



Department
for Education

Consistent financial reporting

Instructions for schools on how to use COLLECT to submit the return

March 2014

Contents

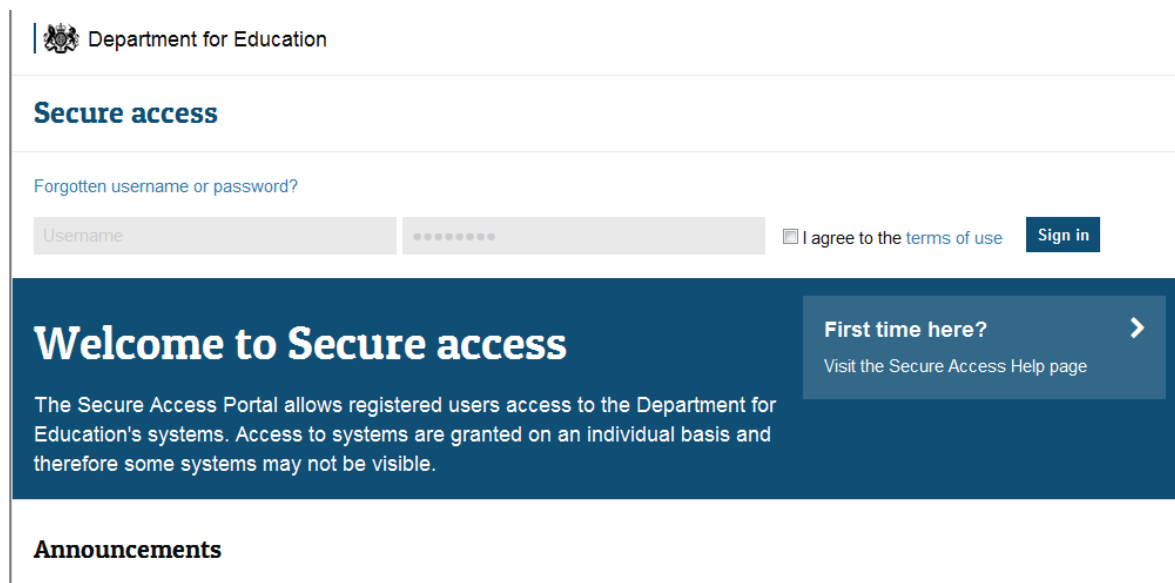
| | |
|---------------------------------|----|
| COLLECT and Secure Access | 3 |
| Return status | 5 |
| Return management | 5 |
| Return progress | 5 |
| Uploading the xml file | 6 |
| Viewing the data return | 7 |
| Viewing the school data screen | 7 |
| The 'complete' indicator | 8 |
| The 'federated' indicator | 9 |
| Navigation through screens | 10 |
| Viewing the query/errors screen | 11 |
| Adding notes | 13 |
| Submitting a return | 15 |
| Exporting a return | 15 |
| Launching reports | 17 |
| Deleting a return | 19 |
| Screen functionality | 19 |
| XML generator | 22 |

Note from the LA

Please refer to the document 'CFR 2013-14 - Important Information for Schools' on Bradford Schools Online - Finance - Latest News & Updates page before uploading your return to COLLECT.

COLLECT and Secure Access

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



The screenshot shows the 'Secure access' login page. At the top is the Department for Education logo. Below it is the 'Secure access' heading. A link for 'Forgotten username or password?' is present. There are input fields for 'Username' and a password (represented by dots). To the right of the password field is 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 paragraph explaining the portal's purpose. A 'First time here?' button with a right arrow is also in the banner. Below the banner is an 'Announcements' section.

If you are a new user and require access to COLLECT, you will need to contact your approver.

Full Secure Access guidance is published on the [Secure Access website](#)



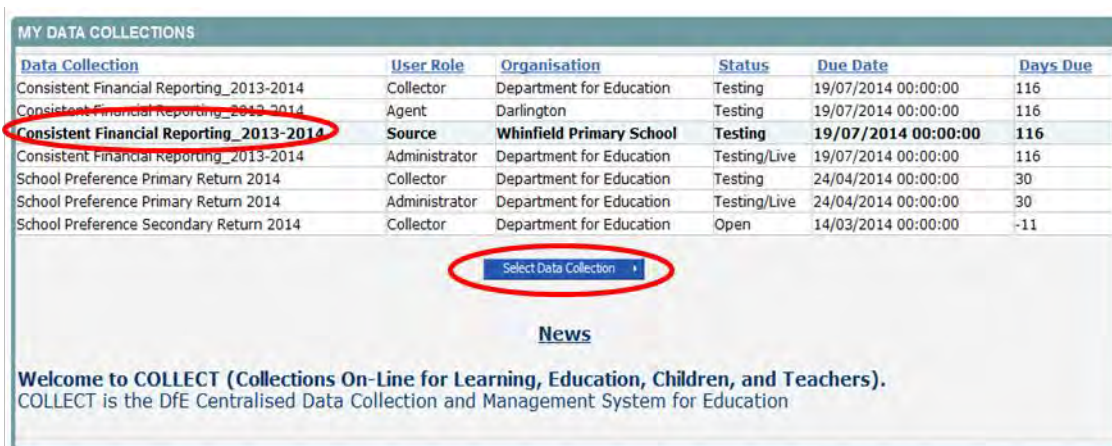
The screenshot shows the 'Secure access' dashboard after a successful login. The user is signed in as 'Barbara Adams from Department for Education'. The dashboard includes a 'Welcome to Secure access' banner with a 'Need help?' button. Below the banner is a 'Your applications' section. In this section, the 'COLLECT' link is highlighted with a red circle. Below 'COLLECT' is the text 'Collections On-Line for Learning, Education, Children, and Teachers'. At the bottom left, there is a 'S2S' logo.

Once successfully logged in, click on the COLLECT link to access COLLECT, as above.

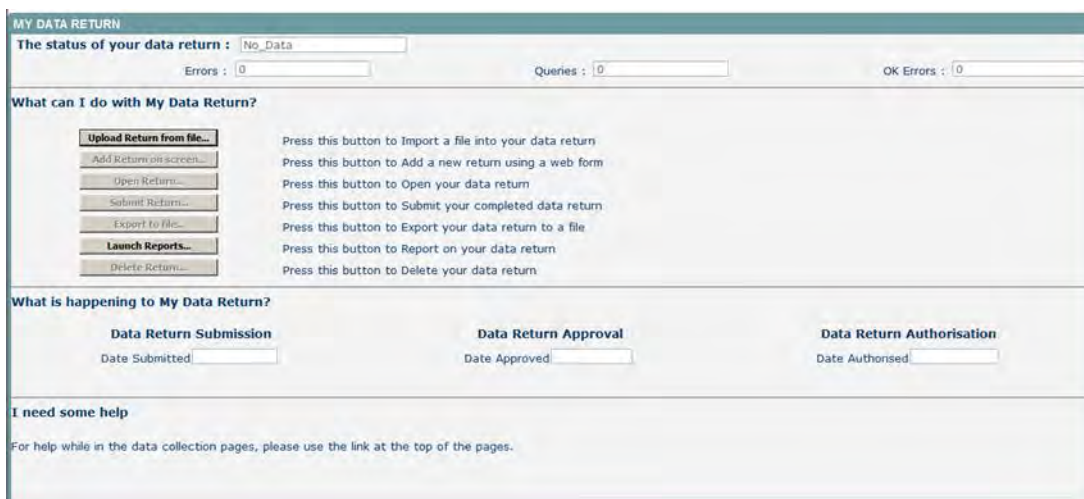


Click on 'continue', as above

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. If you cannot see the CFR collection, please contact your approver.



The source (school) main screen will then be displayed.



The screen is divided into three main sections:

- Return Status
- Return Management
- Return Progress

Return status



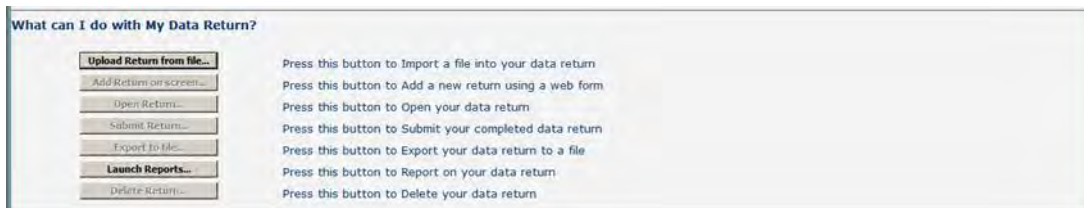
MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

Shows the current status of the return and a breakdown of the errors within it. All information is read only.

Return management

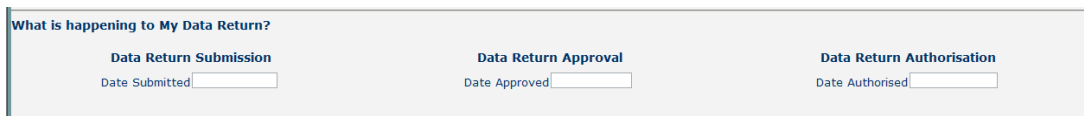


What can I do with My Data Return?

| | |
|-----------------------------------|--|
| 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 |

This provides a set of functions that can be used to manage/progress the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return. For example the 'delete return' will not be highlighted if no return has been uploaded.

Return progress



What is happening to My Data Return?

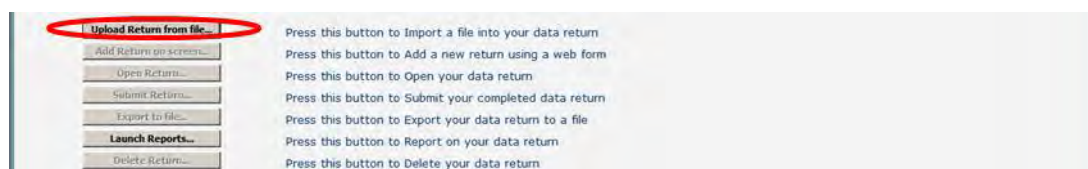
| | | |
|-------------------------------------|------------------------------------|--------------------------------------|
| Data Return Submission | Data Return Approval | Data Return Authorisation |
| Date Submitted <input type="text"/> | Date Approved <input type="text"/> | Date Authorised <input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

Shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

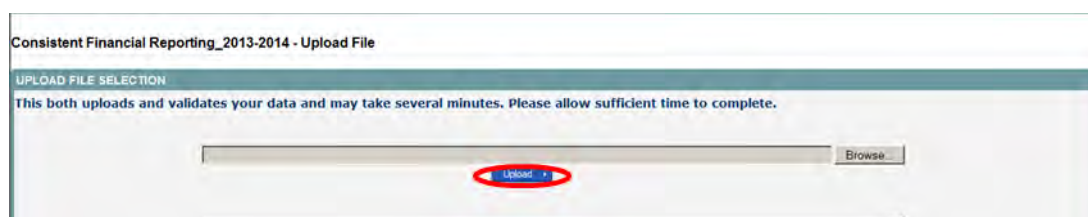
Uploading the xml file

You need to upload a file into COLLECT to submit CFR data to the Department. The file will either be extracted from your Management Information System (MIS) or by using the xml generator provided by department for education please see page 24.

To upload your xml file, please select the upload return from file button from the source main screen.



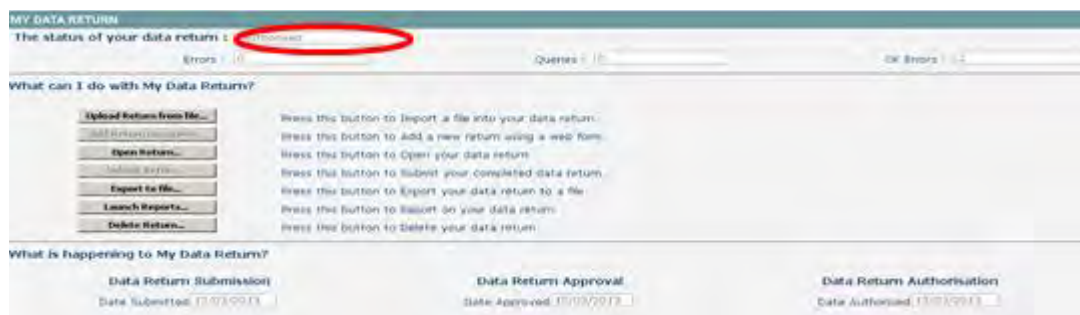
Use the Browse button to locate the CFR file on your computer. This will be suffixed with **.xml** and it will contain the data return extracted from the MIS or generator. Highlight the file name and click on **open** to select the return. Then click on the **upload** button to load the return.



A progress message will be displayed while the upload is taking place.



Once the upload has completed, the source main page will be re-displayed and the return status section will updated to “loaded and validated” the total number of errors and queries found in the return will be displayed. Additional function buttons will now be available in the return management section.



Viewing the data return

Once your return has been loaded into COLLECT, you must open it and check the data is correct and also enter notes against any queries that may be showing.

The data in the xml file which has been uploaded can be viewed on screen by clicking on the **open return** button.

The status of your data return : [authorised]

Errors : 0 Queries : 0 OK Errors : 0

What can I do with My Data Return?

Open Return (circled in red)

Press this button to Import a file into your data return
Press this button to add a new return using a web form
Press this button to Open your data return
Press this button to Submit your completed data return
Press this button to Export your data return to a file
Press this button to Report on your data return
Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted: 12/03/2013

Data Return Approval Date Approved: 12/03/2013

Data Return Authorisation Date Authorised: 13/03/2013

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

This screen shows the 'header' information from the xml file. It also allows you to view the errors and queries associated with that return and the notes associated with that return. (Please note any errors or queries that show on the 'header' screen will only relate to the data on that screen and not the whole return).

You can use either the [View All](#) links or the grey menu on the left-hand side, to navigate through the return.

Department for Education

Back to My COLLECT page | Help
You are logged in as pwhite | Log out

COLLECT Portal

Consistent Financial Reporting

All Errors All Notes Add View Edit Delete Status

Consistent Financial Reporting - Hawkshead Esthwaite Primary School

Return Level Notes

Consistent Financial Reporting 2012-2013

| Data Item | Value | Errors | | OK Errors |
|---------------|--|--------|---|-----------|
| | | E | Q | |
| SerialNo | 1 | 0 | 0 | 0 |
| Name | Consistent Financial Reporting 2012-2013 | 0 | 0 | 0 |
| DateTime | 2012-07-26 09:54:22 | 0 | 0 | 0 |
| Source School | | | | |

[View All](#) (circled in red)

Viewing the school data screen

The first screen you will see after you click [View All](#) is the **source school** screen; this screen shows all the **school** details from the xml. To move on to the next screen containing the return data, again click on the [View All](#) link on this screen.

If you wish to return to the previous screen, use the '**drill up**' button

COLLECT Portal

Source School

All Errors All Notes Add View Edit Delete Status

Source School - Thomas Coram Early Childhood Centre

LEA 202 Estab 1048 School Name Thomas Coram Early Childhood Centre

| Data Item | Value | Errors | | OK Errors | History |
|------------------|-------------------------------------|--------|---|-----------|---------|
| | | E | Q | | |
| LEA | 202 | 0 | 0 | 0 | |
| Estab | 1048 | 0 | 0 | 0 | |
| School Name | Thomas Coram Early Childhood Centre | 0 | 0 | 0 | |
| Contact | Iain | 0 | 0 | 0 | |
| Email | iain.king@education.gsi.gov.uk | 0 | 0 | 0 | |
| Phone | 01325 465851 | 0 | 0 | 0 | |
| Financial Year | 20112012 | 0 | 0 | 0 | |
| Input System | XG10 | 0 | 0 | 0 | |
| Data Preparation | N | 0 | 0 | 0 | |
| Data Version | preliminary | 0 | 0 | 0 | |
| Complete | Y | 0 | 0 | 0 | |
| Cash Or Accruals | accruals | 0 | 0 | 0 | |
| Rates Exempt | Y | 0 | 0 | 0 | |
| Insurance | Y | 0 | 0 | 0 | |
| Notepad | Test the notepad details | | | | |
| CFR Data | | | | | |

Drill Up Error

View All

The 'complete' indicator

Please note this is a full financial year from 1st April 2013 to 31st March 2014. If your school was not open for the full financial year then this should be completed as 'N'. If your school changed establishment type midway through the financial year (for example converted to an academy), then you should also complete as 'N'. If it was open for the full financial year, then enter Y.

COLLECT Portal

Source School

Approve All Errors All Notes Add View Edit Delete Status

Source School - Argyle Primary School

LEA 202 Estab 2019 School Name Argyle Primary School

| Data Item | Value | Errors | | OK Errors | History |
|------------------|--------------------------------|--------|---|-----------|---------|
| | | E | Q | | |
| LEA | 202 | 0 | 0 | 0 | |
| Estab | 2019 | 0 | 0 | 0 | |
| School Name | Argyle Primary School | 0 | 0 | 0 | |
| Contact | Iain | 0 | 0 | 0 | |
| Email | iain.king@education.gsi.gov.uk | 0 | 0 | 0 | |
| Phone | 01325 465852 | 0 | 0 | 0 | |
| Financial Year | 20112012 | 0 | 0 | 0 | |
| Input System | XG10 | 0 | 0 | 0 | |
| Data Preparation | N | 0 | 0 | 0 | |
| Data Version | preliminary | 0 | 0 | 0 | |
| Complete | Y | 0 | 0 | 0 | |
| Cash Or Accruals | accruals | 0 | 0 | 0 | |
| Rates Exempt | Y | 0 | 0 | 0 | |
| Insurance | Y | 0 | 0 | 0 | |
| Notepad | | | | | |
| CFR Data | | | | | |

View All

The 'federated' indicator

Please note that we will require the information on all the schools in a federation. This field should state whether the school is the 'hub' school and the name and establishment numbers of all the schools are entered for that federation into the **return level notes**.

The screenshot shows a software interface for school data entry. On the left is a tree view with the following structure:

- Consistent Financial Reporting
 - Source School
 - CFR Data [1]
 - Balances Group
 - CapitalExpenditure Group
 - CapitalIncome Group
 - Expenditure Group
 - Income Group
 - OpeningBalances Group

The main area displays data for 'Source School - All Saints Upton Church of England Voluntary Controlled Primary School'. At the top, there are fields for LEA (876), Estab (3179), and School Name (TEST SCHOOL DATA FILE). Below this is a table with the following columns: Data Item, Value, Errors (E, Q), OK Errors, and History.

| Data Item | Value | Errors | | OK Errors | History |
|------------------|-----------------------|--------|---|-----------|---------|
| | | E | Q | | |
| LEA | 876 | 0 | 0 | 0 | |
| Estab | 3179 | 0 | 0 | 0 | |
| School Name | TEST SCHOOL DATA FILE | 0 | 0 | 0 | |
| Contact | Helen Thompson | 0 | 0 | 0 | |
| Email | ht@EnglishLEA.gov.uk | 0 | 0 | 0 | |
| Phone | 012544 221866 | 0 | 0 | 0 | |
| FederatedFlag | Yes | 0 | 0 | 0 | |
| Financial Year | 20132014 | 0 | 0 | 0 | |
| Input System | XG10 | 0 | 0 | 0 | |
| Data Preparation | Y | 0 | 0 | 0 | |
| Data Version | Final | 0 | 0 | 0 | |
| Complete | Y | 0 | 0 | 0 | |
| Cash Or Accruals | Accruals | 0 | 0 | 0 | |
| Rates Exempt | N | 0 | 0 | 0 | |
| Insurance | Y | 0 | 0 | 0 | |
| Notepad | | | | | |
| CFR Data | | | | | |

At the bottom right of the table, there is a link that says 'View All'.

Navigation through screens

The CFR screen shows the opening balances and allows access to the Income, expenditure, capital income, capital expenditure and balances screens. To access these screens just select the relevant column heading (in blue and underlined) or navigate using the grey menu on the left-hand side of the screen.

Errors will be displayed in red in the 'E' column; queries will be displayed in red in the 'Q' column.

COLLECT Portal

CFR Data - OpeningBalances Group

All Errors All Notes Add View Edit Delete Status

CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre

Drill Up Error

CFR Data [5]

- Source School
- CFR Data [5]
 - Balances Group
 - CapitalExpenditure Group
 - CapitalIncome Group
 - Expenditure Group
 - Income Group
 - OpeningBalances Group

| Income Total | Expenditure Total | Capital Income Total | Capital Expenditure Total | Balances Total |
|--------------|-------------------|----------------------|---------------------------|----------------|
| 200000.00 | 32496.00 | 2550.00 | 1600.00 | 194955.00 |

| Data Item | Value | E | Q | OK Errors | History |
|--|----------|---|---|-----------|---------|
| Opening Balances | | | | | |
| OB01_OpeningPupilFocusedRevenueBalance | 25000.00 | 0 | 1 | 0 | |
| OB02_OpeningCommunityFocusedRevenueBalance | 0.00 | 0 | 0 | 0 | |
| OB03_OpeningCapitalBalance | 1500.00 | 0 | 1 | 0 | |

Viewing the query/errors screen

You will need to try and correct any errors on your return and enter notes against queries before you submit your data to the Local Authority. To view errors and queries on the return please select the **'all errors'** button and a screen will be displayed containing a list of all the errors on that return. Please see below. You can also access the errors by clicking on a red box in the 'Q' or 'E' column and details of the query/error will be displayed in a screen.

NB: By clicking on the red box this will only bring up that particular error or query. We recommend using the all errors button to ensure you do not miss any errors or queries on different parts of the return.

The screenshot shows the COLLECT Portal interface. At the top, there's a header 'COLLECT Portal'. Below it, the page title is 'CFR Data - OpeningBalances Group'. A navigation pane on the left shows a tree structure: 'Consistent Financial Reporting 2011-2013' > 'Source School' > 'CFR Data [5]' > 'Balances Group' > 'CapitalExpenditure Group' > 'CapitalIncome Group' > 'Expenditure Group' > 'Income Group' > 'OpeningBalances Group'. The main area displays 'CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre'. It has a table with columns: 'Income Total', 'Expenditure Total', 'Capital Income Total', 'Capital Expenditure Total', and 'Balances Total'. Below this is a table with columns: 'Data Item', 'Value', 'Errors' (with sub-columns 'E' and 'Q'), 'OK Errors', and 'History'. The 'Errors' column has two red boxes with the number '1' inside, indicating errors. The 'All Errors' button is circled in red at the top right of the main area.

The blade error report screen will then be displayed.

The screenshot shows the 'Blade Error Report - Consistent Financial Reporting_2012-2013' screen. The header includes the Department for Education logo and 'COLLECT Portal'. The page title is 'Blade Error Report - Consistent Financial Reporting_2012-2013'. The school name is 'Hawkshead Esthwaite Primary School'. The error report is dated '22/03/2013 at 14:41'. The 'Return' link is circled in red. The table shows two error messages:

| Rule No. | Return Level | Error Message | Priority | OK'd | Count |
|----------|--------------|---|----------|------|-------|
| 1590 | | Year-on-year income is outside expected range Jan 2011 pupils = 60.00 Jan 2012 pupils = 69.00 Jan 2013 pupils = 69.60 2012-13 Income (01 to 117) = £310753.75 2012-13 FY pupils = ((6/12) x Jan12 pupils) + ((7/12) x Jan13 pupils) = 69.291866 2011-12 Income (01 to 117) = £345767.10 2011-12 FY pupils = ((6/12) x Jan11 pupils) + ((7/12) x Jan12 pupils) = 69.416666 2012-13 Income / 2012-13 FY pupils = 5241.10 2011-12 Income / 2011-12 FY pupils = 5819.36 Percentage change = (5241.10-5819.36) / 5819.36 = -9.94% Your closing capital balance from 2011-12 (B03+B04+B05) should equal your opening capital balance (OB03) for 2012-13 2010-11 closing capital balance (B03 + B04 + B05) = £0.00 | Queries | OK | 2 |
| 1630 | | Year-on-year income is outside expected range Jan 2011 pupils = 60.00 Jan 2012 pupils = 69.00 Jan 2013 pupils = 69.60 2012-13 Income (01 to 117) = £310753.75 2012-13 FY pupils = ((6/12) x Jan12 pupils) + ((7/12) x Jan13 pupils) = 69.291866 2011-12 Income (01 to 117) = £345767.10 2011-12 FY pupils = ((6/12) x Jan11 pupils) + ((7/12) x Jan12 pupils) = 69.416666 2012-13 Income / 2012-13 FY pupils = 5241.10 2011-12 Income / 2011-12 FY pupils = 5819.36 Percentage change = (5241.10-5819.36) / 5819.36 = -9.94% Your closing capital balance from 2011-12 (B03+B04+B05) should equal your opening capital balance (OB03) for 2012-13 2010-11 closing capital balance (B03 + B04 + B05) = £0.00 | Queries | OK | 1 |

To exit from this errors screen, click on the 'return' link to return to the page you were on previously.

Whilst on the blade error report screen, clicking one of the **details** buttons will display the data item that is in error.

Department for Education
COLLECT Portal

Back to MyCOLLECT page
You are logged in as pwhite | Log out

Blade Error Report - Consistent Financial Reporting_2012-2013

Hawkshead Esthwaite Primary School Error report on 22/03/2013 at 15:12 Count 2 Return Details

| Rule No. | Return Level | Error Message | Priority | OK'd | Notes | Field | Value |
|----------|--------------|---|----------|------|---------|----------------------------|----------|
| 1590 | | <p>Year-on-year income is outside expected range</p> <p>Jan 2011 pupils = 60.00 Jan 2012 pupils = 59.00 Jan 2013 pupils = 59.50</p> <p>2012-13 Income (01 to 117) = £310753.75 2012-13 FY pupils = (5/12) x Jan12 pupils) + ((7/12) x Jan13 pupils) = 59.291666</p> <p>2011-12 Income (01 to 117) = £345767.10 2011-12 FY pupils = (5/12) x Jan11 pupils) + ((7/12) x Jan12 pupils) = 59.416666</p> <p>2012-13 Income / 2012-13 FY pupils = 5241.10 2011-12 Income / 2011-12 FY pupils = 5819.36 Percentage change = (5241.10-5819.36) / 5819.36 = -9.94%</p> <p>Your closing capital balance from 2011-12 (B03+B04+B05) should equal your opening capital balance (OB03) for 2012-13</p> | Queries | OK | Details | 0603_OpeningCapitalBalance | 31721.00 |
| 1630 | | <p>2010-11 closing capital balance (B03 + B04 + B05) = £0.00</p> | Queries | OK | Details | | |

Page 1 of 1

If the error/query is linked to multiple fields, then all these fields will be shown when you press the details button.

Adding notes

You can add your own notes to a query or error that cannot be resolved before submitting the data to the DfE if not already done by the school. Notes can be added to a return from within the 'all errors' screen.



Department for Education
COLLECT Portal
Back to MyCOLLECT page
Home and Logout Log out

Blade Error Report - Consistent Financial Reporting_2012-2013
Hawkstead Esthwaite Primary School Error report on 22/03/2013 at 15:15 Count: 2 Return

| Ref No. | Ref No. Level | Error Message | Effects 05/1 | Notes |
|---------|---------------|---|--------------|---------|
| 1590 | | <p>Year-on-year income is outside expected range</p> <p>Jan 2011 pupils = 60.00 Jan 2012 pupils = 69.00 Jan 2013 pupils = 68.60</p> <p>2012-13 income (01 to 112) = 4310753.75 2012-13 FY pupils = (68/12) * Jan12 pupils + ((7/12) * Jan13 pupils) = 69.291666</p> <p>2011-12 income (01 to 112) = 4345767.10 2011-12 FY pupils = (68/12) * Jan11 pupils + ((7/12) * Jan12 pupils) = 69.416666</p> <p>2012-13 income / 2012-13 FY pupils = 6241.10 2011-12 income / 2011-12 FY pupils = 6819.36 Percentage change = (6241.10-6819.36) / 6819.36 = -9.94%</p> <p>Your closing capital balance from 2011-12 (B03+B04+B06) should equal your opening capital balance (B003) for 2012-13</p> | Guernsey/Cv | Details |
| 1630 | | <p>2010-11 closing capital balance (B03 + B04 + B06) = 60.00</p> | Guernsey/Cv | Details |

Page 1 of 1

As you can see from the above there is a pencil icon at the end of each row. To add a note relating to a query, click on the pencil icon to be taken to the note page screen.



COLLECT Portal

Note Page

Notes - Consistent Financial Reporting_2011-2012
Validation Rule: 450

| User | Role | Organisation | Native ID | Date and Time |
|---------------------------------------|------|--------------|-----------|---------------|
| <div> Add New Note Remove Note </div> | | | | |

Note Detail

Back

To enter a new note, click on the **add New Note** button. To go back to the previous screen please select the **back** link.

COLLECT Portal

Note Page

Create New Note

This note refers to a query....

Create **Cancel**

Once you've typed in your explanation, click on the **create** button. This will then save that note against that error/query.

You can tell if a note has been placed against a query, as the pencil icon will change to a notepad icon as shown below

Thomas Coram Early Childhood Centre Error report on 08/11/2011 at 14:57 Count 5

| Rule No. | Return Level | Error Message | Priority | OK'd | Notes |
|----------|--------------|---|----------|-------------------------|-------|
| 1600 | | Your closing pupil focused revenue balance from 2010-11 (B01+B02) should equal your 2011-12 opening pupil focused revenue balance (OB01) | Queries | Details | |
| 1630 | | Your closing capital balance from 2010-11 (B03+B04+B05) should equal your opening capital balance (OB03) for 2011-12 | Queries | Details | |
| 450 | | Expenditure on directly employed classroom staff (E01-E03) as a percentage of total pupil focused revenue expenditure (E01-E30) should be between 50-80% for primary and secondary and 40-90% for other | Queries | Details | |
| 1590 | | Year-on-year income is outside expected range | Queries | Details | |
| 1580 | | Year-on-year expenditure is outside expected range | Queries | Details | |

Page 1 of 1

[Return](#)

To view these notes, click on the notepad icon and you will be taken to the note page screen as described previously.

Please note even though you have entered an explanatory note against the errors and queries they will not disappear from COLLECT until they have been reviewed by the department.

To return to the previous screen, please use the 'return' link.

Submitting a return

You will need to press the **submit return** button to release your data to the authority. They will then know that you have finished adding notes etc and they can check the return and 'approve' it (ie release it to the DfE).

A return must be at the 'submitted' stage before it can be 'approved' by the LA. This is done by selecting the '**submit return**' button. A progress screen will appear. When this process is complete, the user will be returned to the front screen, the status of the data return will change to 'submitted', the 'submit return' button will be greyed out, and the 'date submitted' will be set.

The screenshot shows the 'MY DATA RETURN' interface. At the top, 'The status of your data return' is set to 'Submitted'. Below this, there are fields for 'Errors' (0), 'Queries' (5), and 'OK Errors' (0). The section 'What can I do with My Data Return?' contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return' (highlighted with a red circle), 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding description. The bottom section 'What is happening to My Data Return?' shows three columns: 'Data Return Submission' with 'Date Submitted' set to '08/11/2011' (highlighted with a red circle), 'Data Return Approval' with 'Date Approved' set to an empty field, and 'Data Return Authorisation' with 'Date Authorised' set to an empty field.

Exporting a return

Once the data has been submitted you can produce an export. An export will show all data submitted in either xml format or csv (spreadsheet). You can then save a hard copy of the submitted data for reference.

To export the data, select the '**export to file**' button from the front screen.

This screenshot is identical to the one above, showing the 'MY DATA RETURN' interface. In this view, the 'Export to file...' button in the 'What can I do with My Data Return?' section is highlighted with a red circle. The 'Submitted' status and the 'Date Submitted' (08/11/2011) remain the same.

Select the format for the export, csv or xml then select the 'export' button. You will be prompted to save or open the export file. Once this has run you will get an option to open or save the export.

CHOOSE EXPORT FORMAT

Export the current data for the selected Source

Please select the format that you wish to export this data:

Export as XML ☒

Export as CSV ☐

Please Select the Status that you wish to export this data:
Either:

All ☒

Or one or more of the following

Loaded and validated ☐

Amended by source ☐

Submitted ☐

Amended by agent ☐

Approved ☐

Amended by collector ☐

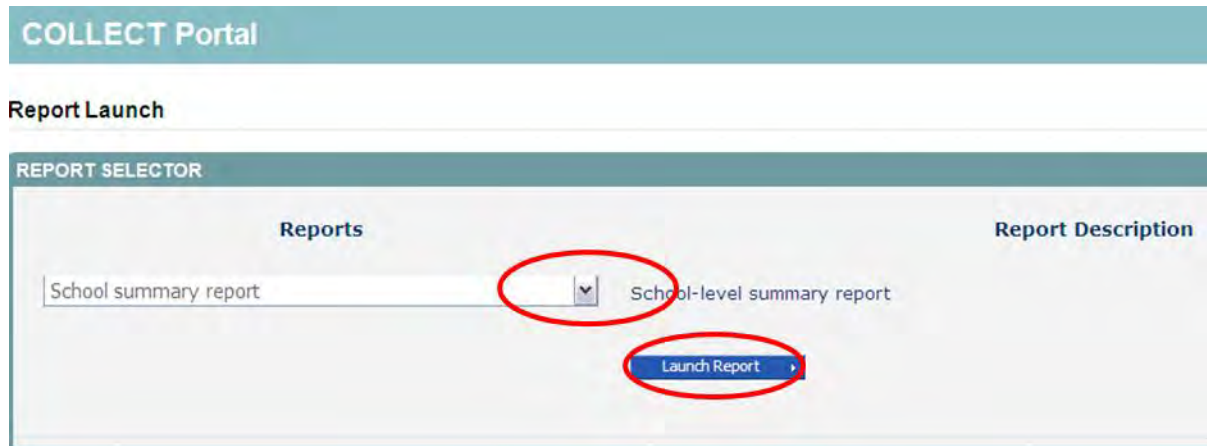
Authorised ☐

Export

Launching reports

The launch reports option is available for each collection. This is where you can run various reports such as expected lists, error reports and school status reports amongst others.

Select the report you require from the drop down list and select 'launch report' button



The screenshot shows the 'COLLECT Portal' header and a 'Report Launch' section. Below this is a 'REPORT SELECTOR' table with two columns: 'Reports' and 'Report Description'. The first row contains 'School summary report' in the 'Reports' column and 'School-level summary report' in the 'Report Description' column. A dropdown arrow is visible next to 'School summary report'. Below the table, there is a blue button labeled 'Launch Report'.

| Reports | Report Description |
|-----------------------|-----------------------------|
| School summary report | School-level summary report |

Launch Report

Once the report has been generated, selecting the 'save as' icon will bring up a drop-down list of export options. Selecting one will allow you to export the report to excel, csv etc.

School summary report Report

1 of 2 ? 100% Find | Next

Summary of School Level CFR Data

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel**
- TIFF file
- Word

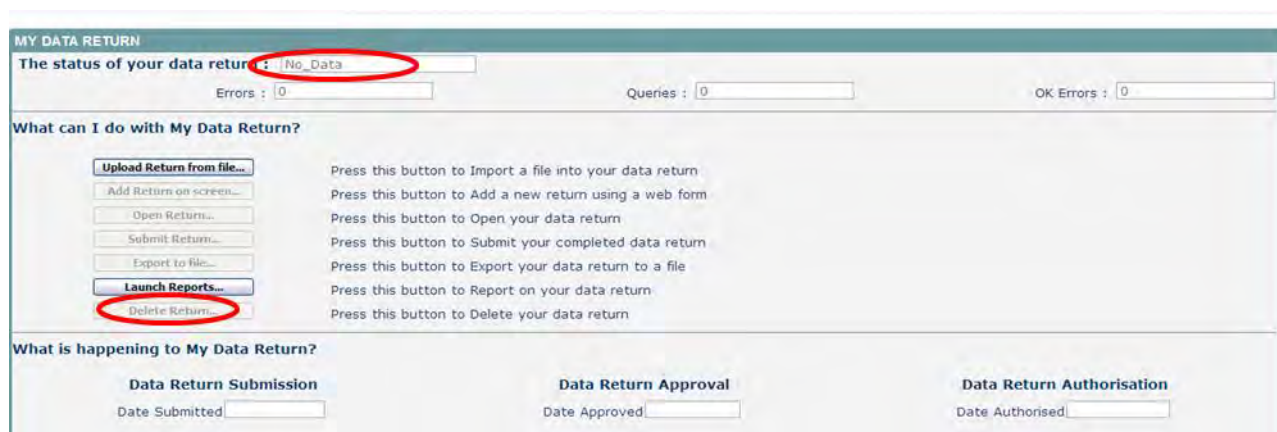
| | |
|---|--------------------|
| LEA Number | 333 |
| DfE Establishment Number | 4444 |
| School Name | Test School Output |
| Contact Name | Bill |
| Email Address | bill@school.com |
| Phone number | 01234 5678910 |
| Year | 20112012 |
| Input System | XG10 |
| Data Preparation | N |
| Data Version | preliminary |
| Is this data for a full financial year? | Y |
| Has cash or accrual accounting been used? | accruals |
| Rates exempt | Y |
| Insurance | Y |

| Opening Balances | Value |
|--|----------|
| OB01 (Opening Revenue Balance) | 25000.00 |
| OB02 (Opening Community Revenue Balance) | 0.00 |
| OB03 (Opening Capital Balance) | 1500.00 |

You cannot print or sort the data in the report from COLLECT, you need to export it into excel (for example) to be able to sort or print your data.

Deleting a return

If for any reason you need to delete a return and start again, you can do this from within COLLECT. A return can be deleted by a school or authority. Return to your home screen by selecting the '**back to my COLLECT page**' link at the top of the screen. Select the **delete return** button, and this will remove the return from the collection. The status of the return will change to 'no data'.



MY DATA RETURN

The status of your data return : **No_Data**

Errors : 0 Queries : 0 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 Date Submitted: <input type="text"/> | Data Return Approval Date Approved: <input type="text"/> | Data Return Authorisation Date Authorised: <input type="text"/> |
|---|--|---|

Screen functionality

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. | Returns you to the |

| | | |
|----------|--|---|
| | history and errors | 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

Filter bars

| | | | | | | | |
|---------------|--------|--------|---------|--------|--|-------|----|
| FilterTeacher | Family | Gender | Date of | QT | | Reset | Go |
| By: Number | Name | | Birth | Status | | | |

Only available on screens that could have a large record set record list. These allow you to sort the records on the screen.

Left-hand menu

The grey left-hand menu can also be used to navigate to different screens.

The screenshot shows the COLLECT Portal interface. On the left, a grey menu is circled in red, containing the following items:

- Consistent Financial Reporting 2011-2012
- Source School
- CFR Data [5]
 - Balances Group
 - Capital/Expenditure Group
 - Capital/Income Group
 - Expenditure Group
 - Income Group
 - OpeningBalances Group

The main content area displays 'CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre'. It includes a table with the following data:

| Income Total | Expenditure Total | Capital Income Total | Capital Expenditure Total | Balances Total |
|--------------|-------------------|----------------------|---------------------------|----------------|
| 20,000.00 | 32496.00 | 2550.00 | 1600.00 | 194955.00 |

Below this, there is a table for 'Opening Balances' with columns for Data Item, Value, and Errors. The data items listed are:

- OB01_OpeningPupilFocusedRevenueBalance: 25000.00
- OB02_OpeningCommunityFocusedRevenueBalance: 0.00
- OB03_OpeningCapitalBalance: 1500.00

For any further guidance and assistance with the return please contact the EDD Helpdesk by completing a

[data collections service request form](#)

XML generator

In some circumstances a school may not have an MIS which enables them to generate the data in an xml format. In these cases there is an excel spreadsheet available which can be populated and used to generate the xml files which can be uploaded into COLLECT.

The first tab in the spreadsheets provided instructions on how to complete and zip the file. One xml file will be generated for each school (line) completed on the spreadsheet. For ease, all the individual .xml files can be zipped into one .zip file and uploaded into COLLECT in one go.

Instructions:

To use this XML generator, copy and paste your data into the worksheet entitled 'CFR Data'.

Do not change the order of the columns within the 'CFR Data' worksheet, ensure the first line of school data is on line 7 and there are no blank lines between schools.

When you have finished entering the school data, ensure you have entered your LA number at the top of the 'CFR Data' worksheet, before you press the **Generate XML** button. One XML file will be generated for each line of data within the 'CFR Data' worksheet.

The individual XML files will be saved to the same location as this workbook with the filenames *nnnssss_CFR_nnnLLLL_vvv.xml*, where:

nnn is your LA number (picked up from the top of worksheet 'CFR Data')

ssss is the School number (picked from the first column on each data line)

vvv is the serial number (picked up from the top of worksheet 'CFR Data')

If desired, you can then zip all the individual XML files into one zip file, for uploading to COLLECT using the **Upload Multiple Returns (zip file)** button.

For further assistance or help with completing this workbook, please contact the DfE Helpdesk by raising a Service request.

<https://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form>

The second tab called cfr Data is where the cfr data needs to be copied into, one line per school. The order of the columns is very similar to the format of the previous years csv files. The LA number must be entered into the top box (LA Number) then the relevant school information entered into the columns below.

When all the data has been entered then select the 'generate xml' button. A message will be displayed to the screen to show how many .xml files have been generated and the directory where they have been saved to.



The directory defaults to the folder where the xml generator spreadsheet is stored. The xml file(s) can now be uploaded to COLLECT.

Please note the following:

- Please ensure you complete all fields;
- If a figure is 'null' then please enter '0';
- Data preparation – use this if the school has taken part in completing the return;
- Complete - If open a full year
- Rates exempt – 'Y' if exempt; 'N' if rates paid;
- Insurance – 'Y' if insurance purchased centrally; 'N' if school buy it.



Department
for Education

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