

**COMMUNITY TAX TRANSACTION**      **3** HEADER & QUICK FILTER COLUMNS      TRANSACTION / COMMUNITY TAX

**1** ADD BUTTON      CTC#      Resident      CCI      Date Issued      Year      BasicCommunity      Business Earnings

**2** PRINT BUTTON      Print      010101010      Lea T. Takid      2010      03/22/2021      2020      150.00      0.00      ...

Resident	Lea T. Takid	Basic Community	150.00
CTC Number*	010101010	Business Earnings	0.00
CCI*	2010	Professional Earnings	0.00
Year*	2020	Property Earnings	0.00
Place Issued	Bacoor, Cavite	Interest	0.00
Date Issued*	03/22/2021	Amount Due	
Height (cm)		Amount Paid*	150.00
Weight (kg)			

Save      Cancel

You will find the following sections as labeled above

**1 ADD BUTTON**  
The primary action for entering New Certificates

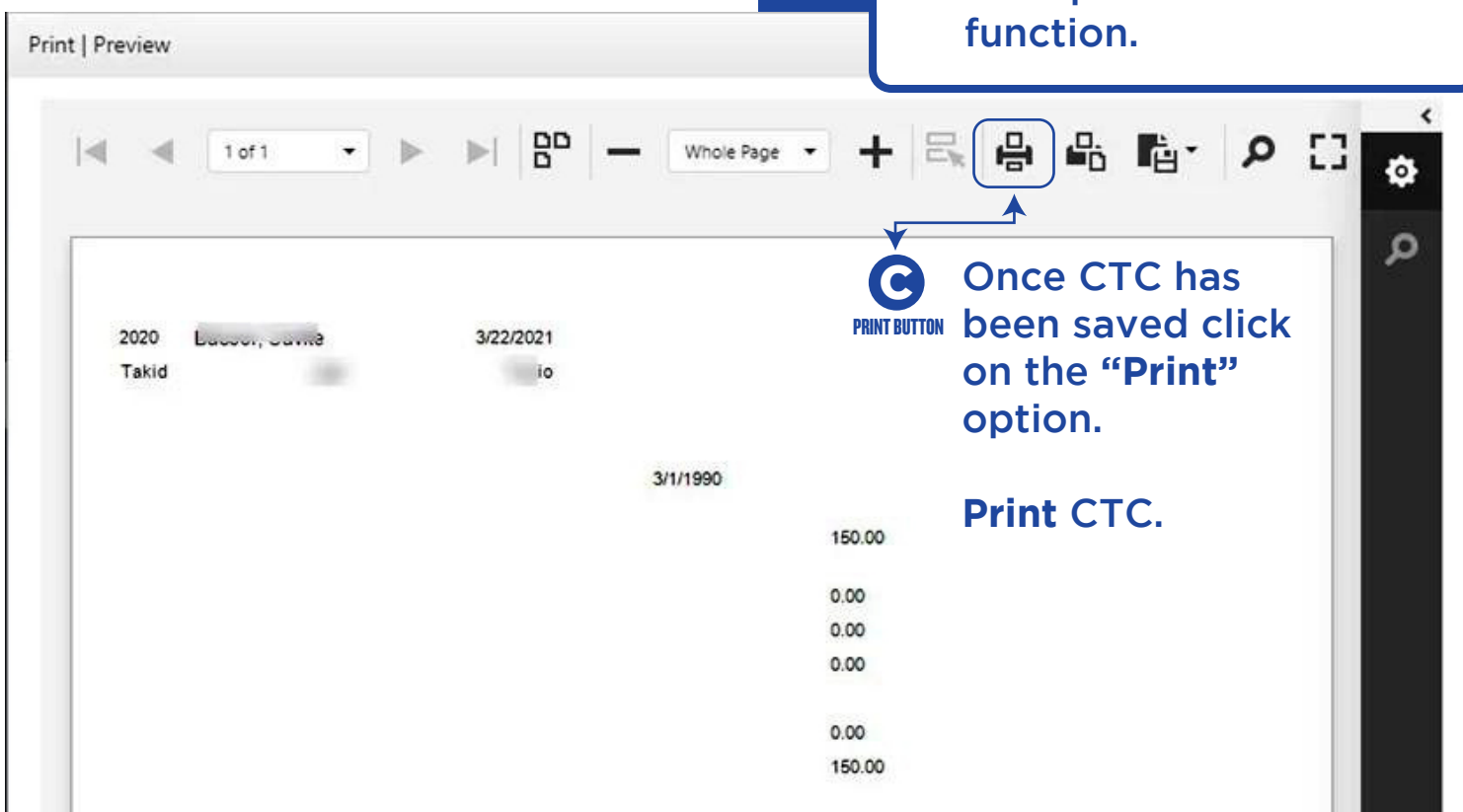
**2 PRINT BUTTON**  
Allows the currently logged in user to print the completed CTC

**3 HEADER & QUICK FILTERS**  
Displays the type of data in the data base as well as a quick search function.

### B. ADDING NEW CTC

Input the necessary information in the boxes then once done click on "Save"

### C. PRINT



Print | Preview

1 of 1      Whole Page      **PRINT BUTTON**

2020	Bacoor, Cavite	3/22/2021	
Takid		io	
		3/1/1990	
			150.00
			0.00
			0.00
			0.00
			0.00
			150.00

**PRINT BUTTON**      Once CTC has been saved click on the "Print" option.

**Print CTC.**