



## Accounting Cheat Sheet

**Purpose:** Have you ever found yourself preparing a journal entry while asking, “*which side should be the debit and which side should be the credit?*” Listed below is a guide to that may be a useful reference when you find yourself in those situations. Also included with the guide is how each account type corresponds with the chart of accounts for the Diocese of Winona.

General Ledger Journal	Account Type Used on Journal	Action
+	Assets (1000 Series Accounts)	Debit (+) asset to <b>increase</b> asset
-	Assets (1000 Series Accounts)	Credit (-) asset to <b>decrease</b> asset
+	Liabilities (2000 Series Accounts)	Debit (+) liability to <b>decrease</b> liability
-	Liabilities (2000 Series Accounts)	Credit (-) liability to <b>increase</b> liability
+	Fund Balances (3000 Series Accounts)	Debit (+) liability to <b>decrease</b> fund balances
-	Fund Balances (3000 Series Accounts)	Credit (-) liability to <b>increase</b> fund balances

**Assets must equal the sum of Liabilities and Fund Balances**

+	Income / Revenue (4000 Series Accounts)	Debit (+) income to <b>decrease</b> income
-	Income / Revenue (4000 Series Accounts)	Credit (-) income to <b>increase</b> income
+	Expenses (5000 – 8000 Series Accounts)	Debit (+) expense to <b>increase</b> expense
-	Expenses (5000 – 8000 Series Accounts)	Credit (-) expense to <b>decrease</b> expense