

## DEBITS AND CREDITS

	Assets	Liabilities	Equity (Fund Balance)	Revenue	Expense	Budget for Revenue	Budget for Expense or GFSA	Encumbrances (Commitments)
To increase or create or show a positive amount	Debit	Credit	Credit	Credit	Debit	Credit	Debit	Debit
To decrease or remove or show a negative amount	Credit	Debit	Debit	Debit	Credit	Debit	Credit	Credit

**Reports that use the debits and credits convention:** “61,” “91,” and “78” reports, e.g., the “GLU003OS-61 Report”

**Reports that do not use the debits and credits convention:** “90,” “45,” and “95,” reports

A **credit** is indicated by a “minus” sign before the dollar amount, e.g., ?1,000,000.00

A **debit** has no sign, e.g., 500,000.00