WinCollect Audit Logs

From time to time, you may wish to access audit logs within WinCollect to monitor user activity in the collection database. There are two logs within the program that give you details of changes done in the system.

The change slip report in WinCollect will list details changes to valuations or amounts on tax records. To access this report, choose the Change Slip Report under the Reports menu of the program. You can run the report by date range or correction number range by clicking on the appropriate tab.

When choosing to run the date range tab, you can specify the date range by entering your starting date and ending date. Then you can choose your sort by to sort the records in the report by whatever option you choose. Most users choose to sort by date. The select type option is filtering the report for a specific tax type. The record filter button is used to build a custom filter to filter the report results.

An example record filter to look for current year real estate corrections would be the following:
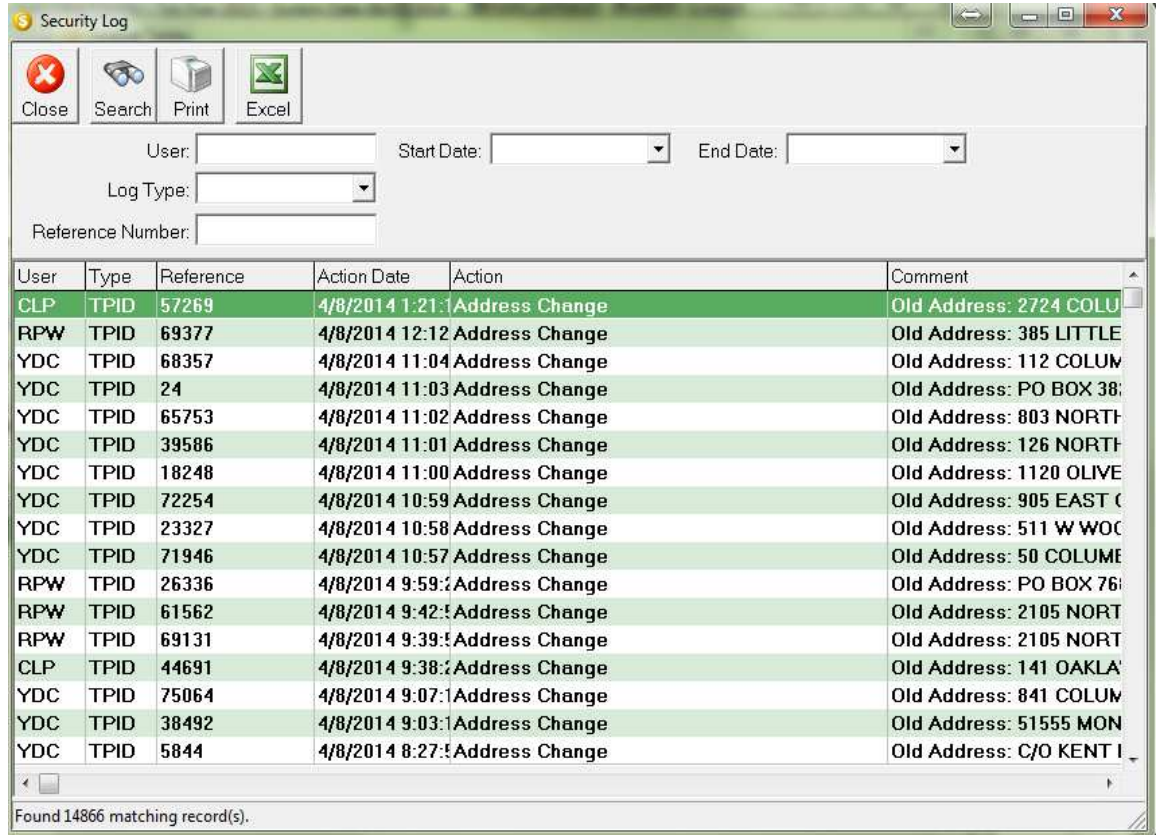
TaxYear=2013 AND Book='C' AND PropType='R'

To run a correction report by correction number range, you can click on the number range tab. You will need to specify a beginning correction number and an ending correction number to run the report.

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The second type of audit report is the security log under File – Lookup Tables – Security – Security Log of the WinCollect program. Click on View/Search security log to view the search window.

From there, you can filter the results by user, starting date, ending date, and log types

The following are the log types you can use to search the security log records:

TPID = Taxpayer record changes
RCPT = Receipt record changes
PROP = Property record changes
CORR = Correction record changes

You can also print the search results or export them out to an Excel Spreadsheet from the toolbar options at the top of the window.