Basic General Ledger Account Signs

PURPOSE

This job aid will help the user determine whether the account type being used is an increase or decrease when debiting and crediting.

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| --- | --- | --- | --- | --- |
|  | ASSETNormal Balance = Debit (+) | LIABILITYNormal Balance = Credit (-) | REVENUENormal Balance = Credit (-) | EXPENDITURENormal Balance = Debit (+) |
| Account begins with……. | 1 | 3 | 6 | 7 |
| Debit (+) | Increase | Decrease | Decrease | Increase |
| Credit (-) | Decrease | Increase | Increase | Decrease |