



Department  
for Education

# **Consistent financial reporting**

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

**March 2014**

## Contents

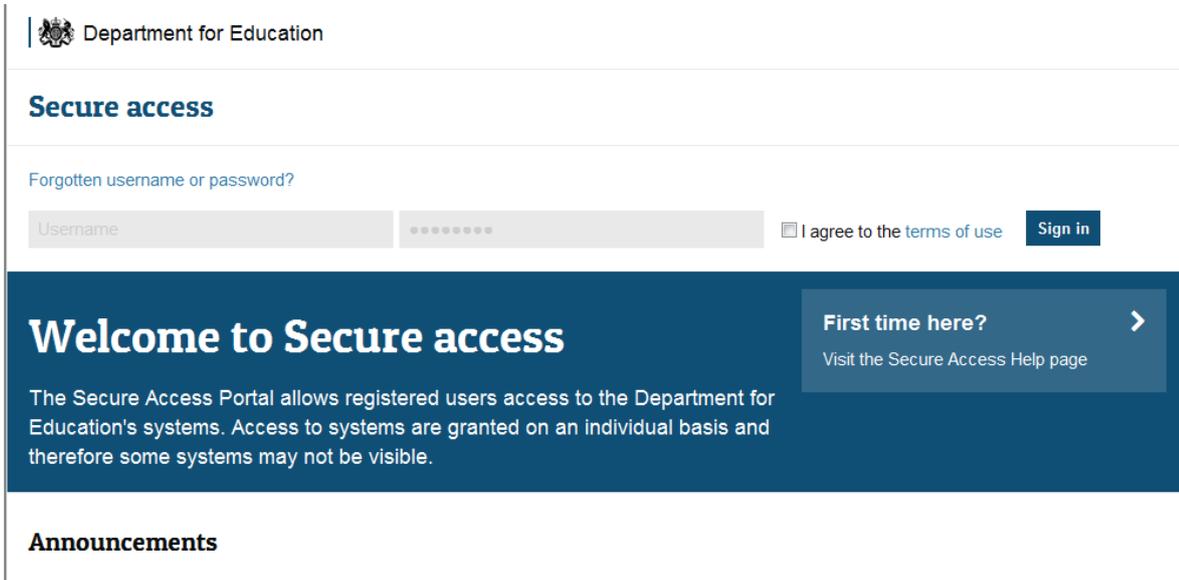
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### Note from the LA

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).

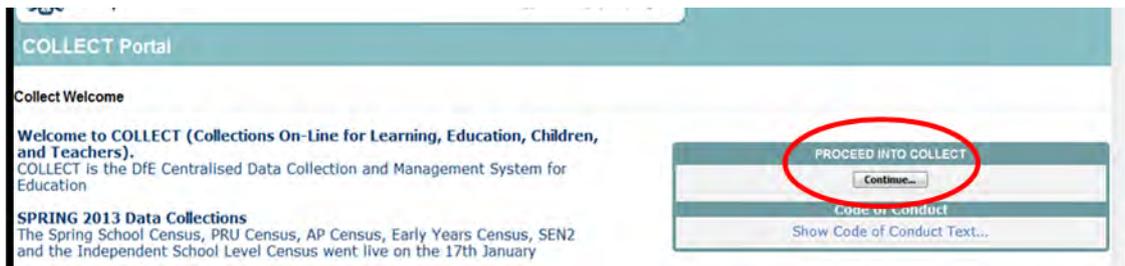


If you are a new user and require access to COLLECT, you will need to contact your approver.

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



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

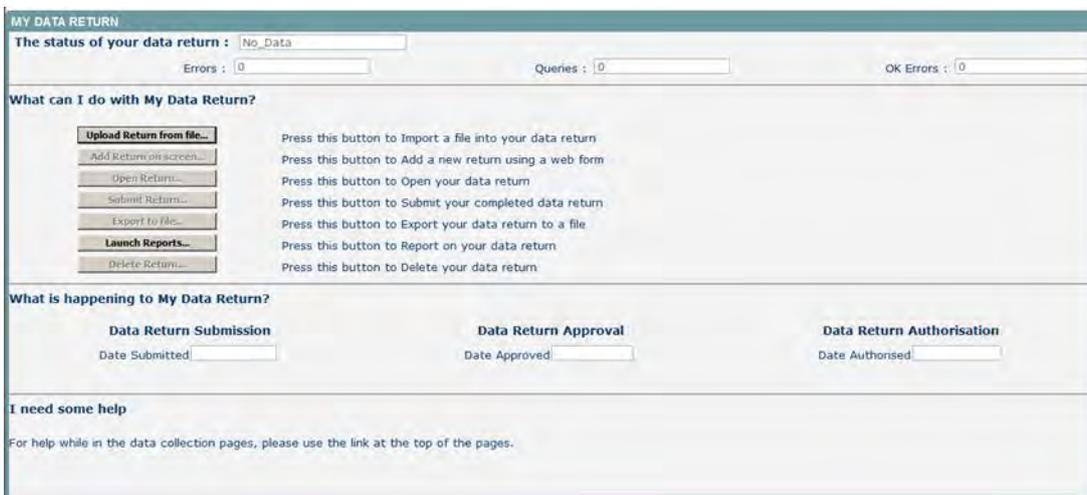


Click on 'continue', as above

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?

<b>Upload Return from file...</b>	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
<b>Launch Reports...</b>	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?

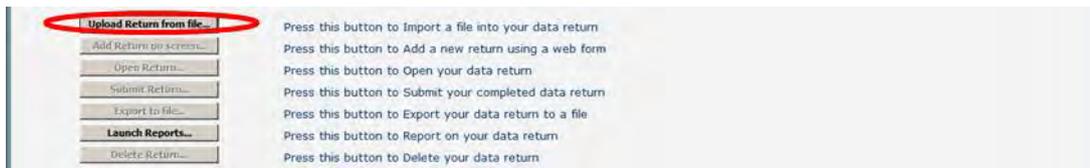
<b>Data Return Submission</b> Date Submitted <input type="text"/>	<b>Data Return Approval</b> Date Approved <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised <input type="text"/>
----------------------------------------------------------------------	-------------------------------------------------------------------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

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.

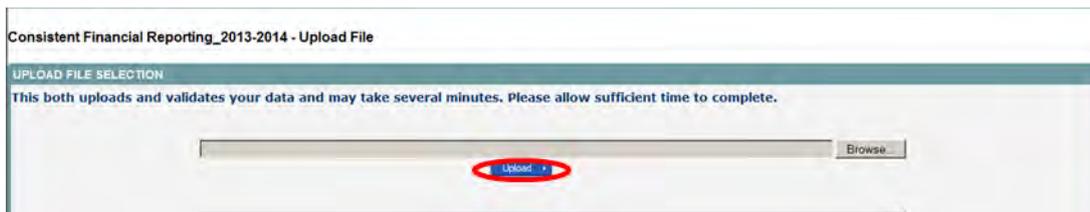
## Uploading the xml file

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.



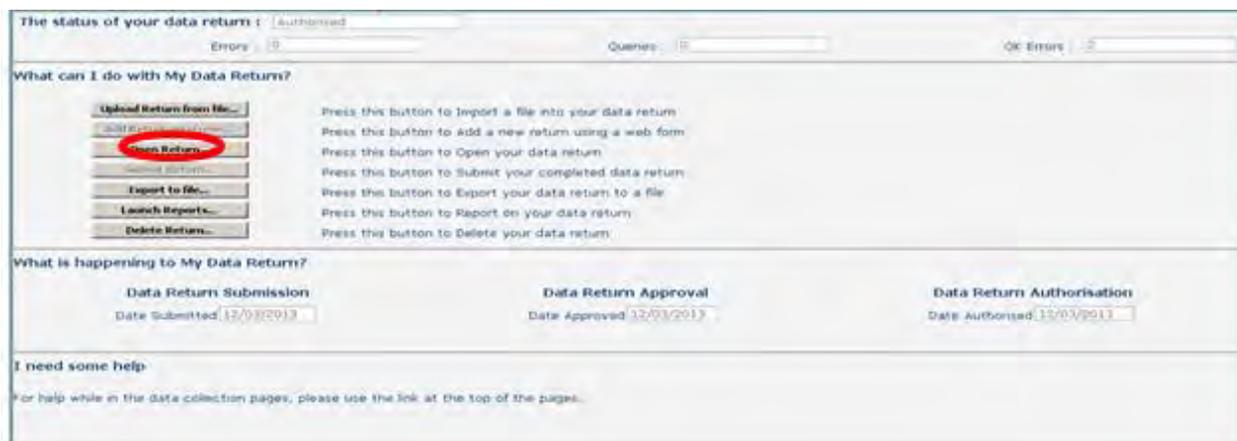
Once the upload has completed, the source main page will be re-displayed and the return status section will updated to “loaded and validated” the total number of errors and queries found in the return will be displayed. Additional function buttons will now be available in the return management section.



## Viewing the data return

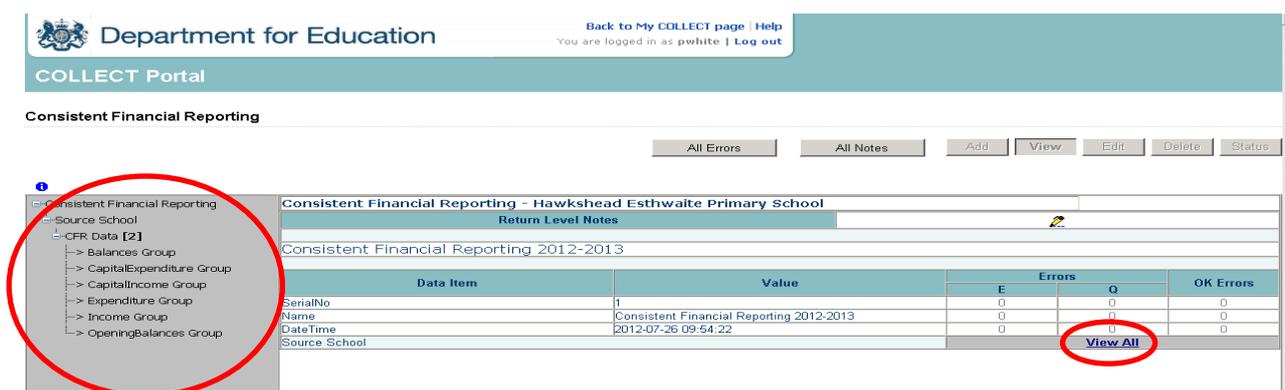
Once your return has been loaded into COLLECT, you must open it and check the data is correct and also enter notes against any queries that may be showing.

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



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  
COLLECT Portal  
Consistent Financial Reporting

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

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

## 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

Consistent Financial Reporting 2011-201: Source School - Thomas Coram Early Childhood Centre

Drill Up Error

LEA	Estab	School Name	Errors		OK Errors	History
202	1048	Thomas Coram Early Childhood Centre	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						View All

## The 'complete' indicator

Please note this is a full financial year from 1<sup>st</sup> April 2013 to 31<sup>st</sup> 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

Consistent Financial Reporting 2011-201: Source School - Argyle Primary School

Drill Up Error

LEA	Estab	School Name	Errors		OK Errors	History
202	2019	Argyle Primary School	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 'Consistent Financial Reporting'. The main window displays data for 'Source School - All Saints Upton Church of England Voluntary Controlled Primary School'. The data is organized into a table with columns for 'Data Item', 'Value', 'Errors' (subdivided into 'E' and 'Q'), 'OK Errors', and 'History'. The 'FederatedFlag' field is circled in red, indicating its importance. The value for 'FederatedFlag' is 'Yes'. Other fields include LEA (876), Estab (3179), School Name (TEST SCHOOL DATA FILE), Contact (Helen Thompson), Email (ht@EnglishLEA.gov.uk), Phone (012544 221866), Financial Year (20132014), Input System (XG10), Data Preparation (Y), Data Version (Final), Complete (Y), Cash Or Accruals (Accruals), Rates Exempt (N), and Insurance (Y). Buttons for 'Drill Up', 'Error', and 'All Notes' are visible in the top right corner.

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	
<b>FederatedFlag</b>	<b>Yes</b>	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					

## 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

Consistent Financial Reporting 2011-201... Source School

CFR Data [5]

- Balances Group
- CapitalExpenditure Group
- CapitalIncome Group
- Expenditure Group
- Income Group
- OpeningBalances Group

CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre

Drill Up Error All Notes

	<u>Income Total</u>	<u>Expenditure Total</u>	<u>Capital Income Total</u>	<u>Capital Expenditure Total</u>	<u>Balances Total</u>
	200000.00	32496.00	2550.00	1600.00	194955.00
	<u>Income</u>	<u>Expenditure</u>	<u>Capital Income</u>	<u>Capital Expenditure</u>	<u>Balances</u>
	Data Item	Value	E	Q	OK Errors
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.**

COLLECT Portal

CFR Data - OpeningBalances Group

All Errors All Notes Add View Edit Delete Status

Consistent Financial Reporting 2011-2013

Source School

CFR Data [5]

- Balances Group
- CapitalExpenditure Group
- CapitalIncome Group
- Expenditure Group
- Income Group
- OpeningBalances Group

CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre

Drill Up Error

Bl Notes

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

The blade error report screen will then be displayed.

Department for Education

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

COLLECT Portal

Blade Error Report - Consistent Financial Reporting\_2012-2013

Hawkshead Esthwaite Primary School Error report on 22/03/2013 at 14:41 Count: 2

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
1690		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	Queries	OK	Details
1630		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	Details

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Return

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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		Year-on-year income is outside expected range Jan 2011 pupils = 60.00 Jan 2012 pupils = 59.00 Jan 2013 pupils = 59.50  2012-13 Income (01 to 117) = £310753.75 2012-13 FY pupils = (5/12) x Jan12 pupils) + ((7/12) x Jan13 pupils) = 59.291666  2011-12 Income (01 to 117) = £345767.10 2011-12 FY pupils = (5/12) x Jan11 pupils) + ((7/12) x Jan12 pupils) = 59.416666  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%	Queries	OK	Details	0603_OpeningCapitalBalance	31721.00
1630		<b>Your closing capital balance from 2011-12 (B03+B04+B05) should equal your opening capital balance (OB03) for 2012-13</b> 2010-11 closing capital balance (B03 + B04 + B05) = £0.00	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 Feedback 0 - 21 pupils | Log out

Blade Error Report - Consistent Financial Reporting\_2012-2013  
Hawkshead Esthwaite Primary School Error report on 22/03/2013 at 15:15

Ref.No.	Ref.No. Level	Error Message	Details/OK'd	Notes
1600		Five-yr-year income is outside expected range Jan 2011 pupils = 60.00 Jan 2012 pupils = 69.00 Jan 2013 pupils = 68.00 2012-13 income (01 to 12) = 4310253.25 2012-13 FY pupils = (5/12) * Jan12 pupils + (7/12) * Jan13 pupils = 69.291666 2011-12 income (01 to 12) = 4345767.10 2011-12 FY pupils = (5/12) * Jan11 pupils + (7/12) * Jan12 pupils = 69.416666 2012-13 income / 2012-13 FY pupils = 6241.10 2011-12 income / 2011-12 FY pupils = 6219.36 Percentage change = (6241.10-6219.36) / 6219.36 = 0.34%	Guernsey/Cc	Details
1630		Your closing capital balance from 2011-12 (B03+B04+B05) should equal your opening capital balance (C0803) for 2012-13 2010-11 closing capital balance (B03 + B04 + B05) = 60.00	Guernsey/Cc	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

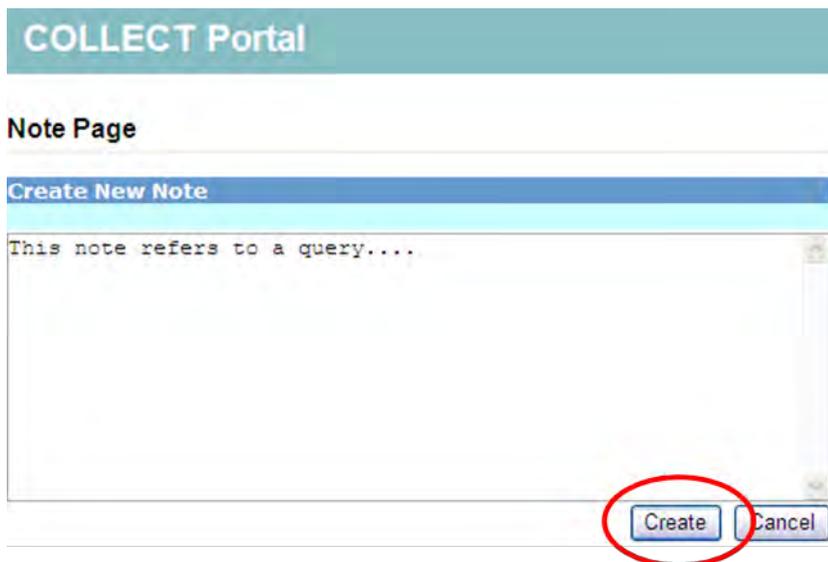
User	Role	Organisation	Native ID	Date and Time
------	------	--------------	-----------	---------------

Note Detail

Back

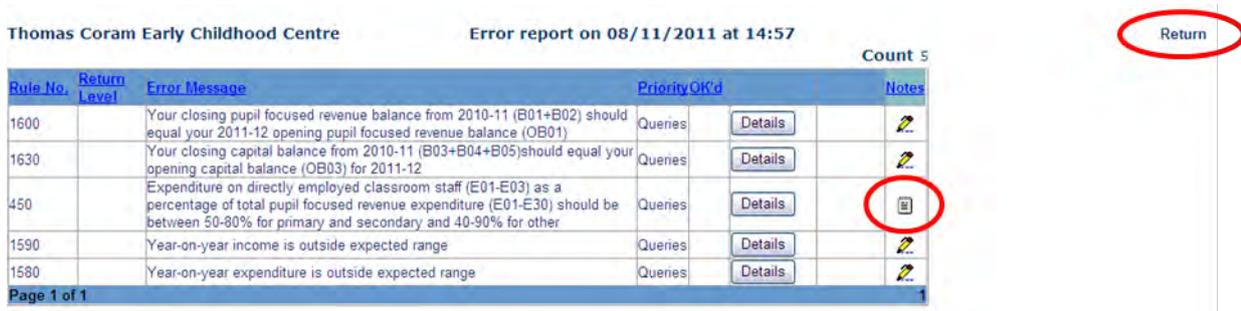
Add New Note Remove Note

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



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



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 is 'Submitted' (circled in red). Below this, there are fields for 'Errors : 0', 'Queries : 5', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding instruction. At the bottom, there are three sections: 'Data Return Submission' with 'Date Submitted' set to '08/11/2011' (circled in red), 'Data Return Approval' with 'Date Approved' field, and 'Data Return Authorisation' with 'Date Authorised' 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 similar to the one above, showing the 'MY DATA RETURN' interface. The status is 'Submitted'. The 'Submit Return...' button is now greyed out, and the 'Export to file...' button is circled in red. The 'Date Submitted' is still '08/11/2011'. The 'Data Return Approval' and 'Data Return Authorisation' sections are also visible.

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

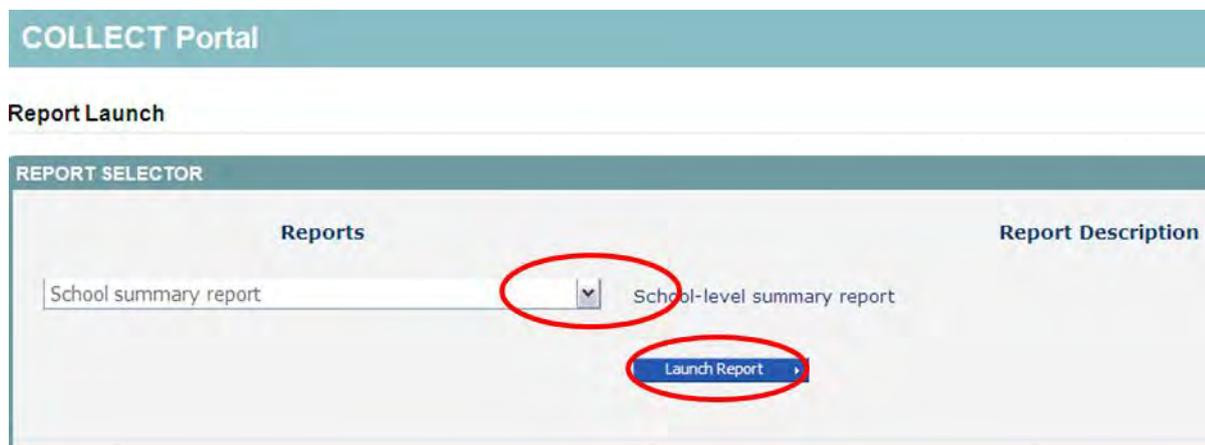
Authorised

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



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

Navigation bar with page number 1 of 2, zoom 100%, and search options. A dropdown menu icon is circled in red.

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 :

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"/>
----------------------------------------------------------------------	-------------------------------------------------------------------	--------------------------------------------------------------------------

## 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	<input type="text"/>	Family	<input type="text"/>	Gender	<input type="text"/>	Date of	<input type="text"/>	QT	<input type="text"/>	Reset	Go
By: Number	<input type="text"/>	Name	<input type="text"/>		<input type="text"/>	Birth	<input type="text"/>	Status	<input type="text"/>		

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 navigation menu is circled in red, listing the following items: Consistent Financial Reporting 2011-2012, Source School, CFR Data [5], Balances Group, CapitalExpenditure Group, CapitalIncome Group, Expenditure Group, Income Group, and OpeningBalances Group. The main content area displays 'CFR Data - OpeningBalances Group - Thomas Coram Early Childhood Centre'. It includes a summary table with columns for Income Total, Expenditure Total, Capital Income Total, Capital Expenditure Total, and Balances Total. Below this is a detailed table for 'Opening Balances' with columns for Data Item, Value, Errors (E, Q), OK Errors, and History.

Income Total	Expenditure Total	Capital Income Total	Capital Expenditure Total	Balances Total
20000.00	32496.00	2550.00	1600.00	194955.00

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

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:

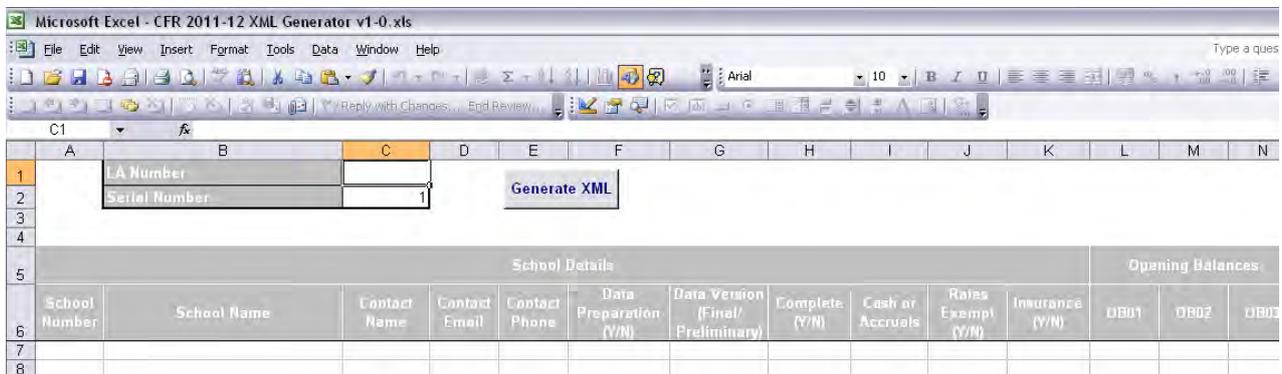
*nnn* is your LA number (picked up from the top of worksheet 'CFR Data')  
*ssss* is the School number (picked from the first column on each data line)  
*vvv* is the serial number (picked up from the top of worksheet 'CFR Data')

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.

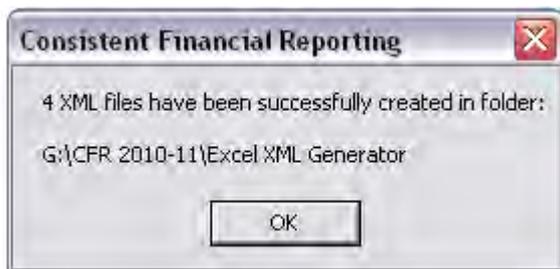
For further assistance or help with completing this workbook, please contact the DfE Helpdesk by raising a Service request.

<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  
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