



Department  
for Education

# **Section 251 financial data collection 2016 to 2017**

**COLLECT guide for local authorities**

**February 2016**

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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 2016 to 31 March 2017 and must be submitted by 31 March 2016.

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 [data collections service request form](#).

## COLLECT and Secure Access

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

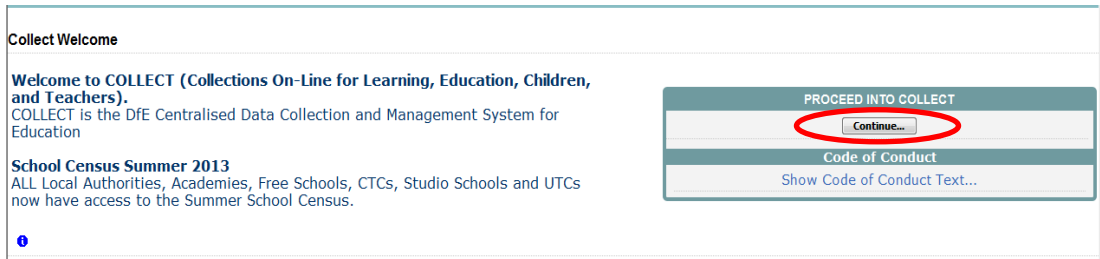
The screenshot shows the login interface for the Department for Education's Secure Access System. At the top left is the Department for Education logo and name. Below this is the heading 'Secure access'. A link for 'Forgotten username or password?' is visible. The login form includes a 'Username' field, a password field (represented by dots), a checkbox for 'I agree to the terms of use', and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a sub-header 'First time here?' with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner is an 'Announcements' section.

Please note some screen shots may refer to 2015. However the process is the same for the 2016 collection.

If you are a new user and require access to COLLECT, you will need to contact your local authority approver. Full [Secure Access](#) guidance is published online. Once successfully registered, click on the COLLECT link to access COLLECT.

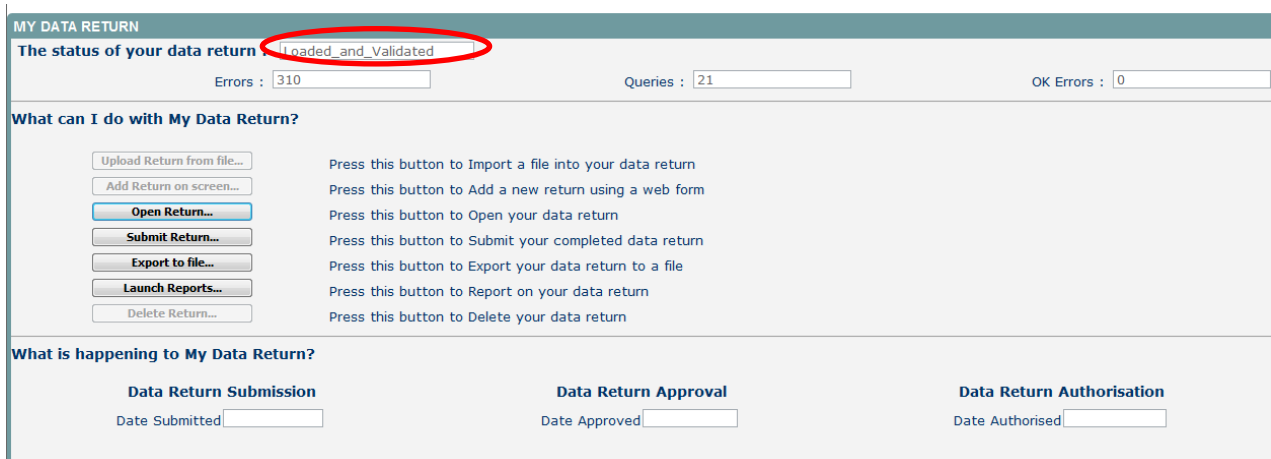
## Logging in

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 2016-17' and click on 'Select Data Collection'. This will take you to the main 'Source Page'.

## LA Source page screen



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

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted: <input type="text"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised: <input type="text"/>
---	--	---

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 16/17 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.
Launch Reports	This allows you to run the associated reports.

# Making your return

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted: <input type="text"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised: <input type="text"/>
---	--	---

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

**S251 Budget**

- S251 Budget [3]
- Schools Budget [184]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8;
- LA Education & CYPs Budget [91]
- Reconciliation [6]
- SchoolsTable [63]
- EYTable
- EY ChildRecords
- EY Table Lines 7 & 8
- EY ChildRecords2
- EY Totals

**S251 Budget**

Section 251 Budget 2014-15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
2	0	0	0	

Data Item	Data Value
Collection	S251 Budget
Year	2015
Local Authority	
DateTime	2014-02-10 14:27:10

Contact Details	Validation Errors	History
Contact Name	1	
Email Address	1	
Telephone Number	1	

**Notes**

LA Table Notes

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](#)  
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)  
  
[Click here to access the Higher-needs Schools Table](#)  
  
[Click here to access the EY Table - lines 1 to 5b](#)  
[Click here to access the EY Table lines 7 and 8](#)  
[Click here 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 Add View Edit Delete Status

Data Item	Data Value	Validation			History
		Errors	Queries	OK Errors	
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	
Income		0	0	0	
Net		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 View Edit Delete Status

Data Item	Data Value	Validation			History
		Errors	Queries	OK Errors	
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	
Income		0	0	0	
Net		0	0	0	

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.



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

The screenshot shows a software interface for budget management. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below these, a 'Drill Up' button is circled in red. The main area displays a tree view on the left with categories like 'S251 Budget [3]', 'Schools Budget [184]', and 'LA Education & CYPs Budget [91]'. The central pane shows a table titled 'Schools Budget' with columns for 'Data Item', 'Data Value', 'Errors', 'Validation Queries', 'OK Errors', and 'History'. The 'Errors' column has red bars indicating errors for 'Early Years', 'Primary', 'Secondary', and 'SEN/Special' categories.

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.

This screenshot shows a different view of the budget return interface. At the top, buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status' are visible. The main area displays a table titled 'S251 Budget' with columns for 'Return Level Errors', 'Errors' (subdivided into 'E' and 'Q'), 'OK Errors', and 'Return Level Notes'. Below this, there are sections for 'Data Item', 'Data Value', 'Contact Details', 'Validation Errors', and 'History'. At the bottom, several blue hyperlinked buttons are listed, with the first three circled in red: 'Click here to access LA Table - Schools Budget lines', 'Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1', and 'Click here to access LA Table - Education & CYPs lines'.

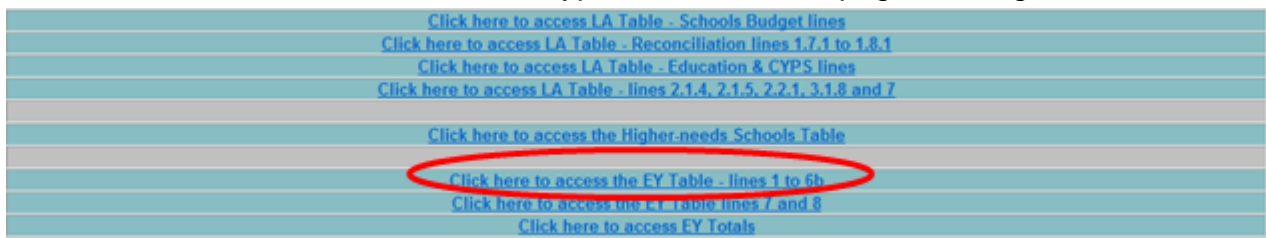
To clear a year on year query, select an appropriate reason from the 'Year on Year Note' drop down menu.

Schools Budget						
3.6.1 Individual Schools Budget (before Academy recruitment)						Rule Errors
1.1.1 Contingencies						3
1.1.2 Behaviour support services						3
1.1.2 Support to UPEL and bilingual learners						3
1.1.4 Free school meals eligibility						3
1.1.5 Insurance						3
1.1.6 Museum and Library services						3
1.1.7 Licences/subscriptions						3
1.1.8 Staff costs - supply cover excluding cover for facility time						3
1.1.9 Staff costs - supply cover for facility time						3
Page 1 of 4 (Records: 33)						
Date Item	Date Value	Errors	Validation Queries	OK Errors	History	
Early Years	12345.00	0	0	0		3
Primary	212121.00	0	0	0		3
Secondary	121122.00	0	0	0		3
SEN/Special	1311.00	0	0	0		3
AP/PSUs	46346343.00	0	0	0		3
Post School	241311.00	1	0	0		3
Other		0	0	0		3
Income		0	0	0		3
Net		0	0	0		3
Year on Year Note						3



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

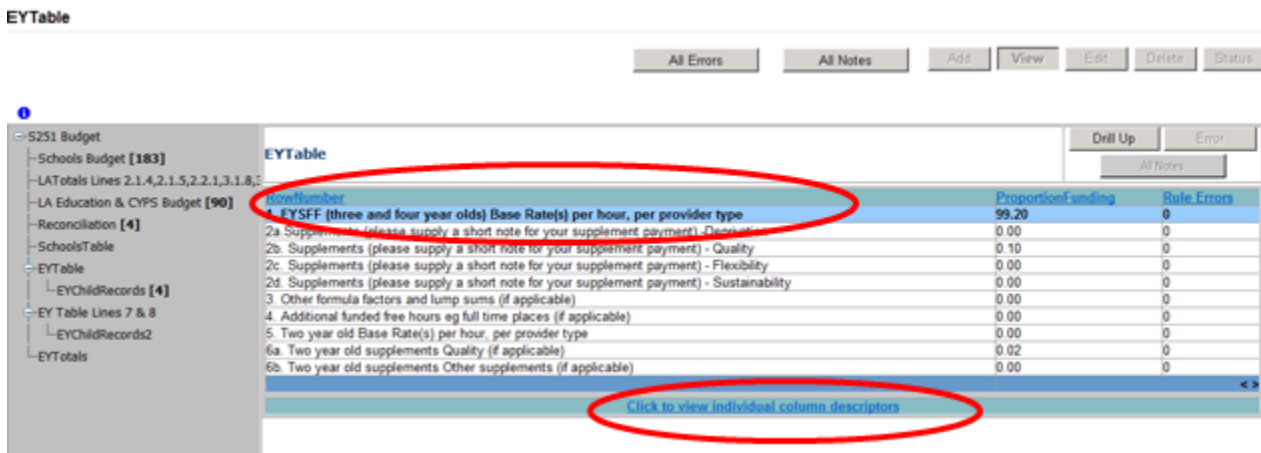
Click on 'EY Table - Lines 1- 6b' - the hyperlink on the first page of Budget Return



<a href="#">Click here to access LA Table - Schools Budget lines</a>
<a href="#">Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1</a>
<a href="#">Click here to access LA Table - Education &amp; CYPs lines</a>
<a href="#">Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7</a>
<a href="#">Click here to access the Higher-needs Schools Table</a>
<a href="#">Click here to access the EY Table - lines 1 to 6b</a>
<a href="#">Click here to access the EY Table lines 7 and 8</a>
<a href="#">Click here to access EY Totals</a>

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

Drill Up Error

All Notes

Line Number	Proportion of funding	Rule Errors
1. EYSFF (three and four year olds) Base Rate(s) per hour, per provider type	59.20	0
2a. Supplements (please supply a short note for your supplement payment) - Discretionary	0.00	0
2b. Supplements (please supply a short note for your supplement payment) - Quality	0.10	0
2c. Supplements (please supply a short note for your supplement payment) - Flexibility	0.00	0
2d. Supplements (please supply a short note for your supplement payment) - Sustainability	0.00	0
3. Other formula factors and lump sums (if applicable)	0.00	0
4. Additional funded free hours eg full time places (if applicable)	0.00	0
5. Two year old Base Rate(s) per hour, per provider type	0.00	0
6a. Two year old supplements Quality (if applicable)	0.02	0
6b. Two year old supplements Other supplements (if 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.

INFORMATION  
No matching EYChildRecords records found

All Errors All Notes Add View Edit Delete Status

> 1

S251 Budget  
Schools Budget [184]  
LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,  
LA Education & CYPs Budget [90]  
Reconciliation [6]  
SchoolsTable [70]  
EYTable  
EYChildRecords  
EY Table Lines 7 & 8  
EYChildRecords2  
EYTotals

EYChildRecords

Number	Description	Rule Errors			
Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Description					
Unit Values (£)					
PVI		0	0	0	
Maintained Nursery School		0	0	0	
Primary Nursery Class		0	0	0	
Unit Applied					
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	

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 matching EYChildRecords records found

All Errors All Notes Add View Edit Delete Status

> 1

S251 Budget  
Schools Budget [184]  
LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,  
LA Education & CYPs Budget [90]  
Reconciliation [6]  
SchoolsTable [70]  
EYTable  
EYChildRecords  
EY Table Lines 7 & 8  
EYChildRecords2  
EYTotals

EYChildRecords

Number	Description	Rule Errors			
Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Description					
Unit Values (£)					
PVI		0	0	0	
Maintained Nursery School		0	0	0	
Primary Nursery Class		0	0	0	
Unit Applied					
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

Add new record ? Save Cancel

> 1

- S251 Budget
- Schools Budget [184]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,:
- LA Education & CYPs Budget [90]
- Reconciliation [6]
- SchoolsTable [70]
- EYTable
- EYChildRecords
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

EYChildRecords		Rule Errors			
Number	Description	Errors	Validation Queries	OK Errors	History
	Description	0	0	0	
<b>Unit Values (£)</b>					
PV]		0	0	0	
	Maintained Nursery School	0	0	0	
	Primary Nursery Class	0	0	0	
<b>Unit Applied</b>					
		0	0	0	
<b>Number of Units</b>					
PV]		0	0	0	
	Maintained Nursery School	0	0	0	
	Primary Nursery Class	0	0	0	
<b>Anticipated Budget (£)</b>					
PV]		0	0	0	
	Maintained Nursery School	0	0	0	
	Primary Nursery Class	0	0	0	

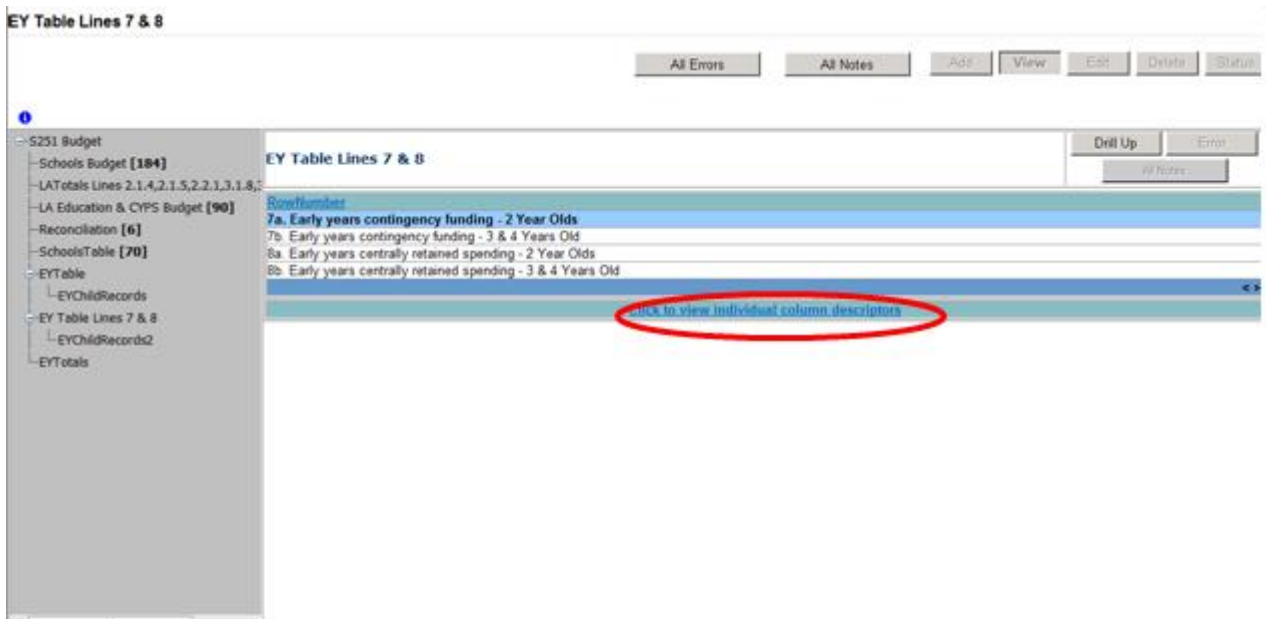
You will need to continue this process for lines 2-6b.

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

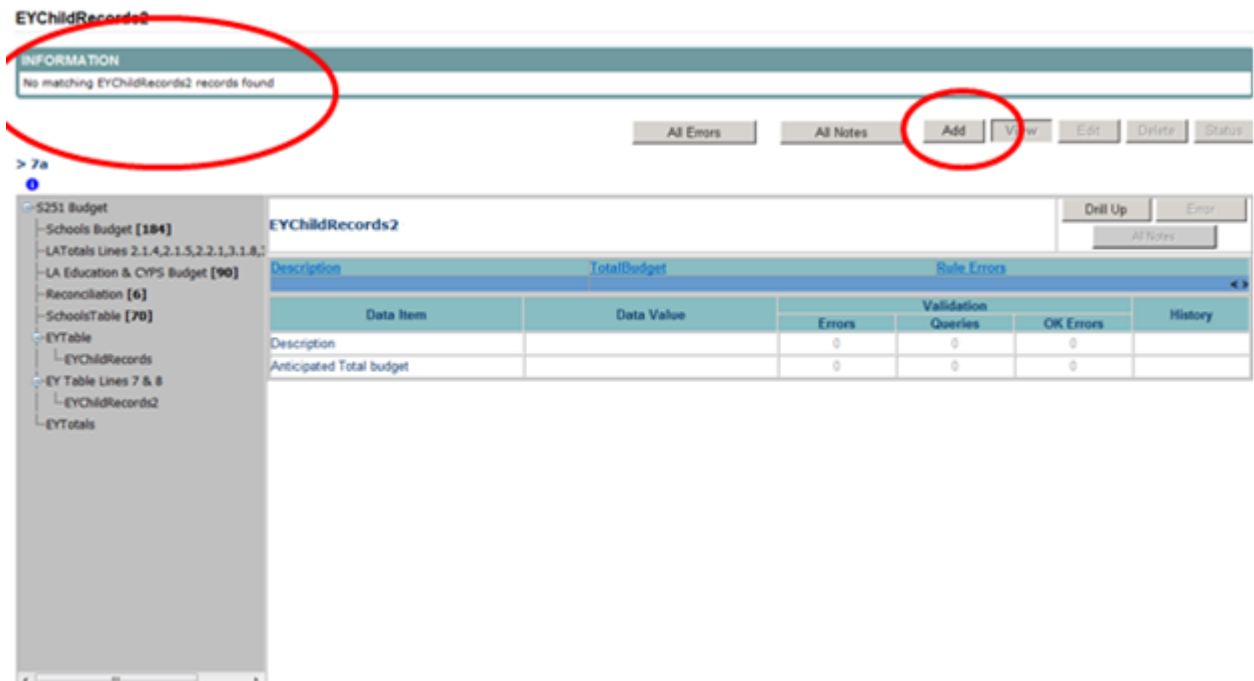
Click on 'EY Table - Lines 7 and 8' - the hyperlink on the first page of Budget Return.

<a href="#">Click here to access LA Table - Schools Budget lines</a>
<a href="#">Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1</a>
<a href="#">Click here to access LA Table - Education &amp; CYPs lines</a>
<a href="#">Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7</a>
<a href="#">Click here to access the Higher-needs Schools Table</a>
<a href="#">Click here to access the EY Table - lines 1 to 6b</a>
<a href="#">Click here to access the EY Table lines 7 and 8</a>
<a href="#">Click here to access EY Totals</a>

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'.



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.**



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

EYChildRecords2

INFORMATION  
No matching EYChildRecords2 records found

Add new record ?



Cancel

> 7a

- S251 Budget
  - Schools Budget [184]
  - LATotals Lines 2.1.4.2.1.5,2.2.1,3.1.8,...
  - LA Education & CYPs Budget [90]
  - Reconciliation [6]
  - SchoolsTable [70]
  - EYTable
    - EYChildRecords
    - EY Table Lines 7 & 8
      - EYChildRecords2
      - EYTotals

EYChildRecords2		TotalBudget		Pulse Errors	
Data Item	Data Value	Validation			History
		Errors	Queries	OK Errors	
Description		0	0	0	
Anticipated Total budget		0	0	0	



# 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

**All Errors** All Notes Add View Edit Delete Status

S251 Budget

- S251 Budget
  - Schools Budget [185]
  - LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8.
  - LA Education & CYPs Budget [90]
  - Reconciliation [4]
  - SchoolsTable
  - EYTable
    - EYChildRecords [4]
    - EY Table Lines 7 & 8
      - EYChildRecords2
    - EYTotals

Section 251 Budget 2014-15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
	1	3	0	

Data Item Data Value

Collection S251 Budget

Year 2015

Local Authority

DateTime 2014-02-10 14:27:10

Contact Details Validation Errors History

Contact Name 0

Email Address 0

Telephone Number 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 here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)

[Click here to access LA Table - Education & CYPs lines](#)

[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher-needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)

[Click here to access the EY Table lines 7 and 8](#)

[Click here to access EY Totals](#)



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.

Rule No.	Return Level	Error Message	Priority OK'd	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	<a href="#">Details</a>
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	<a href="#">Details</a>
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	<a href="#">Details</a>
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	Errors	<a href="#">Details</a>
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	Errors	<a href="#">Details</a>
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	Errors	<a href="#">Details</a>
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	<a href="#">Details</a>
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	<a href="#">Details</a>

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

Rule No.	Return Level	Error Message	Priority OK'd	Notes	Details				
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	<a href="#">Details</a>	<table border="1"> <thead> <tr> <th>Primary</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td></td> <td>null</td> </tr> </tbody> </table>	Primary	Value		null
Primary	Value								
	null								
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	<a href="#">Details</a>					
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	<a href="#">Details</a>					
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	Errors	<a href="#">Details</a>					
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	Errors	<a href="#">Details</a>					
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	Errors	<a href="#">Details</a>					
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	<a href="#">Details</a>					

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.

S251 Budget

All Errors All Notes **View** Edit Delete Status

S251 Budget

Section 251 Budget 2014.15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
0	3	0		

Data Item Data Value

Collection S251 Budget  
Year 2015  
Local Authority  
DateTime 2014-02-10 14:27:10

Contact Details Validation Errors History

Contact Name 0  
Email Address 0  
Telephone Number 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 here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)  
[Click here to access LA Table - Education & CYPs lines](#)  
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)  
[Click here to access the Higher needs Schools Table](#)  
[Click here to access the EY Table - lines 1 to 6b](#)

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

**S251 Budget**

All Errors   All Notes   Add   View   Edit   Delete   Status

- S251 Budget
- Schools Budget [185]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,
- LA Education & CYPs Budget [90]
- Reconciliation [4]
- SchoolsTable [17]
- EYTable
- EYChildRecords [4]
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

**S251 Budget**

Section 251 Budget 2014-15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
0	0	3	0	

Data Item	Data Value
Collection	S251 Budget
Year	2015
Local Authority	
DateTime	2014-02-10 14:27:10

Contact Details	Validation Errors	History
Contact Name	0	
Email Address	0	
Telephone Number	0	

**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 here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)

[Click here to access LA Table - Education & CYPs lines](#)

[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 5b](#)

[Click here to access the EY Table lines 7 and 8](#)

[Click here to access EY Totals](#)

## Data Log Page

History Report - S251 Budget Back

History report on  
Data EarlyYears

Filter By:  Action  User  Start Date  End Date  Go Reset

Action	Old Value	New Value	User	Role	Organisation	Date
Update	785.00	0		Source	Department for Education	11/02/2014 07:33:16
Update		785		Source	Department for Education	11/02/2014 07:32:51

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.

The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : Amended\_by\_source' with input fields for 'Errors : 233', 'Queries : 100', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' containing several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Returns...'. The 'Submit Return...' button is highlighted with a red circle. To the right of each button is a brief instruction. At the bottom, a section titled 'What is happening to My Data Return?' contains three columns: 'Data Return Submission' with 'Date Submitted' field, 'Data Return Approval' with 'Date Approved' field, and 'Data Return Authorisation' with 'Date Authorised' field.

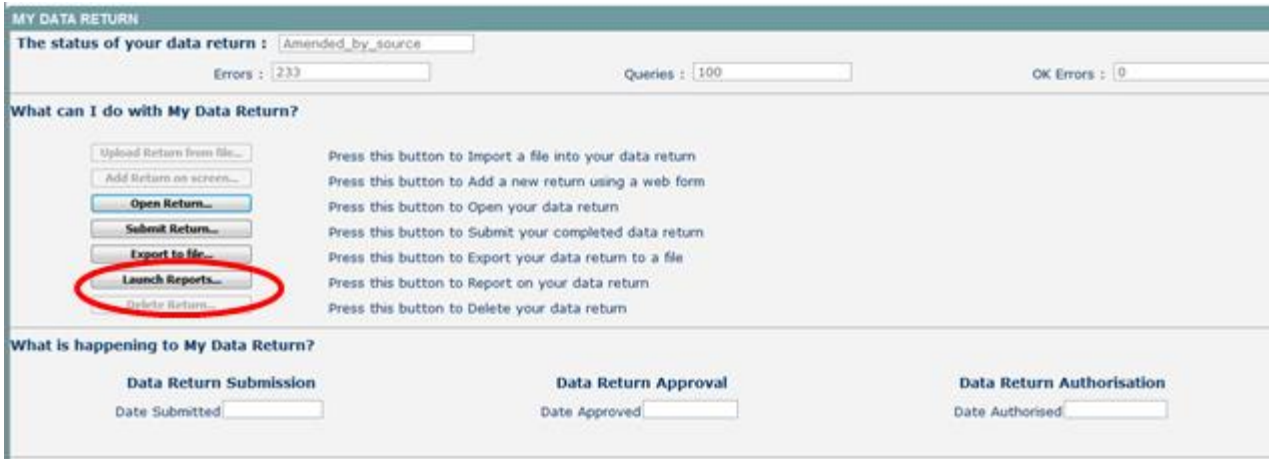
NOTE: it is important that the return is submitted as checking of the data by the DfE will not start until return has been submitted.

Those LAs that have previously submitted their return and wish to make some amendments will need to contact the Data collections helpdesk via a [Service Request Form](#).

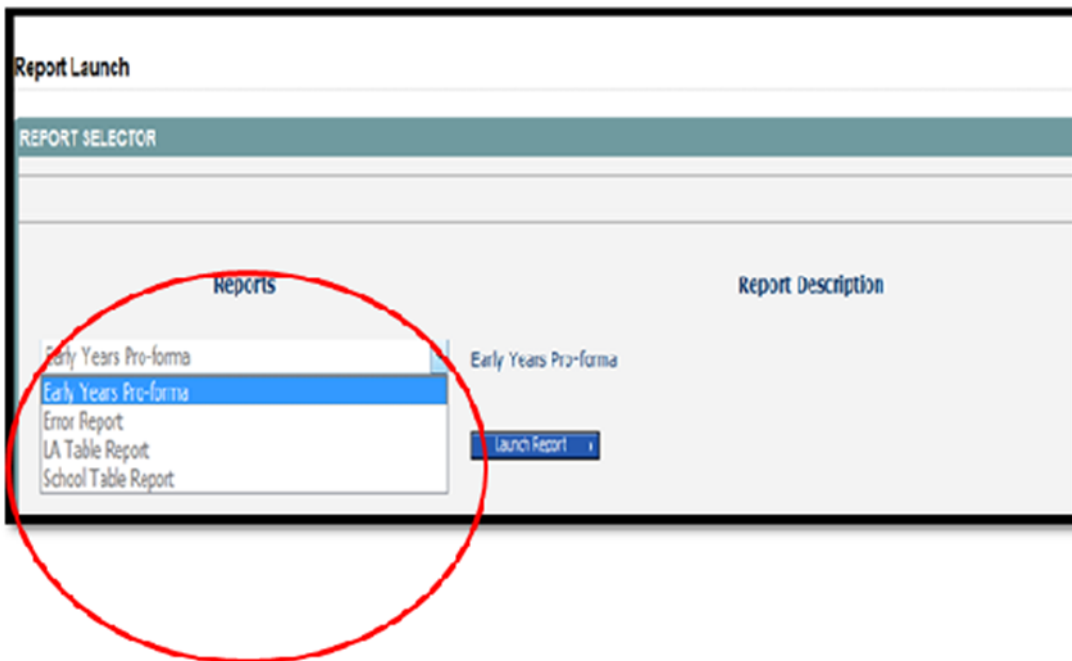
# Launching reports

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.



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.



## 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.

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget

Schools Budget [185]

LA Totals Lines 2.1.4, 2.1.5, 2.2.1, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.1.7, 3.1.8, 3.1.9, 3.1.10, 3.1.11, 3.1.12, 3.1.13, 3.1.14, 3.1.15, 3.1.16, 3.1.17, 3.1.18, 3.1.19, 3.1.20, 3.1.21, 3.1.22, 3.1.23, 3.1.24, 3.1.25, 3.1.26, 3.1.27, 3.1.28, 3.1.29, 3.1.30, 3.1.31, 3.1.32, 3.1.33, 3.1.34, 3.1.35, 3.1.36, 3.1.37, 3.1.38, 3.1.39, 3.1.40, 3.1.41, 3.1.42, 3.1.43, 3.1.44, 3.1.45, 3.1.46, 3.1.47, 3.1.48, 3.1.49, 3.1.50, 3.1.51, 3.1.52, 3.1.53, 3.1.54, 3.1.55, 3.1.56, 3.1.57, 3.1.58, 3.1.59, 3.1.60, 3.1.61, 3.1.62, 3.1.63, 3.1.64, 3.1.65, 3.1.66, 3.1.67, 3.1.68, 3.1.69, 3.1.70, 3.1.71, 3.1.72, 3.1.73, 3.1.74, 3.1.75, 3.1.76, 3.1.77, 3.1.78, 3.1.79, 3.1.80, 3.1.81, 3.1.82, 3.1.83, 3.1.84, 3.1.85, 3.1.86, 3.1.87, 3.1.88, 3.1.89, 3.1.90, 3.1.91, 3.1.92, 3.1.93, 3.1.94, 3.1.95, 3.1.96, 3.1.97, 3.1.98, 3.1.99, 3.1.100

Section 251 Budget 2014-15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
0	0	3	0	

Data Item Data Value

Collection S251 Budget

Year 2015

Local Authority

CreateTime 2014-02-10 14:27:10

Contact Name	Validation Errors	History
	0	
Email Address	0	
Telephone Number	0	

Notes

LA Table Notes

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](#)

[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 60](#)

[Click here to access the EY Table lines 7 and 8](#)

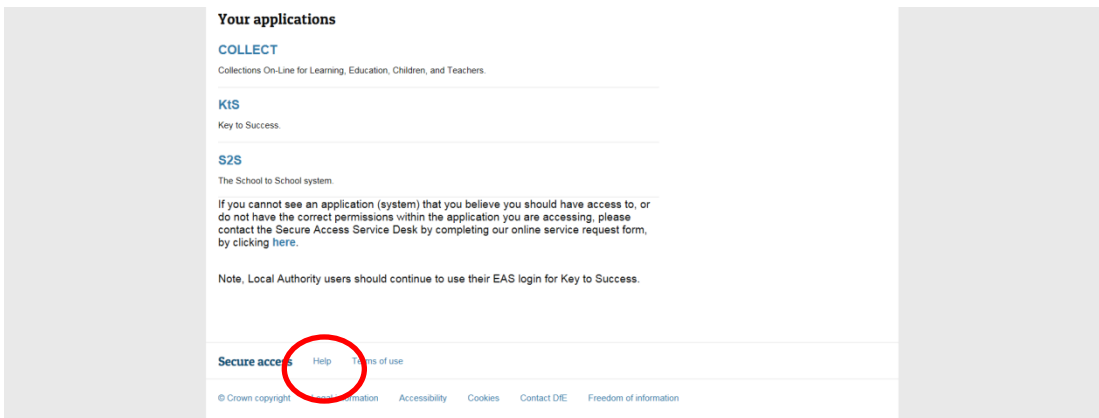
[Click here to access EY Totals](#)

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

# Help

If you have a query regarding COLLECT or S251 please submit a [service request form](#) to the data collections helpdesk.

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



If you are still unable to resolve your issue, please submit a SA [service request](#).





Department  
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