



Transactions Signs Quick Reference Guide

Transaction Signs

This transactions signs “cheatsheet” provides a quick look at the signs (+ or -) associated with increases and decreases in revenue and expenditure for four types of financial activities. The boxes highlighted in red indicate that the sign and the action may not be intuitive (ex: a negative sign indicates an increase).

	Revenue		Expenditure	
Initiators				
GL Journals (Actuals)	-	Increase	+	Increase
	+	Decrease	-	Decrease
Accounts Payable Journal Vouchers	-	Increase	+	Increase
	+	Decrease	-	Decrease
Travel and Expense Report Adjustments	-	Increase	+	Increase
	+	Decrease	-	Decrease
Budget Journals	+	Increase	+	Increase
	-	Decrease	-	Decrease
Approvers				
Approval of GL Journals	-	Increase	+	Increase
	+	Decrease	-	Decrease
Approval of Budget Journals (Fluid and Classic)	+	Increase	+	Increase
	-	Decrease	-	Decrease

Additional Information

- View the training materials for [Working with GL Journals](#), [Working with Budget Journals](#), and [Approving GL Journals and Budget Journals](#) courses in the OneSource Training Library at training.onesource.uga.edu.
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).