Each form has it's own instructions and should be read by the preparer each time any entries are made as well as the Ohio Campaign Finance Handbook.
This is by no means a complete and exhaustive guide for every instance, circumstance or situation it is a preliminary guide to assist the preparer of a report

ACTION DESCRIPTION	**FORM**
Contributions received (NOT from a fundraising event)	31 A
Contributions received at/for a fundraising event (*)	31 E
Total of Contributions received from EACH fundraising event	31 A
Contributions received by Employees of Office Holder	31 G
Interest received from accounts	31 A 2
Refunds / Reimbursements / Returned funds/checks	31 A 2
Loans Received by the Committee (*)	31 A 2 & 31C
Sale of Committee assets	31 A 2
Expenditures (NOT from a fundraising event)	31 B
Expenditures for a fundraising event (*)	31 F
Total of Expenditures for EACH fundraising event	31 B
Payments toward Loans Received by the Committee	31 B & 31 C
Contribution of ITEMS and or SERVICES received by the Committee	31 J 1
Donations of ITEMS and or SERVICES made by the Committee	31 J 2
Loans made by the Committee to another Committee	31 K
Debts owed by the Committee and not paid	31 N

(*) Information reported on more than one form