

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:

Originating Document	The original form that needs corrected such as an invoice, receipt, etc. (required)
Division	Required
Object Class	Required
Main Account	Required
Fund	Required
Subfund	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.
Program	Required
Project ID	For capital projects this will be the project AND subproject (e.g. P123456-100000) For grants there are no subprojects (e.g. G123456)
Project Category	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.
Section 3	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
Section 4	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
Section 5	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
Optional Field	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
Planning Area	One of the Finance's approved 2 digit codes for Planning Areas in the City found below - required ONLY on expenditures in capital projects
Amount	Dollar amount of correction needed

Planning Areas (on capital project expenditures only):

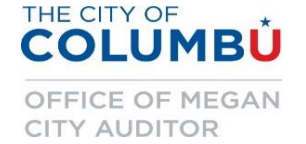
- | | | | |
|---------------------------|----------------------------|----------------------------|---------------------|
| 01 - Hayden Run | 08 – West Scioto | 15 - Hilltop | 22 – Near South |
| 02 - Far Northwest | 09 – West Olentangy | 16 - Franklinton | 23 – Far South |
| 03 – Far North | 10 – Clintonville | 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 |

Revenue or Expenditure Correction Form (Instructions Below)

Rev. 1/12/2018

Check One:

<input checked="" type="checkbox"/>	Expenditure Correction
<input type="checkbox"/>	Revenue Correction



Move From:

Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area
APIN111173677, PO432267	5101	2	62025	2285	0	CW001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	99
APIN111171600, PO428822	5101	2	62025	2285	0	CW001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	99
APIN111178569, PO431666	5101	2	62025	2285	0	CW001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	99
APIN111246454, PO464269	5101	2	62025	2285	0	CW001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	99
														TOTAL

Move To:

Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area
APIN111173677, PO432267	5101	6	66510	7747	0	RP009	P510040-100000	66510	n/a	n/a	n/a	n/a	P510040.100000	99
APIN111171600, PO428822	5101	6	66510	7747	0	RP009	P510040-100000	66510	n/a	n/a	n/a	n/a	P510040.100000	99
APIN111178569, PO431666	5101	6	66510	7747	0	RP009	P510040-100000	66510	n/a	n/a	n/a	n/a	P510040.100000	99
APIN111246454, PO464269	5101	6	66510	7747	0	RP009	P510040-100000	66510	n/a	n/a	n/a	n/a	P510040.100000	99
														TOTAL

Reason (please explain need for correction and cite any relevant authorizing ordinances):

2809-2024 explains these EC's

REQUESTED BY Adam Wheeler

DATE 10/23/2024

PH# _____

DIVISION HEAD _____

DEPT HEAD _____

Additional pages to attach if needed:

Move From:

Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area

Move To:

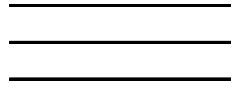
Original Doc	Div	Obj Class	Main Acct	Fund	Subfund	Program	Project ID	Project Category	Sect 3	Sect 4	Sect 5	Project	Opt Field	Plan. Area



N. KILGORE,

Amount
23,679.22
99,383.80
29,905.48
16,646.61
169,615.11

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23,679.22
99,383.80
29,905.48
16,646.61
169,615.11



Amount

Amount