



Department
for Education

Section 251 outturn 2015 to 2016

Collect guide

June 2016

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COLLECT and Secure access

Access to COLLECT is through the Department's Secure access system.

 Department for Education

Secure access

Forgotten username or password?

Username

.....

I agree to the [terms of use](#)

Sign in

Welcome to Secure access

The Secure Access Portal allows registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.

First time here? >

[Visit the Secure Access Help page](#)

Announcements

Full secure access guides are published on the [Secure Access Website](#).

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.

Please consult the [Section 251 outturn guidance for LAs](#) for information on the data that is required for this collection.

Logging in

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

Collect Welcome

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DfE Centralised Data Collection and Management System for Education.
If you have any problems logging into COLLECT please contact the Helpdesk on 01325-392626 or e-mail: DSG.Helpdesk@education.gsi.gov.uk



Click on Continue. Highlight 'S251 outturn 2015-16' and click on 'Select Data Collection'.

Source page screen

This will take you to the main 'Source page'.

MY DATA RETURN

The status of your data return : **Loaded and Validated**

Errors : Queries : OK Errors :

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?

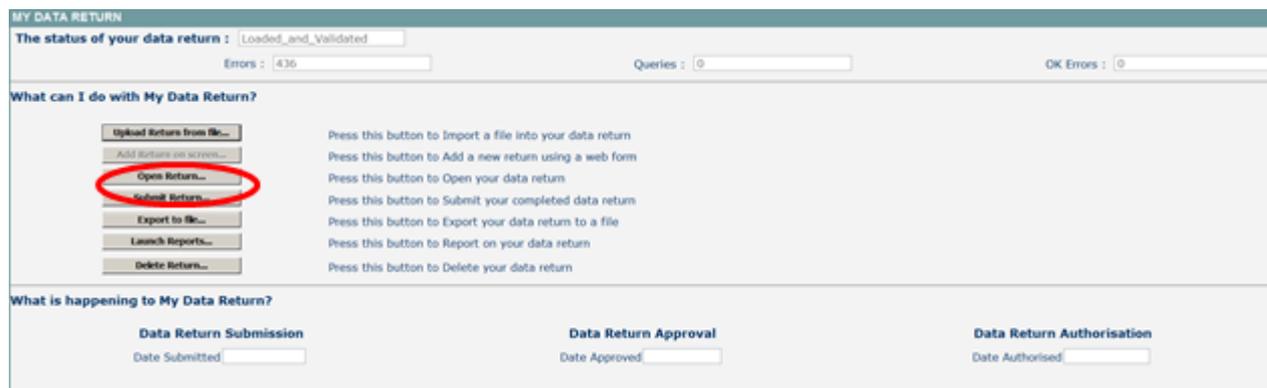
Data Return Submission **Data Return Approval** **Data Return Authorisation**

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

Opening a return

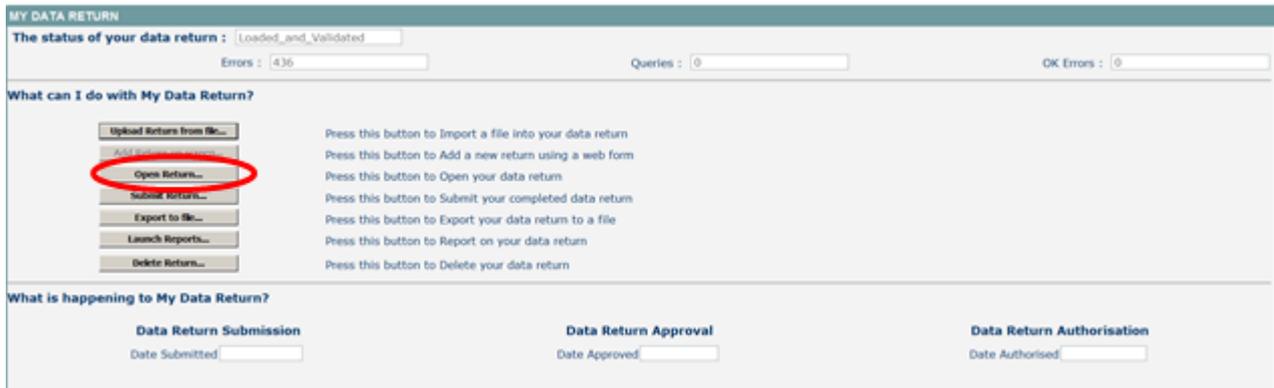


An explanation of the function keys are:

Function key	Explanation
Open Return	You will need to click on here to open the 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.

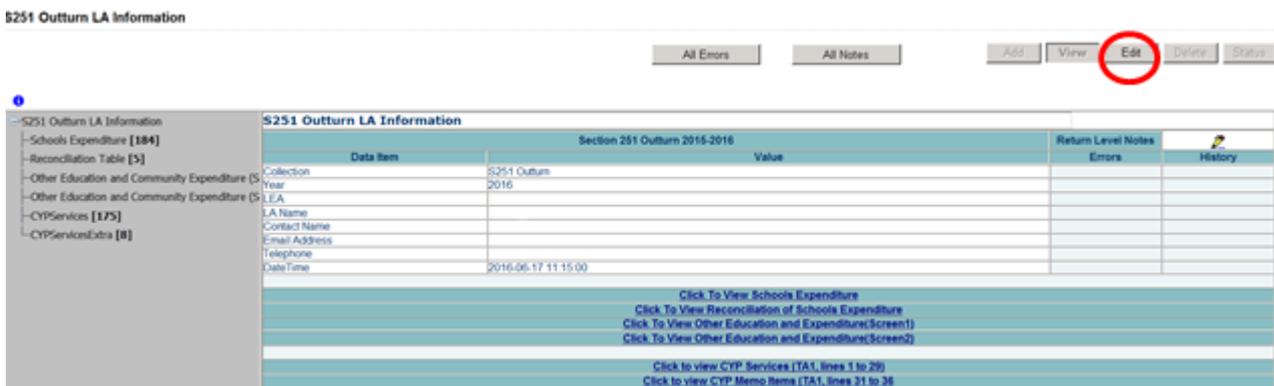
Making your return

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



Entering data on screen

This screen contains the general data fields. To change the screen for 'view' mode to 'edit' mode click on the 'Edit' button towards the top of the screen. This will activate the cells to enable you to input your general data on the first screen.



Once you have completed the first screen, you will then need to go into each section edit the screen again and enter your data (please see all sections below highlighted in blue).

In the example below (school expenditure) you can see that Line 1.1.6 Museum and Library services is highlighted in the first table. Clicking on the edit button will open the data fields in the table to enable data to be added. This will need to be repeated for all lines.

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

Schools Expenditure					
S251 Line					
1.0.1 Individual Schools Budget (ISB) (after academy recoupment)					
1.1.1 Contingencies					
1.1.2 Behaviour support services					
1.1.3 Support to LPEG and bilingual learners					
1.1.4 Free school meals eligibility					
1.1.5 Insurance					
1.1.6 Museum and Library services					
1.1.7 Licences/subscriptions					
1.1.8 Staff costs - supply cover excluding cover for facility time					
1.1.9 Staff costs - supply cover for facility time					
Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Early Years		0	0	0	
Primary		1	0	0	
Secondary		1	0	0	
SEN/Special Schools		0	0	0	
API/PRUs		0	0	0	
Post School		0	0	0	

All Errors All Notes Add View Edit Delete Status

Schools Expenditure -					
S251 Line					
1.0.1 Individual Schools Budget (ISB) (after academy recoupment)					
1.1.1 Contingencies					
1.1.2 Behaviour support services					
1.1.3 Support to LPEG and bilingual learners					
1.1.4 Free school meals eligibility					
1.1.5 Insurance					
1.1.6 Museum and Library services					
1.1.7 Licences/subscriptions					
1.1.8 Staff costs - supply cover excluding cover for facility time					
1.1.9 Staff costs - supply cover for facility time					
Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Early Years		1	0	0	
Primary		1	0	0	
Secondary		1	0	0	
SEN/Special Schools		1	0	0	
API/PRUs		1	0	0	
Post School		0	0	0	
Gross	0.00	0	0	0	
Income		0	0	0	
Net	0.00	0	0	0	
Budget YonY Comment					
Outturn YonY Comment					

Funding assigned to a different line
 Correction from a previous year
 Change in budgetary priorities
 Decrease due to academisation
 Other

Functionality has been added to easily clear a year on year queries by selecting an appropriate reason from the 'Year on Year Note' drop down menu against the Outturn and/or Budget fields. We believe most reasons for the difference in the figures are covered by the short list provided but if you use 'Other' then please give a brief description in the notes as you would have done in previous years. If you return to the page later, you will need to click on the 'Edit' button to be able to use the drop down boxes.

To view the errors within a return you can either click on the 'All Errors' Button, or on the relevant error field highlighted in red.

All Errors All Notes Add View Edit Delete Status

Drill Up Error All Notes

S251 Line
 1.0.1 Individual Schools Budget (ISB) (after academy recoupment)
 1.1.1 Contingencies
 1.1.2 Behaviour support services
 1.1.3 Support to UPEG and bilingual learners
 1.1.4 Free school meals eligibility
 1.1.5 Insurance
1.1.6 Museum and Library services
 1.1.7 Licences/subscriptions
 1.1.8 Staff costs - supply cover excluding cover for facility time
 1.1.9 Staff costs - supply cover for facility time

Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Early Years		0	0	0	
Primary		1	0	0	
Secondary		1	0	0	
SEN/Special Schools		0	0	0	
AP/PRUs		0	0	0	
Post School		0	0	0	

Once the user has clicked the 'All Errors' button they will be taken to the blade error report, shown below. A user 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 spent on this category.	Errors	Details	
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details	
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details	
1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details	
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1.1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details	

Navigating to an error

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

blade Error Report - S251 Outturn_2015-16

Error report on 17/06/2016 at 13:04

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value
1		Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority spent on this category.	Errors	Details		Field	Value

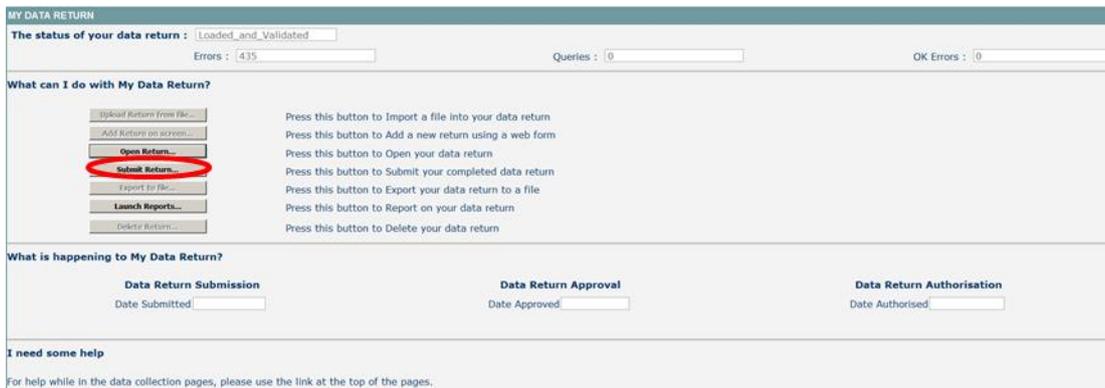
Once the user has clicked this 'Value', they will then be taken to the Section where that error is occurring.

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.

Schools Expenditure					
3251 Line					
1.0.1 Individual Schools Budget (ISB) (after academy recoupment)					
1.1.1 Contingencies					
1.1.2 Behaviour support services					
1.1.3 Support to UPEG and bilingual learners					
1.1.4 Free school meals eligibility					
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SEN/Special Schools		1	0	0	
AP/PRUs		1	0	0	
Post School		0	0	0	
Gross	0.00	0	0	0	
Income		0	0	0	
Net	0.00	0	0	0	
Budget YonY Comment					
Outturn YonY Comment	Correction from a previous year				

Submitting a return



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.

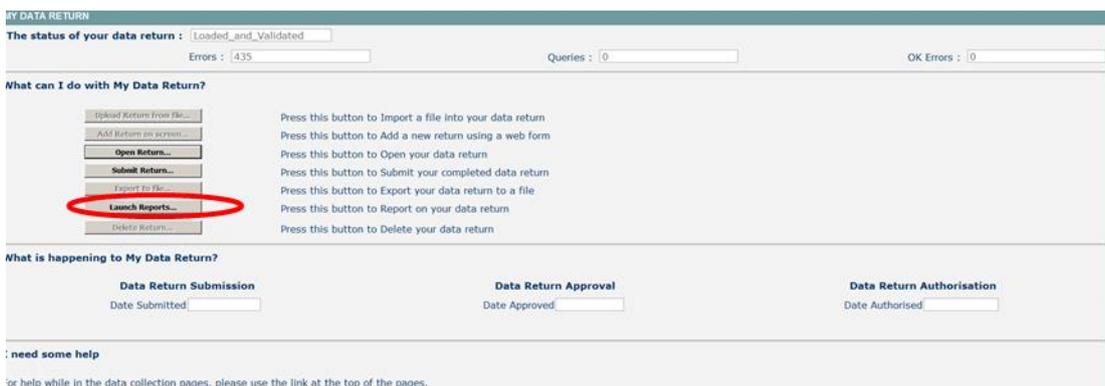
NOTE: it is important that the return is submitted as checking of the data by the DfE will not start until return has been submitted.

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](#).

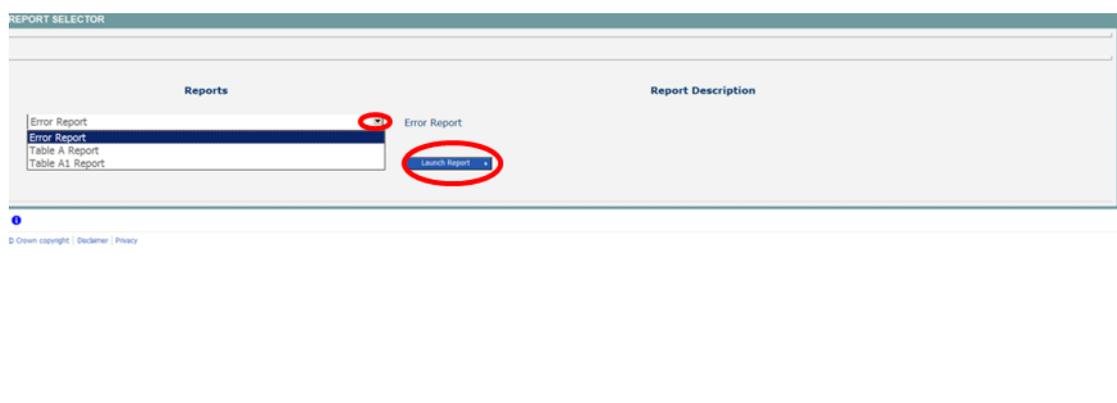
Launching reports

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

To launch the reports, first 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

Left-hand menu

S251 Outturn LA Information

S251 Outturn LA Information -

Section 251 Outturn 2015-2016		Return Level Notes	
Data Item	Value	Errors	History
Collection	S251 Outturn		
Year	2016		
LEA			
LA Name			
Contact Name			
Email Address			
Telephone			
DateTime	2016-06-17 11:15:00		

[Click To View Schools Expenditure](#)
[Click To View Reconciliation of Schools Expenditure](#)
[Click To View Other Education and Expenditure\(Screen1\)](#)
[Click To View Other Education and Expenditure\(Screen2\)](#)

[Click to view CYP Services \(TA1, lines 1 to 29\)](#)
[Click to view CYP Memo Items \(TA1, lines 31 to 36\)](#)

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 records) the user will have to use the drill down links.

Help

COLLECT issues and Section 251 Outturn Queries

If you are experiencing problems with COLLECT or have a Section 251 Outturn data collection query, please submit a [service request form](#) to the data collections helpdesk.

Please consult the [Section 251 outturn guidance for LAs](#) for information on the data that is required for this collection.



Department
for Education

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