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88

Invoicing basics

TimeCamp Invoicing system allows you to easily issue invoices to your customers either based on the time you've gathered for projects and tasks or simply by creating a blank document.

Invoicing feature is available in Starter, Premium and Ultimate plans.

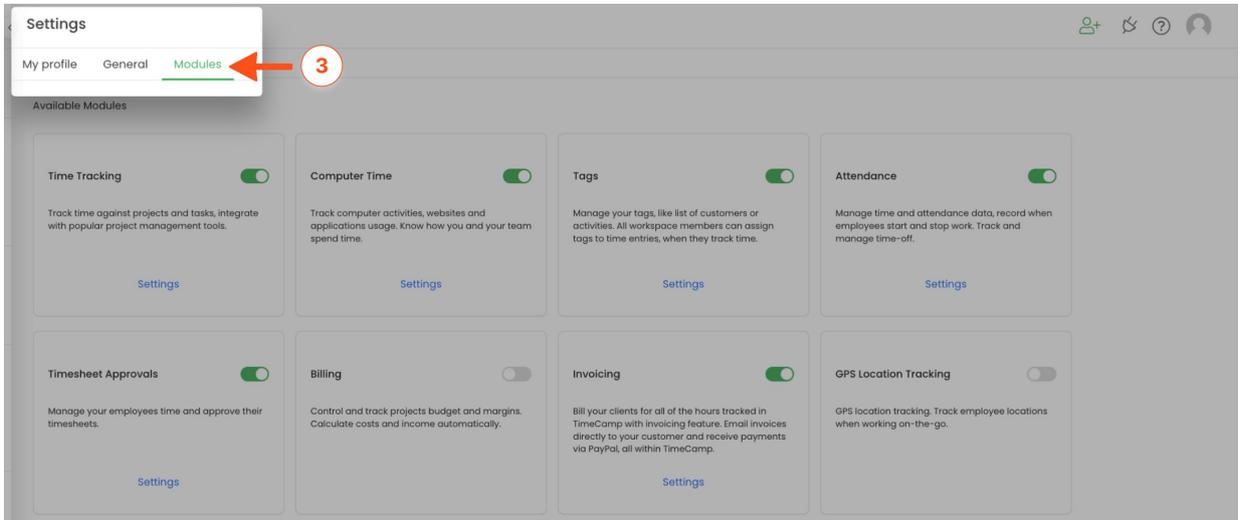
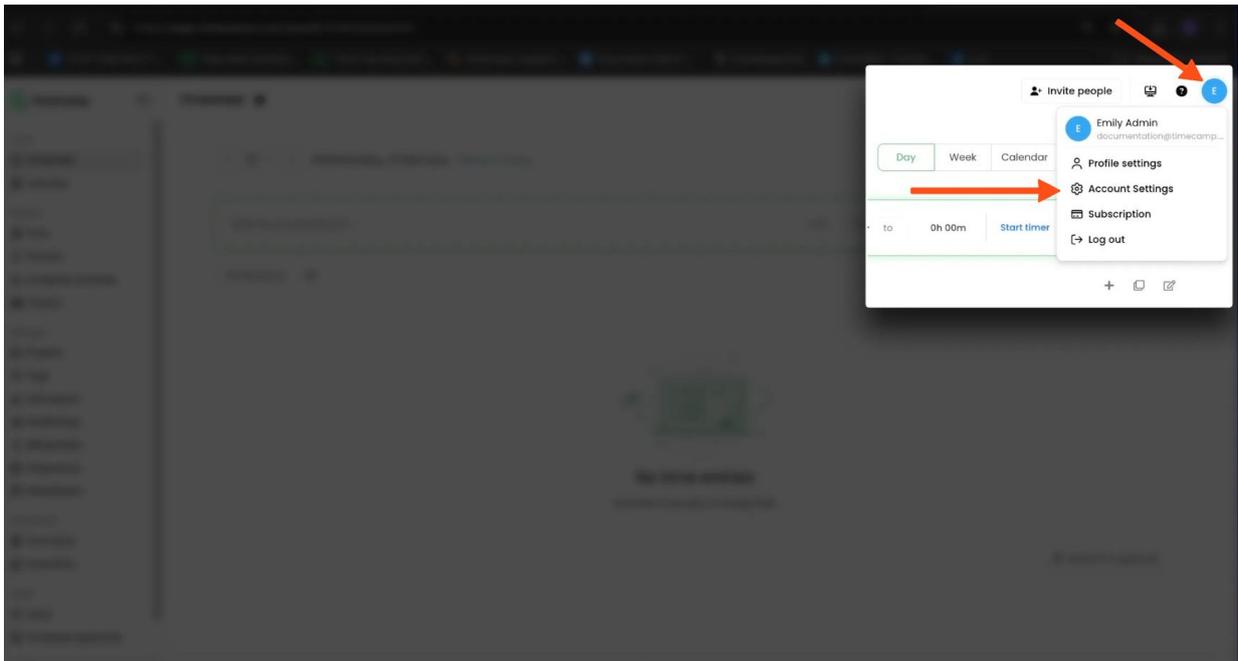
Invoices can be sent to your Clients directly from TimeCamp via email. You can also **generate a public link or download them as PDF files** and later share them with your contractors however you prefer.

Optionally, you can link **TimeCamp with your PayPal account** and track your payments for issued invoices on an ongoing basis.

TimeCamp is not responsible for any additional fees or taxes imposed by PayPal or any other payment system that you use. Please verify if there are additional payment regulations before sending the invoice to your Client.

Enable the Invoicing feature

To enable the Invoicing feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Invoicing** module, and click on the **switch button** to enable Invoicing. After the module is enabled click on its **Settings**.



Available modules

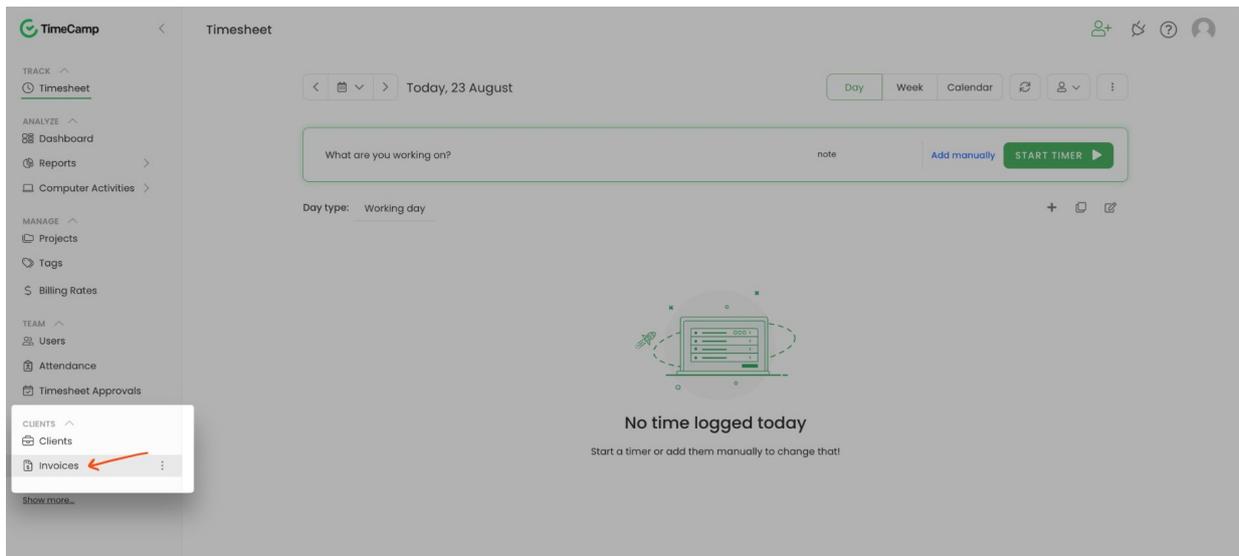
Tags Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time. Settings	Billing Control and track projects budget and margins. Calculate costs and income automatically. Settings	Timesheet Approvals Manage your employees time and approve their timesheets. Settings	Screenshots Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes. Settings
Computer Time Track computer activities, websites and applications usage. Know how you and your team spend time. Settings	Time Tracking Track time against projects and tasks, integrate with popular project management tools. Settings	Attendance Manage time and attendance data, record when employees start and stop work. Track and manage time-off. Settings	GPS Location Tracking GPS location tracking. Track employee locations when working on-the-go. Settings
Two-factor authentication Add extra layer of security to your account by requiring more than just a password to log in.	Single sign-on login Enable single sign-on login by using OneLogin or SAML 2.	Invoicing Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp.	

Available modules

Tags Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time. Settings	Billing Control and track projects budget and margins. Calculate costs and income automatically. Settings	Timesheet Approvals Manage your employees time and approve their timesheets. Settings	Screenshots Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes. Settings
Computer Time Track computer activities, websites and applications usage. Know how you and your team spend time. Settings	Time Tracking Track time against projects and tasks, integrate with popular project management tools. Settings	Attendance Manage time and attendance data, record when employees start and stop work. Track and manage time-off. Settings	Invoicing Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp. Settings
GPS Location Tracking GPS location tracking. Track employee locations when working on-the-go. Settings	Two-factor authentication Add extra layer of security to your account by requiring more than just a password to log in.	Single sign-on login Enable single sign-on login by using OneLogin or SAML 2.	

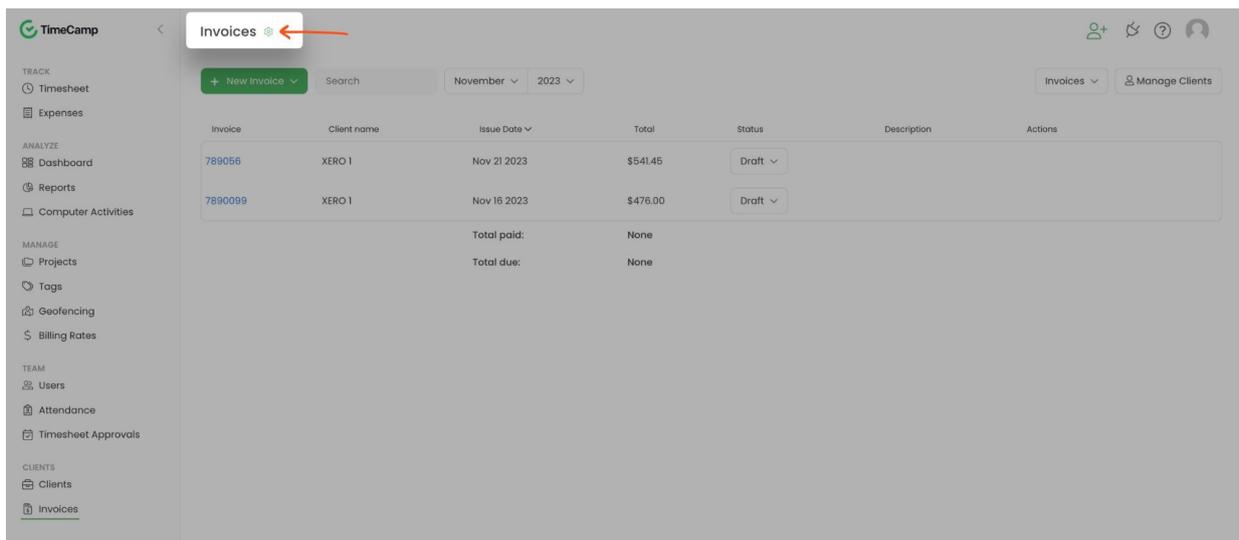
Please be noted that only the Administrator of the account has access to Settings. In addition, only users with the Time Tracking Administrator's permission are able to view and manage invoices.

After the module is enabled you can find the Invoicing section on the left side menu. If you decided not to use the Invoicing module you can simply disable it in the Modules tab.

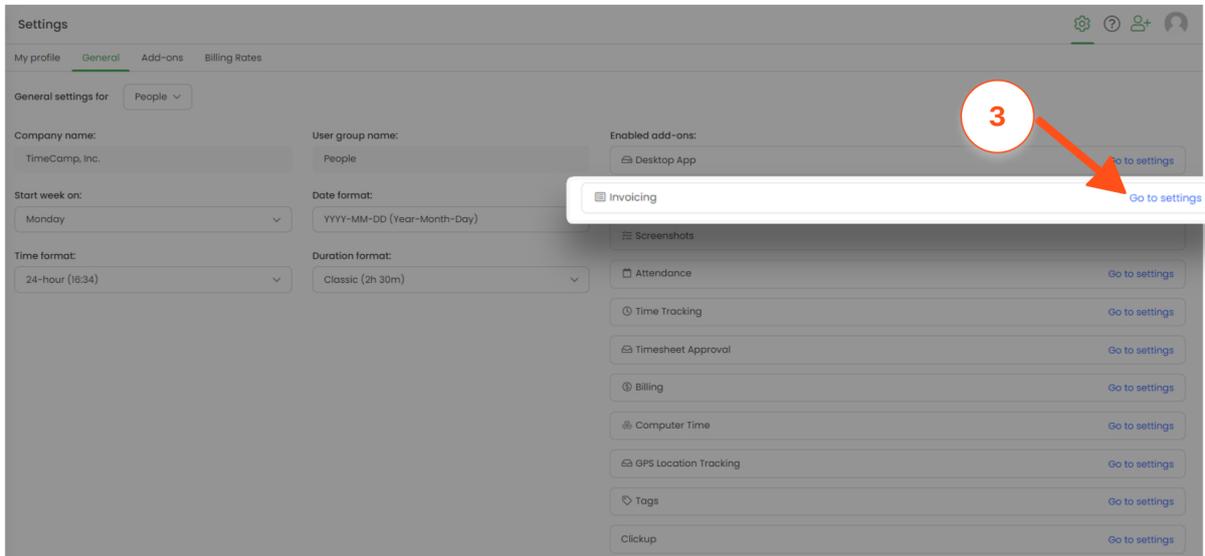
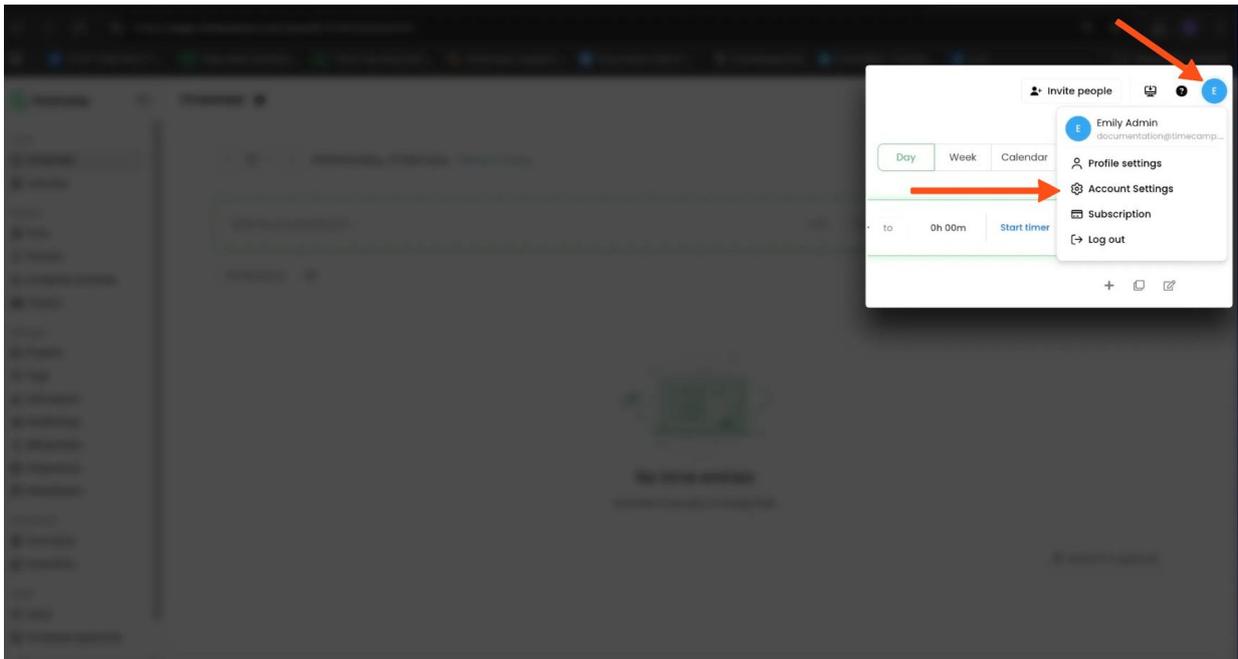


Invoicing settings

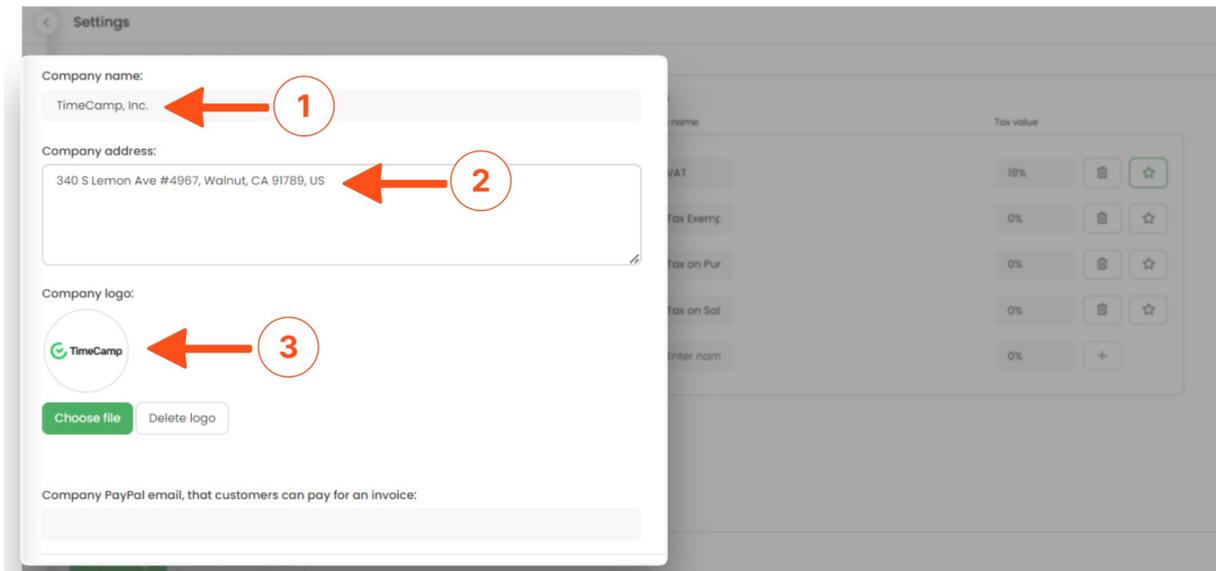
To open the Invoicing settings and set up your account click on the "gear" icon next to Invoices.



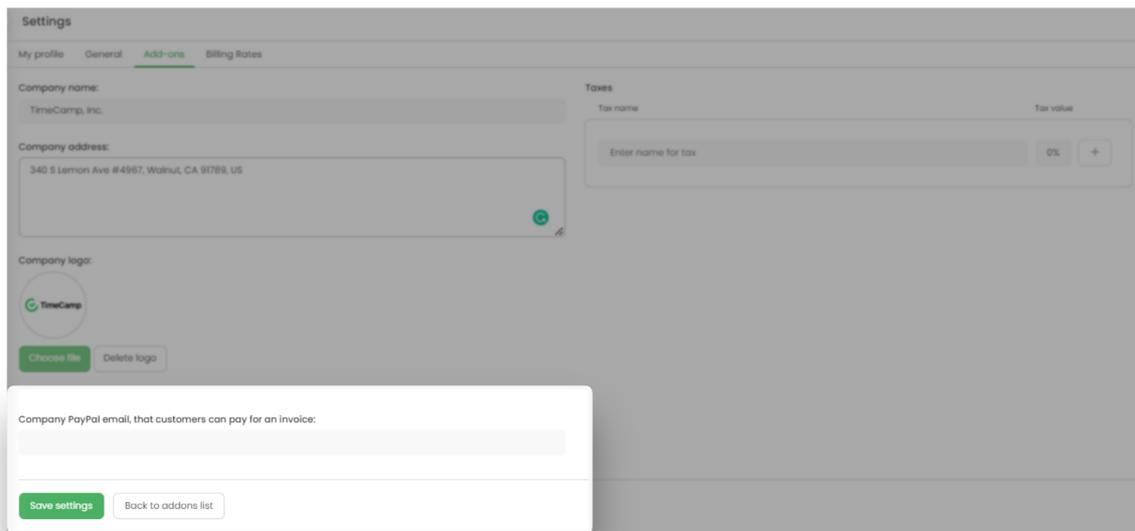
The additional way to access settings is to click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Invoicing settings**.



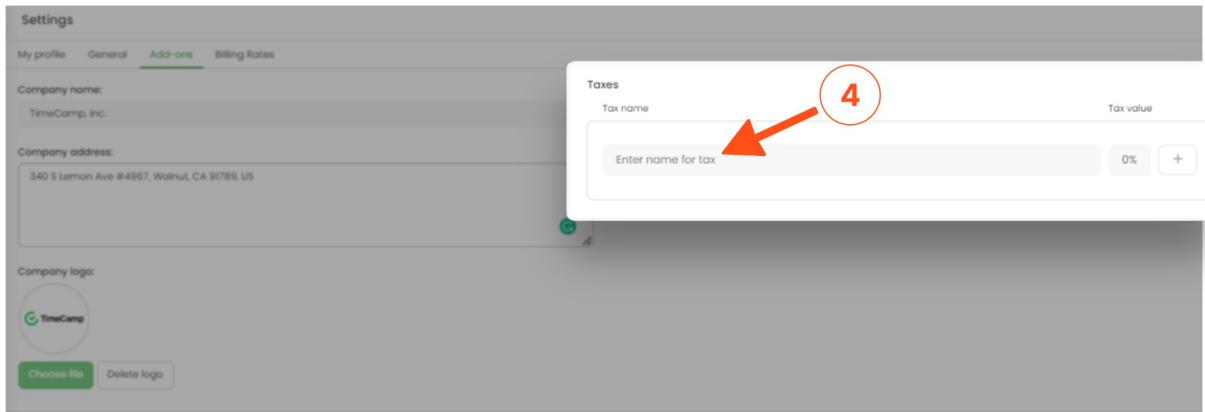
Here you can enter your **company name** (1) and **address** (2) and optionally add the **company logo** (3). The logo will be visible on all issued invoices and also on downloaded reports.



Optionally you can enter your **PayPal email address** if you wish to grant your recipients the ability to pay for invoices through this service.



To manage your taxes **enter a name for tax and its value** in the right panel of this page (4) – they'll be available for you to choose from while creating invoices. To add a new tax enter a tax name, add value, and click on the **plus** button. To delete the tax click on the **trash** icon next to it. Optionally you can make one of your taxes to be the default value by clicking on the **star** icon next to it.



Taxes

Tax name	Tax value
VAT	19%  
Enter name for tax	0% 

Taxes are necessary to create an invoice. If you don't use taxes for your services just create a tax with 0% so it won't be counted into the total price.

After editing invoice settings, click the **Save settings** button and go to the Invoices module on the left side menu to create your first invoice.

Settings

My profile General **Add-ons** Billing Rates

Company name:
TimeCamp, Inc.

Company address:
340 S Lemon Ave #4967, Walnut, CA 91789, US

Company logo:

Choose file Delete logo

Company PayPal email, that customers can pay for an invoice:

Taxes
Tax name
Enter name for tax

Save settings Back to addons list

Integration with Xero and Quickbooks

If your TimeCamp account is integrated with [Quickbooks](#) or [Xero](#), you can easily export invoices from TimeCamp to your preferred accounting software.

After your invoice is finished, click on the **Export to Quickbooks** or **Export to Xero** button.

Example of QuickBooks:

Services + Add Services

Type	Description	Rate	Hours	Tax	Line Total
Backup restore fee	Deleted user	125	2.5	VAT	\$371.88

Products + Add Products

Type	Description	Unit cost	Amount	Tax	Line Total
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Notes or Terms visible to Client
Sample terms: Thank you for your business. Please send payment via Paypal or bank transfer within 30 days of receiving this invoice

Subtotal \$312.50
VAT \$59.38

Cancel Save Invoice Delete invoice **Export to QuickBooks** Send by Email

Example of Xero:

Services + Add Services

Type	Description	Rate	Hours	Tax	Line Total
Backup restore fee	Deleted user	125	2.5	VAT	\$371.88

Products + Add Products

Type	Description	Unit cost	Amount	Tax	Line Total
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