

# How to Create Petty Cash Accounts for the Team Members?

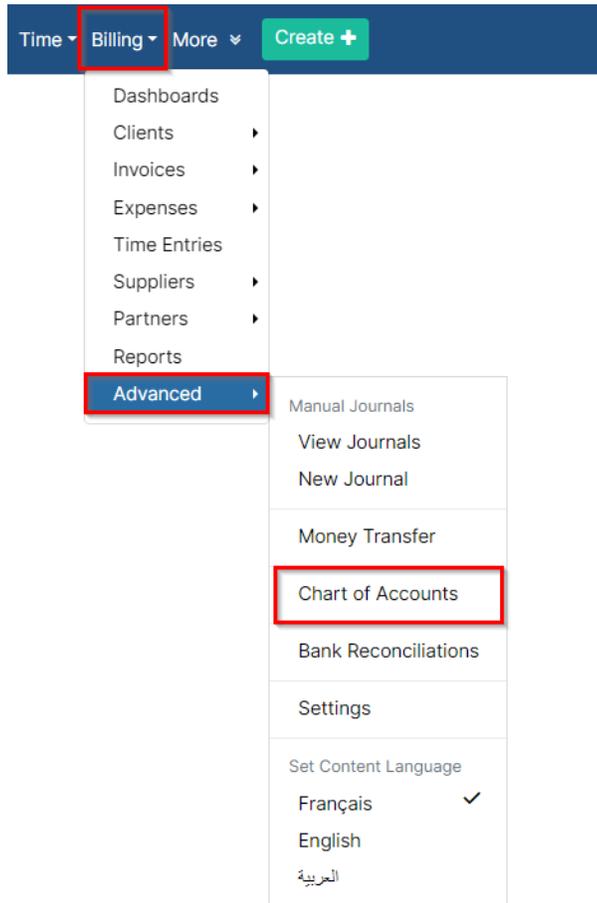
## Objectives

- Create team members' accounts

## Steps

In LEXZUR, you can create accounts for every team member from the Billing Module.

Therefore, from the main menu, click on **Billing Advanced Chart or Accounts**.



This page lists all your accounts with their details, such as their types, balance, currency, and so on.

To add a new account, click on the **Tools** action, then "Add Account".

The image shows the 'Accounts' page in the LEXZUR system. The page displays a table of accounts with columns for Account Name (English), Account Number, Account Type, Currency, Balance, and System Account. The 'Tools' button is highlighted with a red box, and a dropdown menu is open under it, showing the 'Add Account' option.

Account Name (English)	Account Number	Account Type	Currency	Balance	System Account
Advertising & Marketing	EX2	Expense / Expense	USD	700.00	Yes
Advisor Expenses	OE2	Expense / Other Expense	USD	6,638.00	No
All Bank Account	BNK1234591	Asset / Bank	USD	-755.00	No
Alice Card Account	CC1	Liability / Credit Card	USD	-3,780.00	No
Alice Petty Cash	CASH1334565695	Asset / Cash	USD	25,260.30	No
bank account 12342	BNK1234590	Asset / Bank	USD	122,628.55	No
BBC Bank Account	BNK125	Asset / Bank	USD	197,200.00	No
Car & Taxi	EX8	Expense / Expense	USD	6,414.00	Yes
Cash account	CASH1334565694	Asset / Cash	USD	-49,056.90	No
Cash LBP	CASH1334565693	Asset / Cash	LBP	275,50717	No

Fill out the required fields:

1. **Account Name:** The name of the new account.

- 2. **Account Type:** The type of the account in the system (it can be asset, Expense, Liability, Equity, or Income)
- 3. **Account Number**
- 4. **Currency**

Settings / Chart of Accounts / Add New Account

#### Add New Account

Account Name (English)\*

Account Name (Français)

Account Name (العربي)

Account Type\*

Account Number\*

Currency\*

Description (English)

[More Fields](#)

Show in dashboard

Is visible in the Advisor Portal

Visible to all users

Save and Create Another



 You can decide if you want to show the created account in the dashboard, make it visible to all users, and in the Advisor Portal.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!