

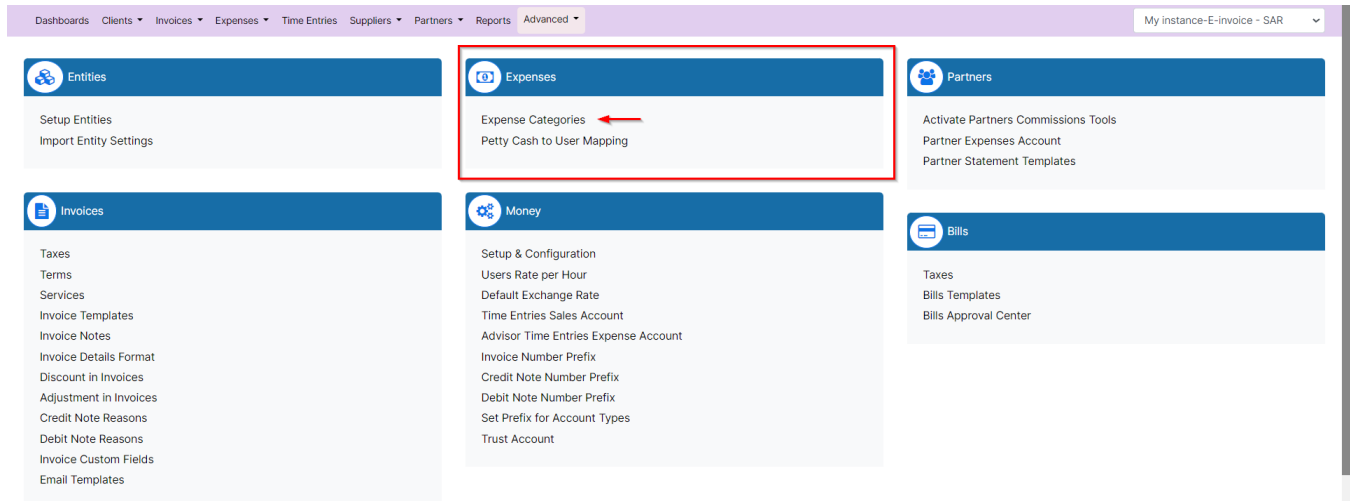
How to Add New Expense Category

Objectives

- Add a new expense category

Steps

In LEXZUR, a user with the required permission (administrator) can add a new expense category from the Billing module settings, under the expenses section. Click on "Expense Categories".



Click on the "Add new expense category" hyperlink and fill in the mandatory fields such as the expense category name and the expense account.

Settings / Expense Categories / Add New Expense Category

Add New Expense Category

Expense Category Name (English)*

Expense Category Name (Français)

Expense Category Name (العربية)

Expense Account*

Nest Category Under

Amount

Save



For more information on LEXZUR, reach out to us at help@lexzur.com

Thank you!