



Department  
for Education

# **Section 251 outturn 2013 to 2014**

## **COLLECT guide**

**July 2014**

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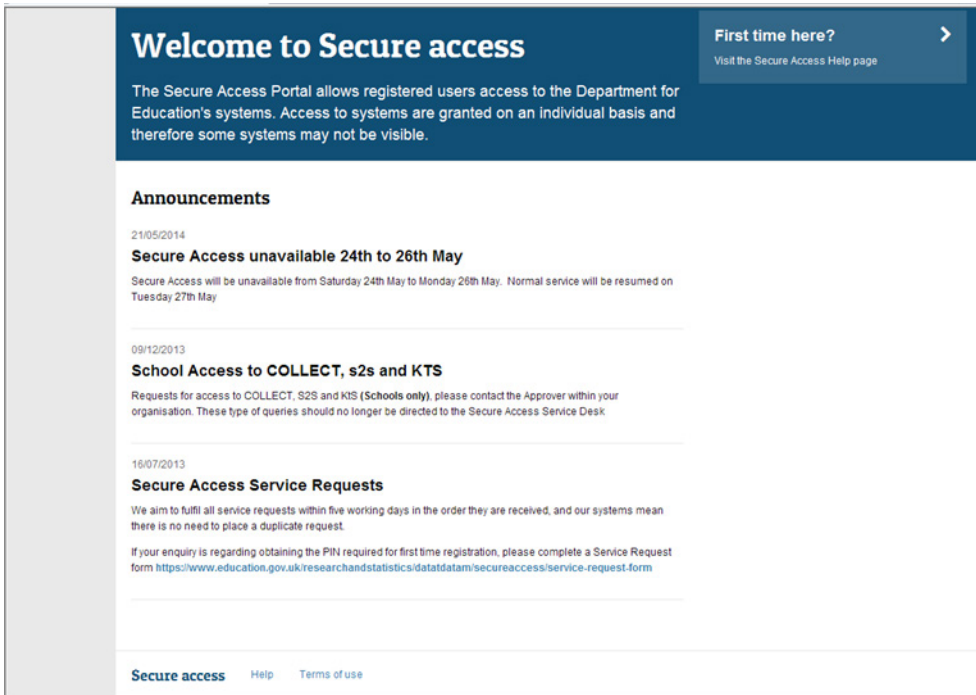
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## **Changes for the 2013 to 2014 data**

The major change with the outturn collection for 2013 to 2014 is that it has been modified to mirror the 2013 to 2014 budget collection as much as possible. The data items in Table A reflect those collected in the 2013 to 2014 budget return. Table A1 remains as it is from last year but includes a new line for 'Spend for local authority provided or commissioned area wide services delivered through Sure Start Children's Centres'.

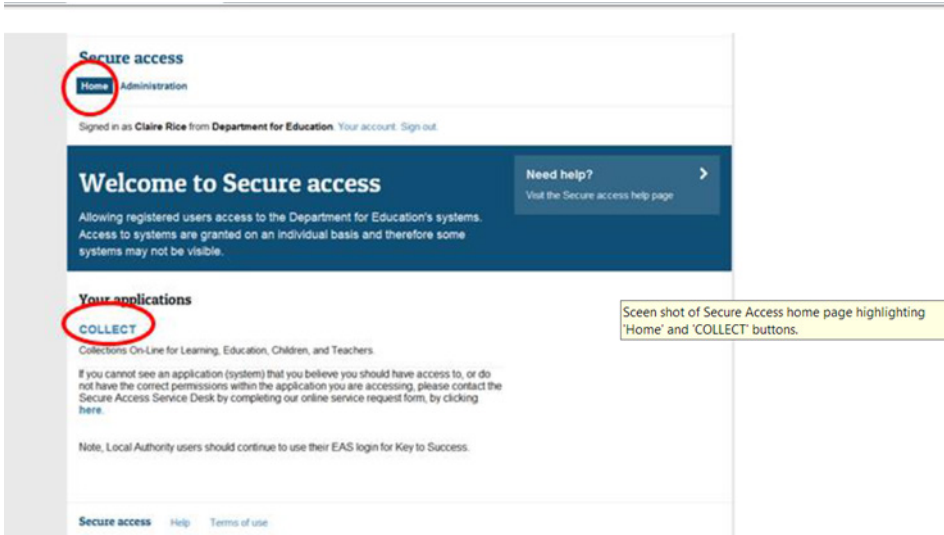
# COLLECT and Secure Access

Access to COLLECT is through the department's Secure Access system

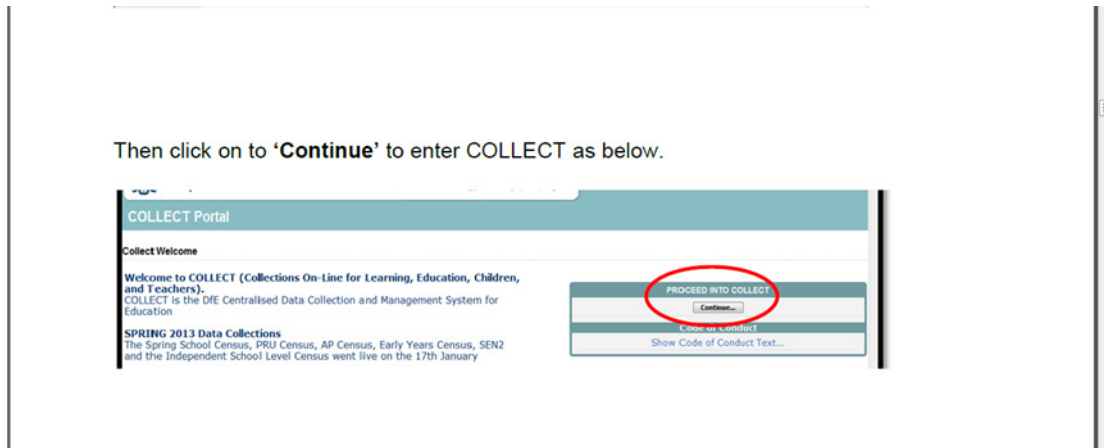


Full secure access guides are published on the [Secure Access Website](#).

Once successfully registered click on to **Home** and then click onto **COLLECT** to enter COLLECT as below

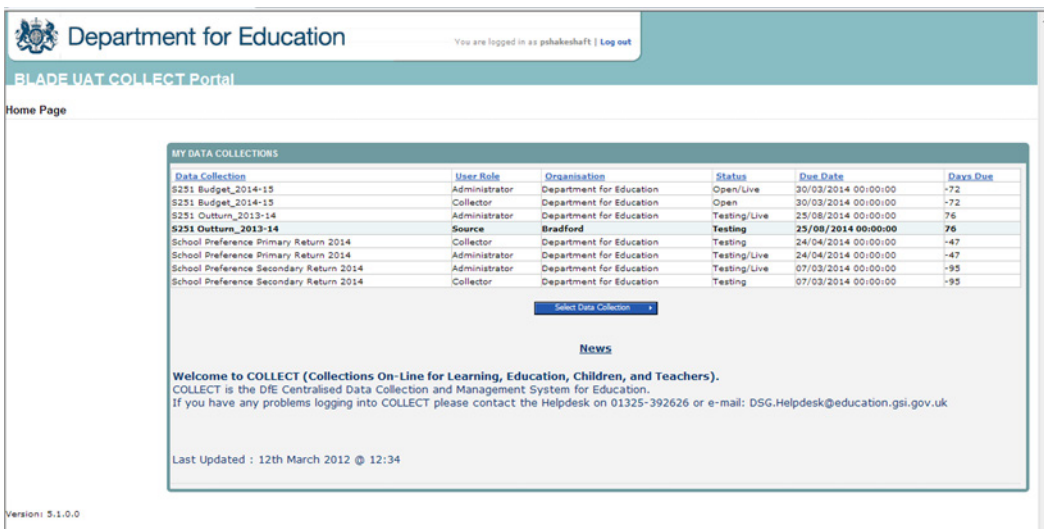


Then click on to **Continue** to enter COLLECT as below



Please note some screen shots may refer to 2013 however the process is the same for all 2014 collections.

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the 'Select Data Collection' button to open it.



## Source Page

This will take you to the main 'Source Page' (shown below) which provides a summary of the latest position with respect to the selected data collection.

The screenshot shows the 'Source Page' for 'S251 Outturn\_2013-14' on the 'BI-ADFE UAT COLLECT Portal'. The page header includes the Department for Education logo and navigation links. The main content area is titled 'MY DATA RETURN' and displays the status 'Loaded\_and\_Validated'. It shows 'Errors: 392', 'Queries: 0', and 'OK Errors: 0'. Below this, a section titled 'What can I do with My Data Return?' lists several actions: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each action has a corresponding button and a brief description. The 'Open Return...' button is highlighted in blue. A section titled 'What is happening to My Data Return?' shows three stages: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]). At the bottom, there is a 'I need some help' section with contact information for the help desk.

An explanation of the function keys are:

### Open return

This option is greyed out until data is loaded and is used to access the loaded data for editing or viewing.

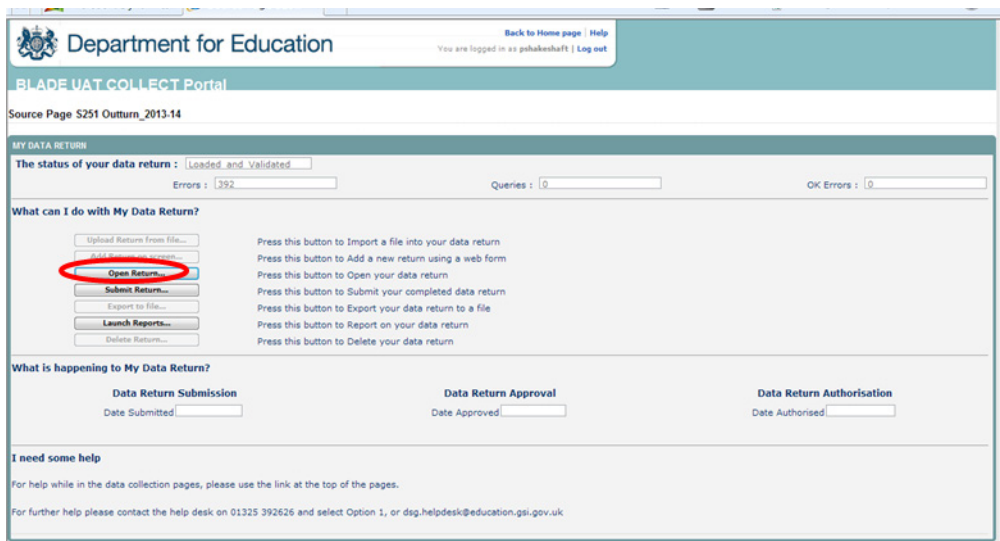
### Submit return

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. Once the LA submits the return control then passes to the DfE for data verification.

### Launch reports

This option allows you to access and download the suite of reports associated with the data collection.

# Opening a return

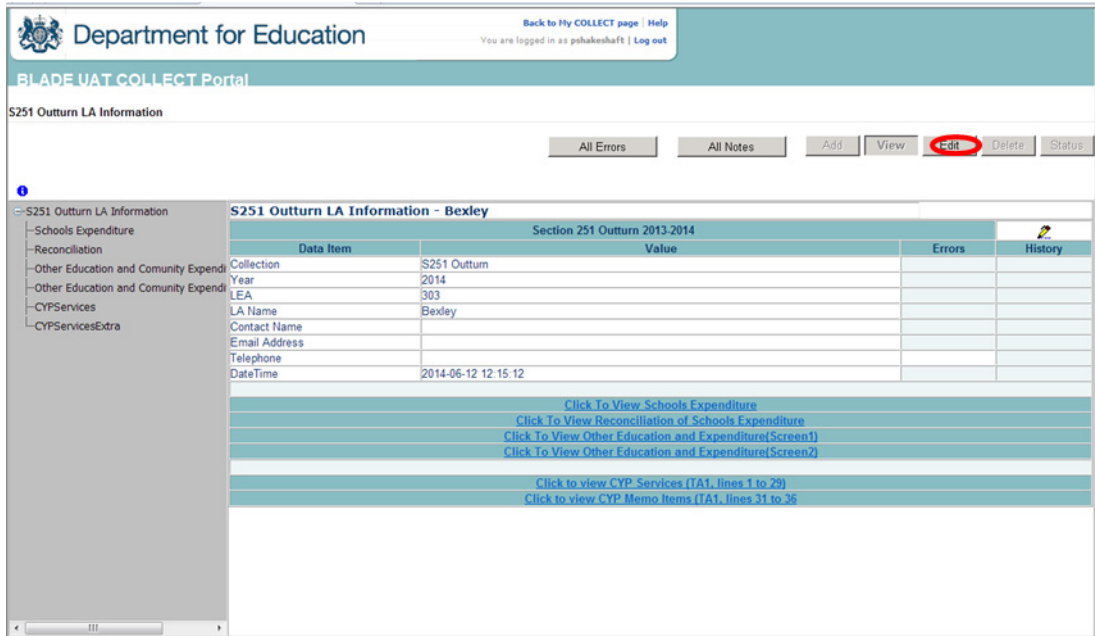


To access the LA return, the user must click the 'Open return' button as shown above.

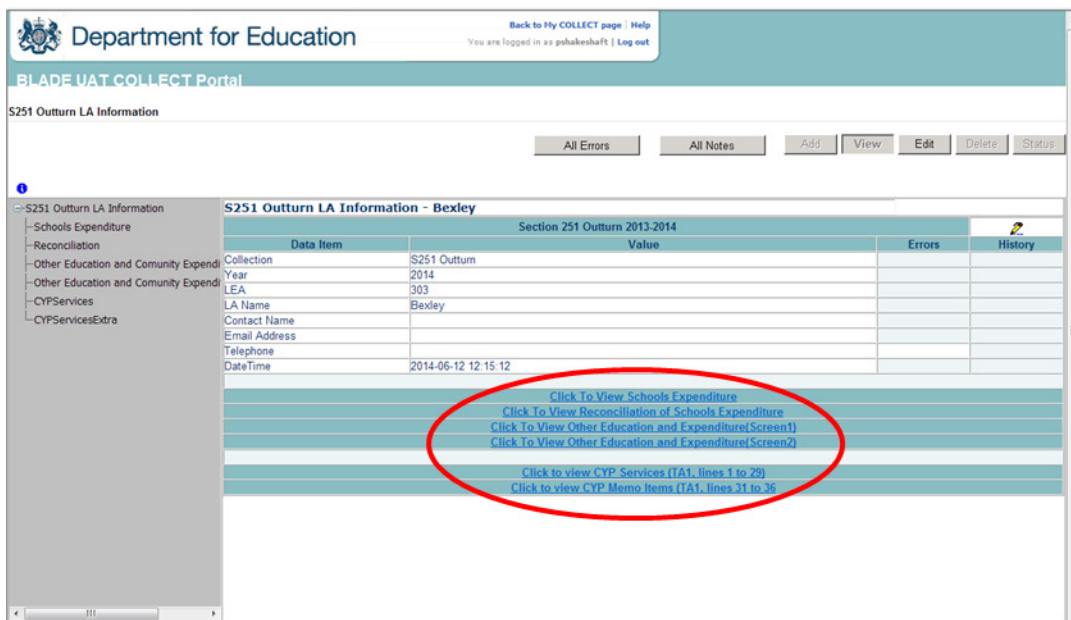
The next screen to appear is the S251 Outturn 1314 web form.

# 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 value 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.

**Department for Education** | Back to My COLLECT page | Help  
You are logged in as pshakeshaft | Log out

BI-AD E UAT COLLECT Portal

Schools Expenditure

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

S251 Outturn LA Information

- Schools Expenditure
- Reconciliation
- Other Education and Community Expenditure
- Other Education and Community Expenditure
- CYP Services
- CYP Services Extra

**Schools Expenditure - Bexley** | Drill Up | Error | All Notes

**S251 Line**

- 1.0 Individual Schools Spend (ISB)
- 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
- 1.2.1 Top up funding - maintained providers

DATA ITEM	DATA VALUE	VALIDATION			HISTORY
		Errors	Queries	OK Errors	
Early Years		0	0	0	
Primary		0	0	0	
Secondary		0	0	0	
Special/AP		0	0	0	
Post School		0	0	0	
Gross	0.00	0	0	0	
Income		0	0	0	
Net	0.00	0	0	0	

# Error Correction

Department for Education  
Back to My COLLECT page | Help  
You are logged in as pshakeshaft | Log out

BLADE UAT COLLECT Portal

Schools Expenditure

All Errors All Notes Add View Edit Delete Status

S251 Outturn LA Information  
Schools Expenditure [3]  
Reconciliation  
Other Education and Community Expenditure  
Other Education and Community Expenditure  
CYP Services  
CYP Services Extra

Schools Expenditure - Bexley

S251 Line  
1.0.1 Individual Schools Spend (ISB)  
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 Licence and insurance  
1.1.8 Staff costs supply cover  
1.2.1 Top up funding - maintained providers

DATA ITEM	DATA VALUE	VALIDATION			HISTORY
		Errors	Queries	OK Errors	
Early Years	21.00	0	0	0	IT
Primary		0	0	0	IT
Secondary	65.00	0	0	0	IT
Special/AP	0.00	1	0	0	IT
Post School		0	0	0	IT
Gross	86.00	0	0	0	IT
Income	0.00	2	0	0	IT
Net	86.00	0	0	0	IT

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

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

Department for Education  
Back to My COLLECT page  
You are logged in as pshakeshaft | Log out

BLADE UAT COLLECT Portal

Blade Error Report - S251 Outturn\_2013-14

Bexley Error report on 12/06/2014 at 13:26 Count 3 Return

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
1.4		You have entered either a negative or zero amount in this cell. Please check your entry as the value in this cell should be greater than zero Schools Expenditure Line 1.0.1	Errors	Details	OK
1.4		You have entered either a negative or zero amount in this cell. Please check your entry as the value in this cell should be greater than zero Schools Expenditure Line 1.0.1	Errors	Details	OK
1.6		Value entered please delete Schools Expenditure Line 1.0.1	Errors	Details	OK

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## 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).

Department for Education  
BLADE UAT COLLECT Portal  
Blade Error Report - S251 Outturn\_2013-14  
Bexley Error report on 12/06/2014 at 13:33 Count 3 Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field
1.4		You have entered either a negative or zero amount in this cell. Please check your entry as the value in this cell should be greater than zero	Errors	Details	OK	Special/AP 0.00
1.4		Schools Expenditure Line 1.0.1 You have entered either a negative or zero amount in this cell. Please check your entry as the value in this cell should be greater than zero	Errors	Details	OK	
1.6		Schools Expenditure Line 1.0.1 Value entered please delete	Errors	Details	OK	

Page 1 of 1

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.

Department for Education  
Back to My COLLECT page | Help  
You are logged in as psakeshaft | Log out

BLADE UAT COLLECT Portal

Schools Expenditure

All Errors All Notes Add View Edit Delete Status

S251 Outturn LA Information  
Schools Expenditure [3]  
Reconciliation  
Other Education and Community Expend  
Other Education and Community Expend  
CYP Services  
CYP Services Extra

Schools Expenditure - Bexley

S251 Line  
1.0.1 Individual Schools Spend (ISB)  
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  
1.2.1 Top up funding - maintained providers

DATA ITEM	DATA VALUE	VALIDATION			HISTORY
		Errors	Queries	OK Errors	
Early Years	21.00	0	0	0	
Primary		0	0	0	
Secondary	65.00	0	0	0	
Special/AP	0.00	1	0	0	
Post School		0	0	0	
Gross	86.00	0	0	0	
Income	0.00	2	0	0	
Net	86.00	0	0	0	

This shows that the user Pauline Shakeshaft with the role of “Source” added a new value new value (21) on the 12/06/2014 at 15:13:23. 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 will be reflected in both the LA and DfE views.

Department for Education  
Back to My COLLECT page  
You are logged in as psakeshaft | Log out

BLADE UAT COLLECT Portal

Data Log Page

History Report - S251 Outturn - 2013-14 Back

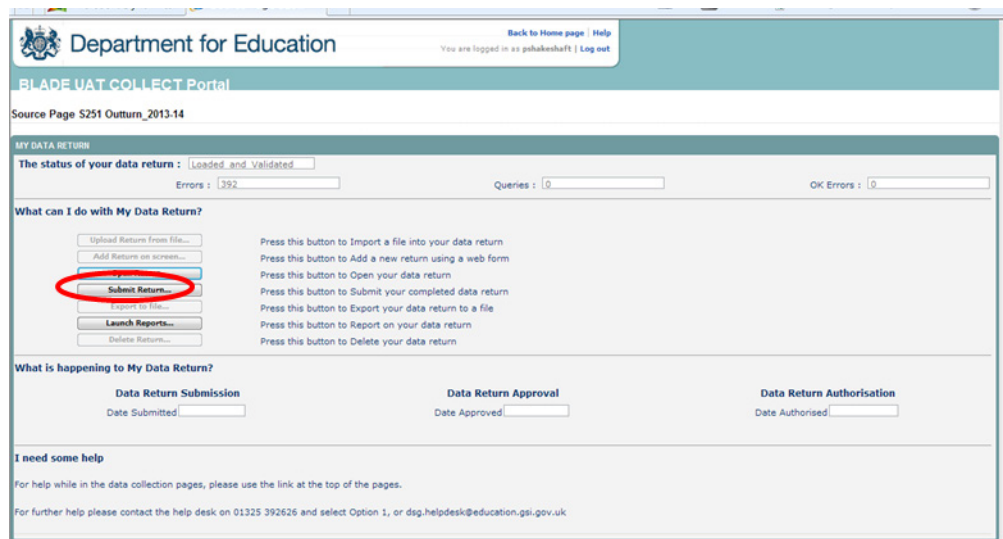
Bexley  
History report on 12/06/2014 at 13:54:32  
Data Early Years

Filter By: Action User Start Date End Date Go Reset

Action	Old Value	New Value	User	Role	Organisation	Date
Update		21	Pauline Shakeshaft	Source	Department for Education	12/06/2014 13:13:23

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# Submitting a return

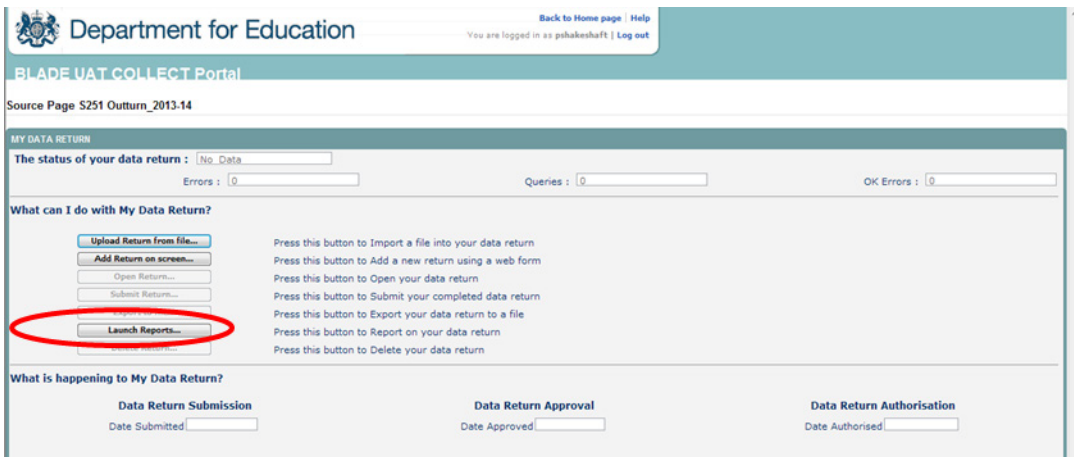


Once the LA user is happy for their return to be submitted for DfE access then the procedure is very straightforward – just select Submit Return. PLEASE NOTE once submitted you will not be able to make amendments to the return. If an amendment does need to be made you should contact the DfE colleagues listed in recent guidance.

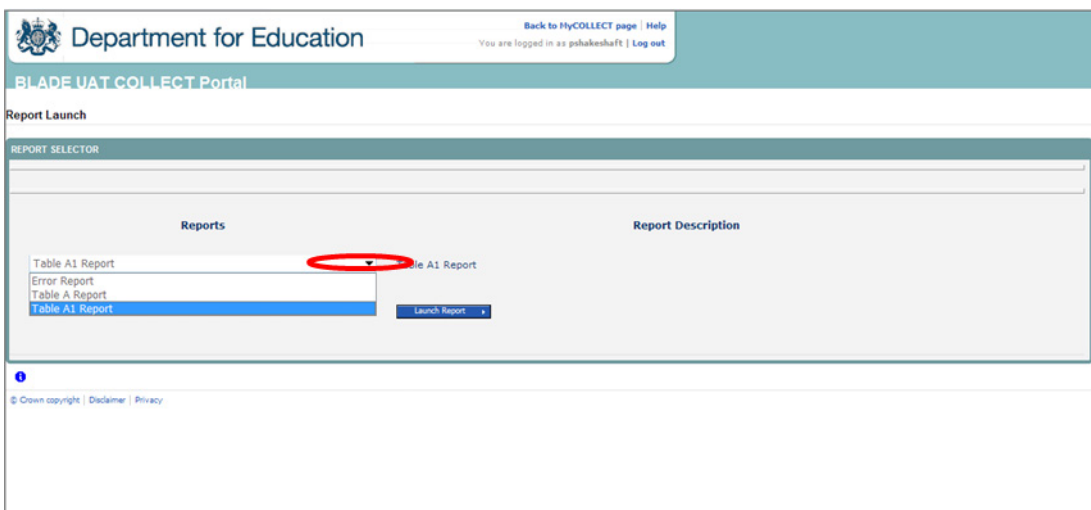
# Launching Reports

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:



Then select the report you want to run from the drop down list. Once you have selected the report you wish to access, click on 'launch report' again.



The report can be printed off or can be saved as an Excel file.

## General tips on navigating around the 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 MyCollect 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

Department for Education

Back to My COLLECT page | Help  
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BLADE UAT COLLECT Portal

S251 Outturn LA Information

Add new record ? Save Cancel

S251 Outturn LA Information - Bexley

Data Item	Value	Errors	History
Collection	S251 Outturn		
Year	2014		
LEA	303		
LA Name	Bexley		
Contact Name			
Email Address			
Telephone			
DateTime	2014-06-12 12:15:12		

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)

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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.



## 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 Education Data Division Helpdesk



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