



Taxpayers can have multiple vehicle registrations, and as such, multiple Motor Vehicle Excise bills. To provide a consolidated list of bills for a taxpayer, use the **Combined Registration Table**. Select **Motor Vehicle** ▶ **Tables** ▶ **Combined Registration Table (Motor Vehicle)** to group multiple bills for an owner.

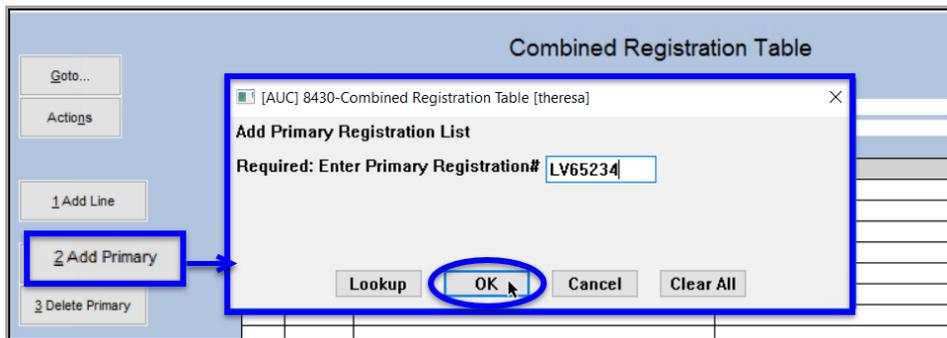
Note: this feature allows grouping of registrations that currently exist in the bill history file. Grouping and ungrouping registrations does not add or remove registrations from bill history.



1. Create Primary Registration

To begin, click on **[2 Add Primary]** to create a **Primary Registration** (“parent” record). A **Primary Registration** number is used to group registrations together for reporting purposes.

1.1. [2 Add Primary]



The system will display a prompt for the **Primary Registration** number. Select the registration from a lookup of all registrations currently in Bill History or enter it into the field. Click **[OK]**.

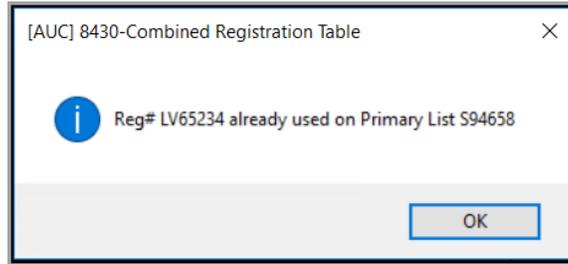
Figure 1 Adding a Primary Registration

A **Primary Registration** (“parent” record) may have multiple linked registrations (“child” records). A **Primary Registration cannot** appear as a linked registration (“child” record) on another **Primary Registration** list.



1.1.1. Information & Error Messages

When adding a new **Primary Registration**, the system checks that the registration number entered does not already belong to another primary registration. A popup will show the Primary List on which the registration already appears.



When adding a new **Primary Registration**, the system checks that the registration number is a valid number in the Billing History files; if it does not, an information message will pop up:



1.2. [1 Add Line] Add Linked Registration(s) to Primary Registration



Figure 2 The Primary (“parent”) registration with several linked (“child”) registrations

Establish links by typing the registration number directly on the screen. If the registration number entered is found, and there is a current year bill for the registration number, the system will populate the Owner Name and Address fields.

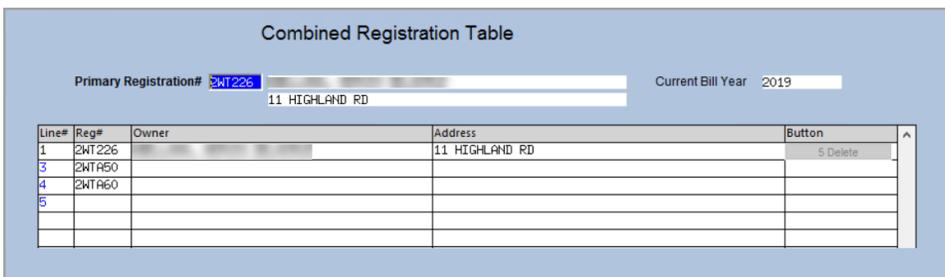


Figure 3 Registration numbers that are linked but have no current year bill – will not show owner or address

If the registration being added does not have a current year bill, (that matches the **Current Bill Year** shown on the screen), the Owner Name and Address Fields will be blank, as shown on lines 3 and 4 in **Figure 3**.

As new numbers are entered, the system verifies that the numbers do not already belong to another primary registration.



By default, the system provides five lines for linking registrations; if more are needed, select the **[1 Add Line]** button; the system will display a new numbered line ready for data entry.

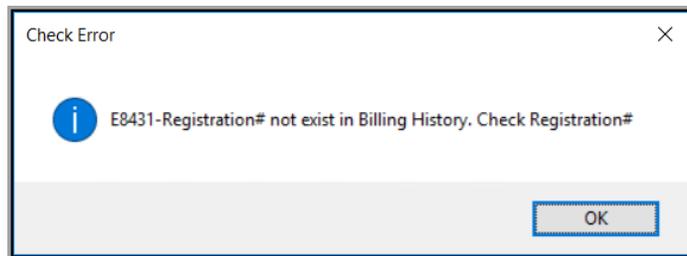
Continue entering until all the registrations to be linked appear in the screen.

1.2.1. Information & Error Messages

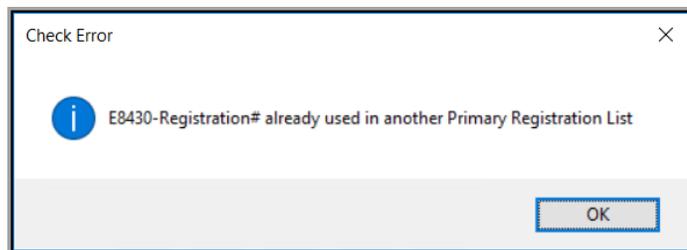
If the registration number does not exist in billing history, the system will display a message to check the registration number:

When entering the registration number, check for:

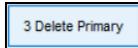
- alpha "0" (oh) versus a numeric "0" (zero)
- alpha "1" (ell) versus a numeric "1" (one)



If the number is found on an existing combined registration list, the system will display an information box:



1.3. Deleting a Primary Registration



To delete a primary registration, it is not necessary to delete the linked registrations. Simply click on the **[3 Delete Primary]** button. The system will pop up a confirmation prompt; click on **[Yes]**. This will delete the entire list and release the primary and linked registrations for use on other combined lists.

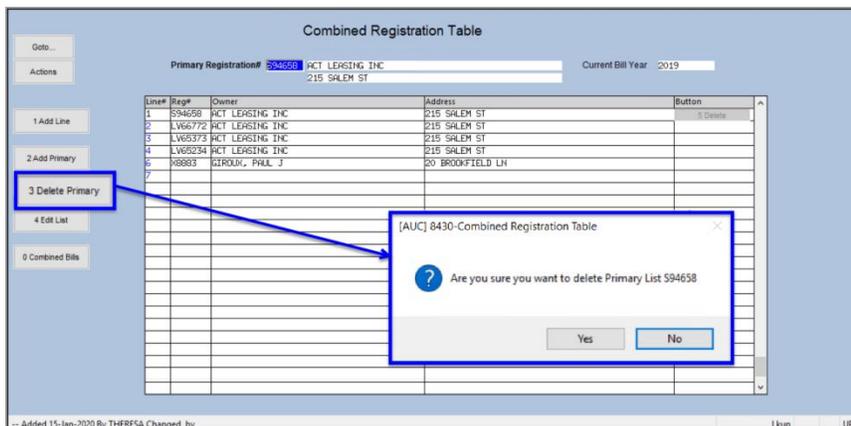


Figure 4 Deleting a Primary Registration from the Combined Registration Table



1.3.1. Remove a Linked (“child”) Registration from a Primary Registration

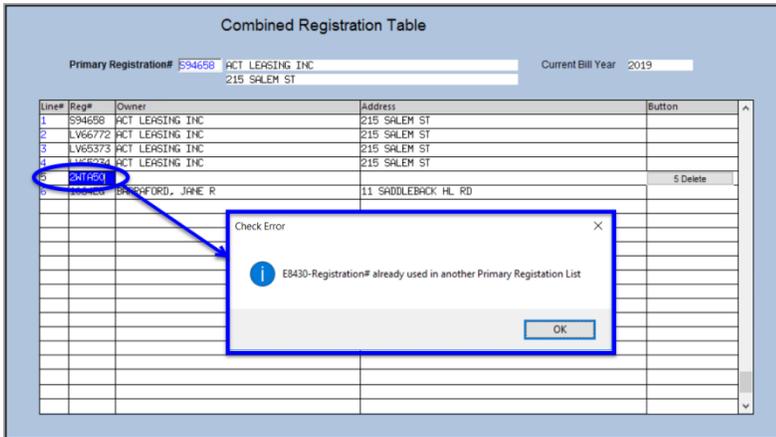


Figure 5 Adding linked registration numbers to a primary registration

There are two methods to delete a *linked* registration; either click on the [5 Delete] button to remove the entire line or position the cursor in the **Reg #** field and hit {Spacebar}|{Enter}.

The blank line that results may be re-used for another linked registration. If all five lines are not used, leave them blank. The primary registration is always the first line on the list and cannot be edited or deleted.

1.4. [4 Edit List] 4 Edit List

Click on the [4 Edit List] button to print an edit list of all the Primary registrations with their linked registration numbers. The Edit List may be filtered to select between one and nine primary registration numbers. An example is shown in Figure 6 – “Run as” Excel®.

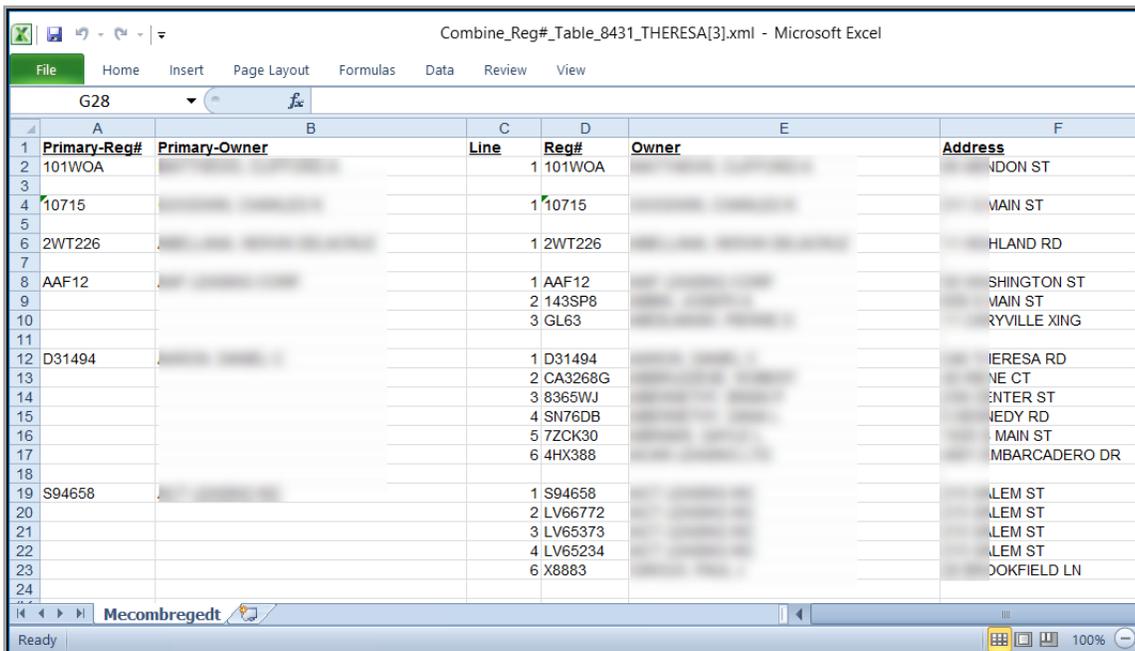


Figure 6 Sample Edit List in Excel® format (names and addresses intentionally obscured)



1.5. Generate a Combined Bill Statement

0 Combined Bills

Click on the [0 Combined Bills] button to generate the consolidated statement. The report may be emailed to any valid email address; the fields are described below Figure 7.

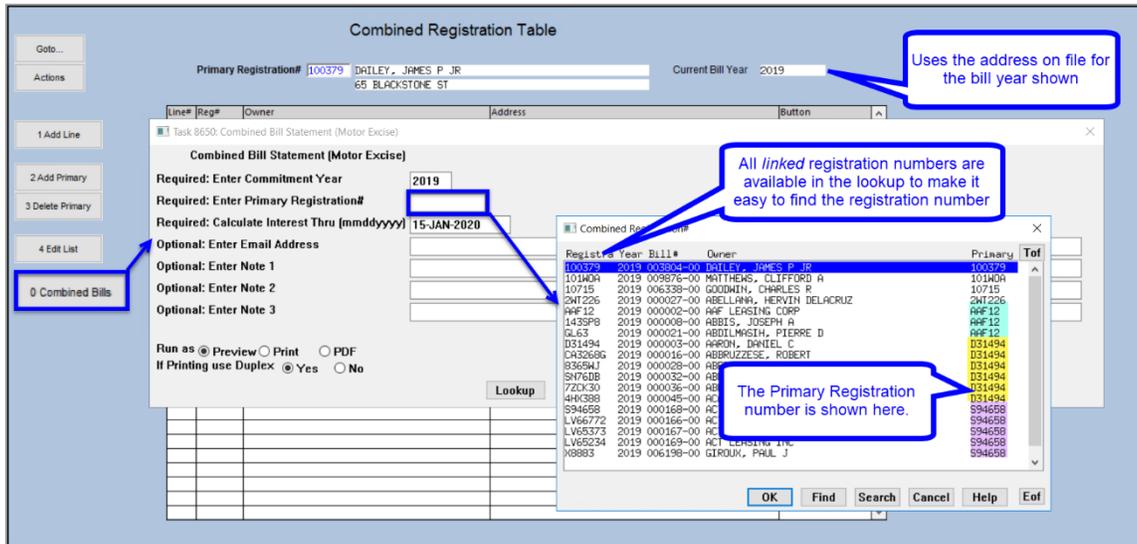


Figure 7 Generating a Combined Bill to be printed or emailed

Prompt (Required in Bold)	Description
Enter Commitment Year	Enter the four-digit year for the bills being combined and reported on. Bills to be combined must be from the same commitment year.
Enter Primary Registration #	Enter the "Primary" or "parent" registration number – selecting it from the lookup ensures that the correct number is chosen.
Calculate Interest Thru	Enter the date for the calculation of interest. The value will default to the current date but can be changed as needed. The format is mmddyyyy – so January 15, 2020 should be entered as 01152020 or may be selected from the calendar lookup.
Enter Email Address	If emailing to a requestor, enter the email address here. A copy will be delivered to the person running the report if their email address is entered on the user profile table.
Enter Note 1	If a note is to be included in the body of the email, enter it here. Eighty characters maximum in this field; use the Note 2 and Note 3 fields if more is needed.
Enter Note 2	Additional notes to be included in the body of the email.
Enter Note 3	Additional notes to be included in the body of the email.
Run as	This report should always be run as <input checked="" type="radio"/> PDF
If Printing use Duplex	The default varies from site to site and is set by the ADMINS installer



The same report is available from the **Motor Vehicle Excise Reports** menu and the **Collections** ▶ **Reports** ▶ **Report Library**:

Report Library Collections

Report Name	View	Report
4702-Bill Type - As of a Date	Sample	Run
4709-Balances as of (Trial Balance)	Sample	Run
4648-Projected Balances as of	Sample	Run
4614-Parcel Outstanding Balance	Sample	Run
4708-Aged Receivables Report	Sample	Run
4616-Outstanding Balance by Parcel for an Account	Sample	Run
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4532-Motor Excise Outstanding Balance Report	Sample	Run
4533-Motor Excise - O/S Balance - Tax only	Sample	Run
4645-ME Bills Fully Abated with Outstanding Fees	Sample	Run
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4189-Bills Pd in Full w/ Unpaid Collector Fees	Sample	Run
5613-Parcels Marked Bankruptcy	Sample	Run
4740-3 Year Average Payments	Sample	Run
4741-Late Payment List	Sample	Run
4640-Bills by Category Group (RE Only)	Sample	Run
5958-Top Taxpayers	Sample	Run
4615-Credit Bills with Prior Year Balances	Sample	Run
4642-Fee Payment Summary	Sample	Run
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4750-Bill Notes Report	Sample	Run
4751-Bill Attachment Report	Sample	Run
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5229-Combined Bill Statement (Real Estate)	Sample	Run
5032-Combined Bill Statement (Personal Property)	Sample	Run
3650-Combined Bill Statement (Motor Excise)	Sample	Run

1.5.1. Report Layout

COMBINED BILL STATEMENT

Page 1

Printed: 1 10-Jan-2020

There are unpaid balances on your account(s) that are now due.
This balance must be paid upon receipt to avoid further interest and/or penalties. 2

Owner 3 **AARON, DANIEL C** 4
 Location : 246 THERESA RD
 Type 5 **Motor Excise**
 Bill Year : 2019 6
 Interest thru 7 **10-JAN-2020**

Registration#/Owner	Bill#	Net Charged	Interest/Fees	Balance	Bill Due	Now Due
D31494 AARON, DANIEL C	000003-00	\$8.75		\$8.75	31-Oct-2019	\$8.75
CA3268G ABRUZZESE, ROB	000016-00	\$772.92		\$772.92	31-Oct-2019	\$772.92
8365WJ ABERNETHY, BRIAN	000028-00	\$95.00		\$95.00	31-Oct-2019	\$95.00
SN76DB ABERNETHY, DANA	000032-00	\$167.50		\$167.50	31-Oct-2019	\$167.50
7ZCK30 ABRAMS, GAYLE L	000036-00	\$37.50		\$37.50	31-Oct-2019	\$37.50
4HX388 ACAR LEASING LTD	000045-00	\$306.25		\$306.25	31-Oct-2019	\$306.25
				\$1,387.92		\$1,387.92

Please contact this office if you have any questions regarding this notice.
 Ph: 617.494.5100

15 Mail To: **ADMINS Collector/Treasurer**
 219 Lewis Wharf
 Boston, MA 02110

Figure 8 The Combined Bill Statement explained



The report layout – Header section– numbers below correspond to the numbers on Figure 8	
1.	Date report printed
2.	Variable messages depending on if any of the bills are overdue
3.	Owner of the primary registration#
4.	Address of primary registration owner
5.	What bill type is being combined (<i>this example shows Motor Vehicle; combined bill statements are available for Real Estate and Personal Property as well</i>)
6.	What bill year was used
7.	Interest (if any) will be calculated through this date (<i>Interest is not calculated if MODCTR 4045 is set– usually #33 for the demand category. If demands have not been run as yet, no interest will be calculated –. If MODCTR 4045 is blank then interest will be calculated if a bill is overdue</i>)

Note: the detail section (**#s 8 – 14**) of the report will be in Bill# order

The report layout – Detail section– numbers below correspond to the numbers on Figure 8	
8.	Registration# and owner name of each of the registration numbers entered on the combined registration table
9.	Bill Number
10.	Net Charged (this is the Bill charges minus deductions, if any)
11.	Any interest and fees
12.	Total balance owed
13.	Bill due date of the first quarter that has an outstanding balance
14.	Now due is the amount that is past due
15.	Collections forms Table data for the municipality address and phone



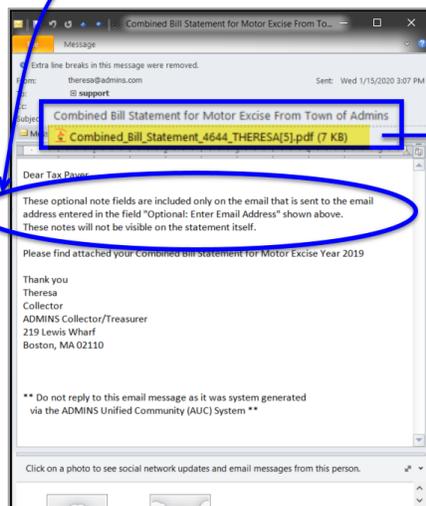
The address shown in #15 is set via
**Collections ▶ Tables ▶ Forms Text and
Parameter ▶ [4 Motor Excise].**

Figure 9 The Collections ▶ Tables ▶ Forms Text and Parameter ▶ [4 Motor Excise] tab

1.5.2. Email the Statement to Any Valid Email Address

Once the bills are grouped, run a report of all the Motor Vehicle Excise bills for the requestor. The report may be emailed or printed for distribution. The report includes outstanding balances and interest. The emailed report will be produced in **PDF®**; always **Run as PDF®** to preserve the formatting and appearance.

PDF File sample of
the combined bill
statement as an
emailed attachment



COMBINED BILL STATEMENT Page 1

Printed: 15-Jan-2020

There are unpaid balances on your account(s) that are now due.
This balance must be paid upon receipt to avoid further interest and/or penalties.

Registrations/Owner	Bill#	Net Charged	Interest/Fees	Balance Bill Due	Now Due
LW66772	: 000166-00	\$76.25		\$76.25 31-Oct-2019	\$76.25
LW65234	: 000167-00	\$73.75		\$73.75 31-Oct-2019	\$73.75
S94658	: 000168-00	\$522.50		\$522.50 31-Oct-2019	\$522.50
LW65234	: 000169-00	\$50.00		\$50.00 31-Oct-2019	\$50.00
105485	: 000810-00	\$40.00		\$40.00 31-Oct-2019	\$40.00
104XFM	: 011631-00	\$106.25		\$106.25 31-Oct-2019	\$106.25
				\$868.75	\$868.75

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Boston, MA 02110

Figure 10 Sample Combined Registration report may be printed or emailed