Actual Journal Entry: Debit/Credit Convention

Each actual journal in the PeopleSoft Finance System requires entries of equal and opposite amounts. These equal and opposite amounts are referred to as Debits (Dr) and Credits (Cr). For every debit recorded, there must be an equal amount (or sum of amounts) entered as credit. (Note: The number of debit entries do not need to match the number of credit entries, as long as the sum of the total debit entries equals the sum of the total credit entries). In other words, when you add up all entries in an actual journal, they should net to 0.

Debits (Dr, or +)

- Assets (Accounts 000000-099999),
 Expenses (Accounts 400000-989999), and Transfers Out
 - To increase, Dr or +
 - To decrease, Cr or -

Credits (Cr, or -)

- Liabilities (Accounts 100000-199899), Revenues (Accounts 200000-379999), and Transfers In
 - To increase, Cr or -
 - To decrease, Dr or +

Actual Journal Entry: Debit/Credit Convention

DEBIT +	CREDIT -	DEBIT +	CREDIT -	DEBIT +	CREDIT -	
ASSETS		ASSETS		ASSETS		
Account codes 000000-099999		Account codes 000000-099999		Account codes 000000-099999		
Increase	Decrease	Increase	Decrease	Increase	Decrease	
Normal Balance		Normal Balance	 	Normal Balance		
LIABILITIES Account codes 100000-199899		LIABILITIES Account codes 100000-199899		LIABILITIES Account codes 100000-199899		
Account codes Decrease	100000-199899 Increase	Account codes Decrease	100000-199899 Increase	Account codes Decrease	100000-199899 Increase	
Decrease	Normal Balance	Decrease	Normal Balance	Decrease	Normal Balance	
NET A	NET ASSETS		NET ASSETS		NET ASSETS	
Account codes	Account codes 199900-199999		Account codes 199900-199999		Account codes 199900-199999	
Decrease	Increase	Decrease	Increase	Decrease	Increase	
	Normal Balance		Normal Balance		Normal Balance	
REVI	REVENUE		REVENUE		REVENUE	
Account codes 200000-399999		Account codes 200000-399999		Account codes 200000-399999		
Decrease	Increase	Decrease	Increase	Decrease	Increase	
	Normal Balance		Normal Balance		Normal Balance	
EXPE	EXPENSES		EXPENSES		EXPENSES	
Account codes 400000-989999		Account codes 400000-989999		Account codes 400000-989999		
Increase	Decrease	Increase	Decrease	Increase	Decrease	
Normal Balance		Normal Balance		Normal Balance		
DEBIT +	CREDIT -	DEBIT +	CREDIT -	DEBIT +	CREDIT -	
ASS	ASSETS		ASSETS		ASSETS	
Account codes 000000-099999		Account codes 000000-099999		Account codes 000000-099999		
Increase	Decrease	Increase	Decrease	Increase	Decrease	
Normal Balance		Normal Balance		Normal Balance		
LIABI	LIABILITIES		LIABILITIES		LIABILITIES	
Account codes 100000-199899		Account codes	100000-199899	Account codes	100000-199899	
Decrease	Increase	Decrease	Increase	Decrease	Increase	
	Normal Balance		Normal Balance		Normal Balance	
NET ASSETS		NET ASSETS		NET ASSETS		
Account codes	199900-199999	Account codes	199900-199999	Account codes	199900-199999	
Decrease	Increase	Decrease	Increase	Decrease	Increase	
	Normal Balance		Normal Balance		Normal Balance	
REVENUE		REVENUE		REVENUE		
	200000-399999		200000-399999		200000-399999	
Decrease	Increase	Decrease	Increase	Decrease	Increase	
	Normal Balance		Normal Balance		Normal Balance	
EXPENSES		EXPENSES		EXPENSES		
	Account codes 400000-989999		Account codes 400000-989999		Account codes 400000-989999	
	1		1		1	
Account codes Increase Normal Balance	: 400000-989999 Decrease	Account codes Increase Normal Balance	Decrease	Increase Normal Balance	Decrease	