriptions'.

EY Table Lines 7 & 8					
		All Errors	All Notes	Add View	Edit Delete Status
•	Al Errors Al Notes Add View Edit Oriche data Al Errors Al Notes Add View Edit Oriche data St Budget (chools budget [184] A Education A CMPS Budget [0] teconclusion [6] chools Table [70] YTable EVChildRecords YTable Lines 7 & 8 EVChildRecords YTable Y & 8 EVChildRecords YTABLE Y & 8 EVChildRecords YTABLE Y & 8 EVChildRecords YTABLE Y & 8 YTABLE Y & 9 YTABLE Y & 9 YTABLE Y & 9 YTABLE				
-Schools Budget [184] -LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3	EY Table Lines 7 & 8 - Durham				Al Notes
-LA Education & CYPS Budget [90] -Reconciliation [6]	RowNumber 7a. Early years contingency funding - 2 Year Olds				
-SchoolsTable [70]	8a. Early years centrally retained spending - 3 & 4 Year Olds 8b. Early years centrally retained spending - 3 & 4 Year Olds 8b. Early years centrally retained spending - 3 & 4 Years Old				
EYChildRecords		anck to view individua	I column descriptors	>	0
EYChildRecords2					

At this point a 'No matching EYChildRecord records found' message will appear at the top of the next screen and to add data you will need to click on the 'Add' button. **Please note that the 'Add' button will be greyed out if the left-hand grey panel is used rather than drilling down.** 

FORMATION matching EYChildRecords2 records fo	und	All Errors	All Notes	Add	Alw Est	Delete
S251 Budget Schools Budget [184] 	EYChildRecords2 - Durham				Drill Up	Err Al Notes
-LA Education & CYPS Budget [90]	Description	TotalBudget		Rule Errors		
-Reconciliation [6] -SchoolsTable [70]	Data Item	Data Value	Errors	Validation	OK Errors	Histor
EYTable	Description		0	0	0	
-EYChildRecords	Anticipated Total budget		0	0	0	
-EYTotals						

This then allows 'Description' and 'Anticipated Total budget' to be added and saved.

EYChildRecords2

INFORMATION	-		-	_		
No matching EYChildRecords2 records found	d					
> 7a		Add new record ?	Save	$\mathcal{I}$	Cano	el
S251 Budget	EYChildRecords2 - Durham					
-Schools Budget [184] -LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,2	Description	Tom/Budget		Pale Errors		0
-LA Education & CYPS Budget [90] -Reconciliation [6]	Data Item	Data Value	Errors	Validation Queries	OK Errors	History
-SchoolsTable [70]	Description Anticipated Total budget	$\langle \rangle$	0	0	0	
LEYChidRecords -EY Table Lines 7 & 8 LEYChidRecords2 LEYTotals						

There will also be a similar screenshot showing 9. Early Years Pupil Premium Allocation



# **Checking data**

COLLECT will notify you of any values outside usual parameters by producing a red box next to that field. You can navigate to an error by clicking on the red box or by going to the 'All Errors' button.

S251 Budget						Add Manuel P	Defete Outer
0			All Errors		NODES	VOD ANNA E	Dente Otatio
G-S251 Budget	S251 Budget - Darlingt	ton					
-Schools Budget [185]							
-LATotals Lines 2.1.4.2.1.5.2.2.1.3.1.8	Section 251 Budget 2014-15						
-IA Education & CVES Budget [90]				Errors		OV France	Determine a secol Martine
Deconciliation [4]		Return Level Errors	E		Q	OK Errors	Return Level Notes
-Keconciliation [4]			And a second second		3	0	2
-SchoolsTable							
GrEYTable	Data It	em			Data	Value	
-EYChildRecords [4]	Collection		S251 Budget				
Get Table Lines 7 & 8	Year		2015				
-EYChildRecords2	Local Authority		841	Darlington			
EYTotals	DateTime		2014-02-10 14:27:10				100
	Contract Name	Cont	act Details			Validation Errors	History
	Contact Name		junko			0	<u>K</u>
	Email Address		junko @keiko.uk			0	1
	Telephone Number		4647611			0	6
			A LONG AND A	Notes			
	LA Table Notes		la table notes				
	Eady Vasis Table Notes		school table notes				
	Carly rears race mores		ey table trates				
			Click here to access	LA Table - Schor	ols Budget lines		
		Clk	ck here to access LA Ta	ble - Reconciliat	ion lines 1.7.1 t	o 1.8.1	
			Click here to access L	A Table - Educat	ion & CYPS line	5	
		Clic	k here to access LA Tal	ble - lines 2.1.4, 7	2.1.5, 2.2.1, 3.1.8	and 7	
			Click here to access	the Higher-need	s Schools Table		
			Click here to acce	ss the EY Table	lines 1 to 6b		
			Click here to acce	iss the EY Table	lines 7 and 8		
			Click her	e to access EY To	stals		

Once you have clicked the 'All Errors' button you will be taken to the blade error report, shown below. You can view details of a particular error by clicking on the 'Details' button.

Blade Error Report - \$251 Budget\_2014-15

Darlington	Error repo	rt on 21	/02/2014 at 1	5:21
Rube No. Roberts	Error Memoge	Priority ()		Notes
1.1	Value is missing. Do not leave any cell blank, instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Errors	Details	) 2
1,1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1	Emora	Details	2
1.1	Value is missing. Do not leave any cell blank, instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details	2
1.1	Value is missing. Do not leave any cell blank: Instead, please enter a zero if that is the amount your authority budgeted for this category. Schoola Bladeet Line 1.1.6	Emora	Details	2
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Emors	Details	(Z
1.1	Value is missing. Do not leave any cell blank, instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6	Emors	Details	2
11	Value is missing. Do not leave any cell blank, instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7	Errors	Details	2
1.1	Value is missing. Do not leave any cell blank, instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7	Errors	Details	2

Once you have clicked the 'Details' button you will see the details appear on the righthand side of the screen.

Darlington	Error repo						
		rt on 2	1/02/2014	at 15:29	Count 316		Return Details
Rule No. Return	Error Message	Priority	OK'd	Notes		EL al	Value
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.1						
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.1						
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schoole Riveast Line 1.1.1	Errors	Details		2		
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.6 Value is missing. Do not leave any cell blank. Instead, please enter						
1.1	a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.6						
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.6						
1.1	Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category.	Errors	Details		2		
	Schools Budget Line 1.1.7						

You can then navigate to an error by clicking 'Value' on the right-hand side of the screen, to be taken to the section where the error occurs. In the case above the value is 'null'.

# **Providing clarification/supplementary information**

There is a section on the first page of the budget return 'S251 Budget' where supplementary information can be provided. Clicking on 'Edit' will free up the text boxes for LA table, school table and early years notes.



Once you have completed adding your notes, click on 'View' to save them.

# History

Changes that are made to data items are recorded in the history log and indicated with an icon in the audit history column against that data item

This shows that the user BMcGuigan with the role of 'Source' amended the value of early years data.

S251 Budget								
			Al	Errors	All Notes	Add View 1	Edit Delete S	Status
-S251 Budget	S251 Budget - Darlin	igton						
-Schools Budget [185]								
-LATotals Lines 2.1.4.2.1.5.2.2.1.3.1	8.: Section 251 Budget 2014-	15						
-LA Education & CYPS Budget [90]				Error	5	OK Emore	Deturn Lowel No.	-
Reconciliation [4]		Return Level Errors	E		Q	ON LITOIS	roeum ceverno	105
CrhaoleTable [17]			0		3	0	2	
DOTABLE [17]								
G-ETI BOIR	Data	a Item			Data	Value		
-EYChildRecords [4]	Collection		S251 Budget					
G-EY Table Lines 7 & 8	Year		2015					
-EYChildRecords2	Local Authority		841	D.	arlington		-	
EYTotals	Lutelime	Canta	2014-02-10 14:	27.10		Validation Errors	Minteres	
	Contact Name	Conta	ct Details			Validation Errors	mistory	-
	Email Address		junito (Mitalita a	*		0		_
	Cmail Address Talachase Mumber		Junico. givenco.	A		0		_/
	relephone number		464/611	Marta		V		
	A Table Notes			Note	\$			
	School Table Notes		school table or	tas				
	Early Years Table Notes		ev table notes					
			Click here to	access LA Tabl	e - Schools Budget lines			
		Click	k here to access	LA Table - Re	conciliation lines 1.7.1 to	<u>5 1.8.1</u>		
			Click here to a	ccess LA Table	- Education & CYPS line	9		
		Click	here to access	LA Table - line	es Z.1.4, Z.1.5, Z.Z.1, J.1.8	and /		
<	2		Click here to	access the High	her needs Schools Table			
			Server interes and	access site may	Internet and the second			
			Click here	to access the E	Y Table - lines 1 to 6b			
			Click here	to access the E	Y Table lines 7 and 8			
			CI	ick here to acc	ess EY Totals			
ata Log Page								
listory Report - S251 Budget 20	14-15						Back	
, , , , _ , _ , _ , _ , _ , _ , _ , _ ,								
varlington listory report on 24/02/2014 Data EarlyYears	at 08:54:44							
Action	User	Start Date			End Date			
Filter By:	<ul> <li>▼</li> </ul>	Start Bate			Lind Batte		Go	Reset
oction Old Value Ma	w Value		Role	Organisatio	n	Date		
Jodate 785.00 0	Brendar	McGuigan	Source	Department f	or Education	11/02/2014 0	7:33:16	
Jpdate 78	5 Brendar	McGuigan	Source	Department f	or Education	11/02/2014 0	7:32:51	
								< :

Every time the data is changed, the system records the old and new values, who changed it, their role and when it was changed. Once a data item has been changed the status of the return will change to 'Amended\_by\_Source' and be reflected in both the LA and DfE views.

# **Submitting returns**

Once your data has been added to the COLLECT system, checked, all errors or queries dealt with, and you are satisfied with the quality of the data, then the return should be submitted to the Department for Education (DfE). This indicates to the DfE that your return is complete.

To do this select the 'Submit Return' button from the main 'Source' page which is available after login.

Source Page S251 Budget_2014-15			
MY DATA RETURN			
The status of your data return : Amen	ded_by_source		
Errors : 233		Queries : 100	OK Errors : 0
What can I do with My Data Return?			
Upload Return from file	Press this button to Import a file int	o your data return	
Add Return on screen	Press this button to Add a new retu	m using a web form	
Open Return	Press this button to Open your data	return	
Submit Return	Press this button to Submit your con	npleted data return	
format to file	Press this button to Export your dat	a return to a file	
Launch Reports	Press this button to Report on your	data return	
Delete Return	Press this button to Delete your dat	a return	
What is happening to My Data Return?			
Data Return Submission	De	ata Return Approval	Data Return Authorisation
Date Submitted	Date	Approved	Date Authorised

NOTE: it is important that the return is submitted as checking of the data by the DfE will not start until return has been submitted.

Those LAs that have previously submitted their return and wish to make some amendments will need to contact the Data collections helpdesk via a <u>Service Request</u> <u>Form</u>.

# Launching reports

There are a number of reports available from the COLLECT system which will allow you to produce the reports directly from COLLECT.

To launch reports, select the "Launch Report' button from the main screen.

AY DATA RETURN		
The status of your data return : Ame	nded_by_source	
Errors : 233	Queries : 100	OK Errors : 0
hat can I do with My Data Return?		
Upload Retarn from file	Press this button to Import a file into your data return	
Add Return on screen_	Press this button to Add a new return using a web form	
Open Return_	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports_	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
/hat is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised

Select the report you want to run from the drop-down list. The report can be printed off or can be saved as an excel file.

Report Launch	
REPORT SELECTOR	
Reports	Report Description
Early Years Pro-forma Early Years Pro-forma Error Report UA Table Report School Table Report	ld

# General tips on navigating around COLLECT screens

Before viewing the return it is useful to understand some of the basic controls and screen operations.

**Don't use the browser buttons!** When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

#### Navigation through a return

To navigate through the system, links are provided on all pages either as 'Back' or 'Drill Up' options. Please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to my collect page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member	Takes you to the sub module level details

#### Mode buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.



Dark grey text on sunken button with light border = Active Mode Black text on button and highlighted border = Available Mode Light grey text on button with light border = Unavailable Mode

#### Left-hand menu

The left-hand menu can also be used to migrate to different screens by clicking on one of the options in the grey left-hand menu. This is a useful for quick navigation when needed.



Please note that when using the left-hand menu the 'Add' button will be disabled. When adding records (eg schools, EY child records) the user will <u>have to</u> use the drill down links.

# Help

If you have a query regarding COLLECT or S251 please submit a <u>service request form</u> to the data collections helpdesk.

If you are experiencing problems with COLLECT or have an S251 budget data collection query, please submit a <u>data collections service request form</u>If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access.

 Access to systems are granted on an individual basis and therefore some	
systems may not be visible.	^
You have now logged out of COLLECT. If you wish to access another application, click on its link. If you wish to exit Secure Access please click 'Sign out'.	
Your applications	
COLLECT	
Collections On-Line for Learning, Education, Children, and Teachers.	
KtS	
Key to Success.	
\$2\$	
The School to School system.	
If you cannot ead an application (evidam) that you ballove you should have access to or	
do not have the correct permissions within the application you are accessing, please	
contact the Secure Access Service Desk by completing our online service request form, by clicking here.	
Note, Local Authority users should continue to use their EAS login for Key to Success.	
$\frown$	
Secure accers Help Tams of use	
Crown copyright contact DfE Freedom of information	

If you are still unable to resolve your issue, please submit a SA service request.



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About this pu	ublication:				
enquiries	www.education.gov.uk/contactus				
download	www.gov.uk/government/publications				
Reference:	[000-000-000]				
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