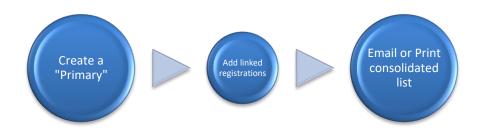Taxpayers can have multiple vehicle registrations, and as such, multiple Motor Vehicle Excise bills. To provide a consolidated list of bills for a taxpayer, use the **Combined Registration Table**. Select **Motor Vehicle ▶ Tables ▶ Combined Registration Table (Motor Vehicle)** to group multiple bills 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] 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]**.
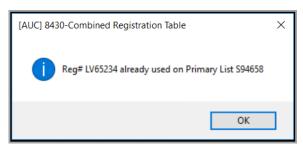
Figure 1 Adding a Primary Registration

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.

> **[AUC] 8430-Combined Registration Table**　✕
>
> ⓘ　Reg# LV65234 already used on Primary List S94658
>
> [OK]

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:

> **[AUC] 8430-Combined Registration Table**　✕
>
> ⓘ　ZZZTOP is not a valid Registration# in Billing History
>
> [OK]

1.2.　[1 Add Line] 　[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.

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**.

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

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.
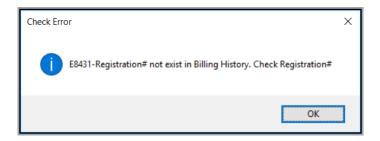
1.2.1. Information & Error Messages

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 **"O"** (oh) versus a numeric **"0"** (zero)
   alpha **"l"** (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 [3 Delete Primary]

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.
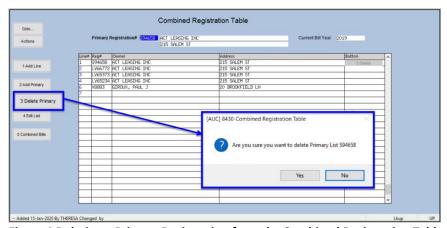

Figure 4 Deleting a Primary Registration from the Combined Registration Table

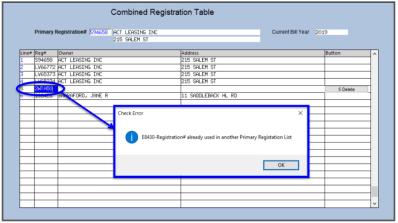## 1.3.1. Remove a Linked ("child") Registration from a Primary Registration

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.

Figure 5 Adding linked registration numbers to a primary registration

1.4. [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®**.
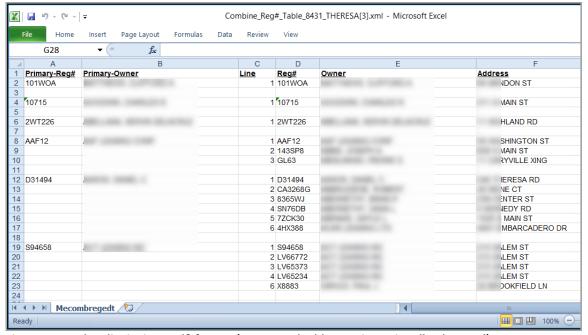

Figure 6 Sample Edit List in Excel® format (names and addresses intentionally obscured)

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.
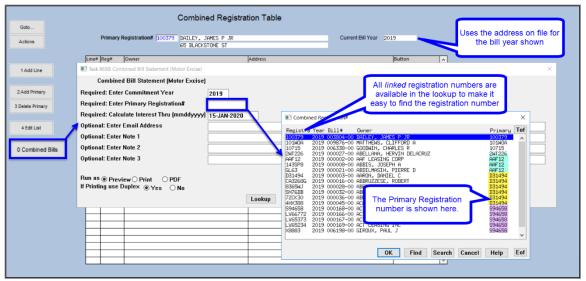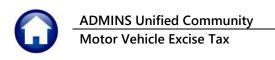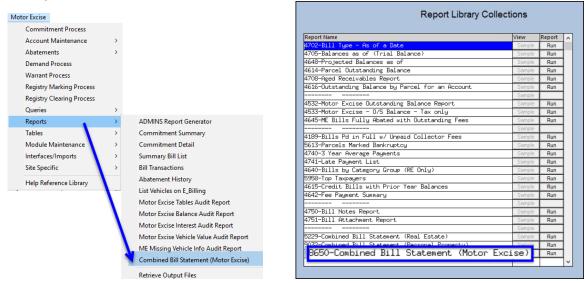

Figure 7 Generating a Combined Bill to be printed or emailed

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 ⊙ **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**:
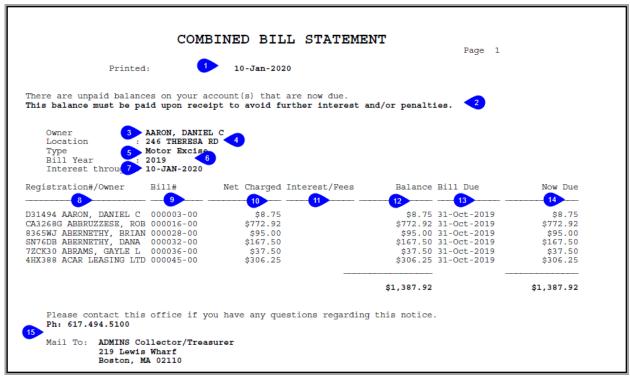

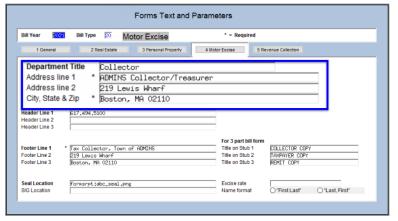## 1.5.1. Report Layout

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 *(this example shows Motor Vehicle; combined bill statements are available for Real Estate and Personal Property as well)*
6. What bill year was used
7. Interest (if any) will be calculated through this date *(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)*

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.
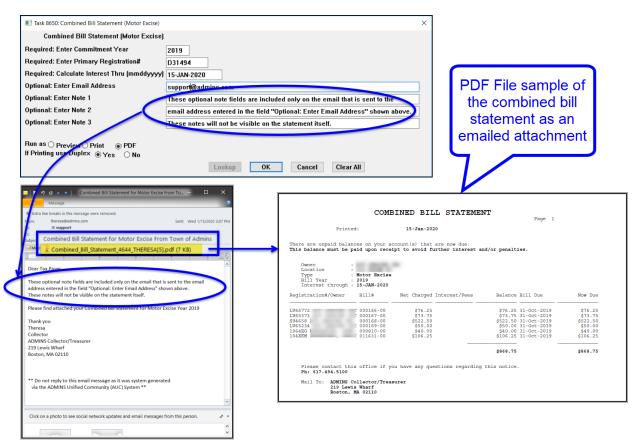

Figure 10 Sample Combined Registration report may be printed or emailed