

**Revenue or Expenditure Correction Instructions:**

- 1) Indicate whether this is a revenue **or** expenditure correction. Please do not combine. Submit separate forms for revenues and for expenditures.
- 2) Be sure all required signatures are in place.
- 3) Be sure to include any relevant ordinance numbers in your reason for requesting the correction.
- 4) **Email form to TPSeStito@Columbus.gov**

**Fields in Table:**

<b>Originating Document</b>	The original form that needs corrected such as an invoice, receipt, etc. (required)
<b>Division</b>	Required
<b>Object Class</b>	Required
<b>Main Account</b>	Required
<b>Fund</b>	Required
<b>Subfund</b>	Required only if the fund is divided into subfunds. (NOTE – this now includes the General Fund.) Subfund will always be blank if there is a project or a grant.
<b>Program</b>	Required
<b>Project ID</b>	For capital projects this will be the project AND subproject (e.g. P123456-100000) For grants there are no subprojects (e.g. G123456)
<b>Project Category</b>	This field is only required for projects. The Project Category has a one for one relationship to the Main Account. On an Advanced Ledger Entry (ALE) the main account will default based on the Project Category entered.
<b>Section 3</b>	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
<b>Section 4</b>	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
<b>Section 5</b>	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
<b>Optional Field</b>	Optional BUT if you do not provide it we will assume you want the field blank-we will NOT assume you want it left as it was on the original document
<b>Planning Area</b>	One of the Finance's approved 2 digit codes for Planning Areas in the City found below - required ONLY on expenditures in capital projects
<b>Amount</b>	Dollar amount of correction needed

**Planning Areas (on capital project expenditures only):**

- |                           |                            |                            |                     |
|---------------------------|----------------------------|----------------------------|---------------------|
| 01 - Hayden Run           | 08 – West Scioto           | 15 - Hilltop               | 22 – Near South     |
| 02 - Far Northwest        | 09 – West Olentangy        | 16 - Franklinton           | 23 – Far South      |
| 03 – Far North            | 10 – Clintonville          | 17 – Greenlawn-Frank Rd    | 24 – Eastland-Brice |
| 04 – Rocky Fork-Blacklick | 11 – North Linden          | 18 - Downtown              | 25 - Westland       |
| 05 – Northwest            | 12 – Northeast             | 19 – Near East             | 26 - Rickenbacker   |
| 06 – Northland            | 13 - Near North-University | 20 – Eastmoor-Walnut Ridge | 27 - Southeast      |
| 07 – Far West             | 14 – South Linden          | 21 – Far East              | 99 - Citywide       |

