Welcome to TimeCamp Help!

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Invoicing basics

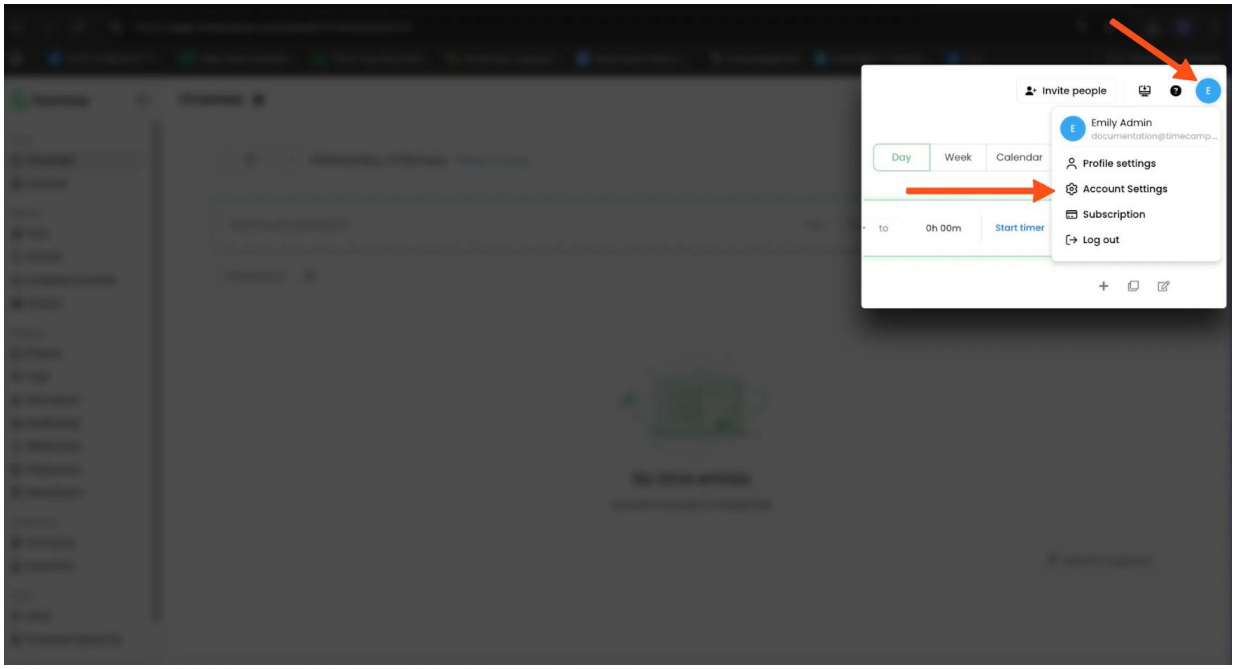
TimeCamp Invoicing system allows you to easily issue invoices to your customers either based on the time you've gathered for projects and tasks or simply by creating a blank document.

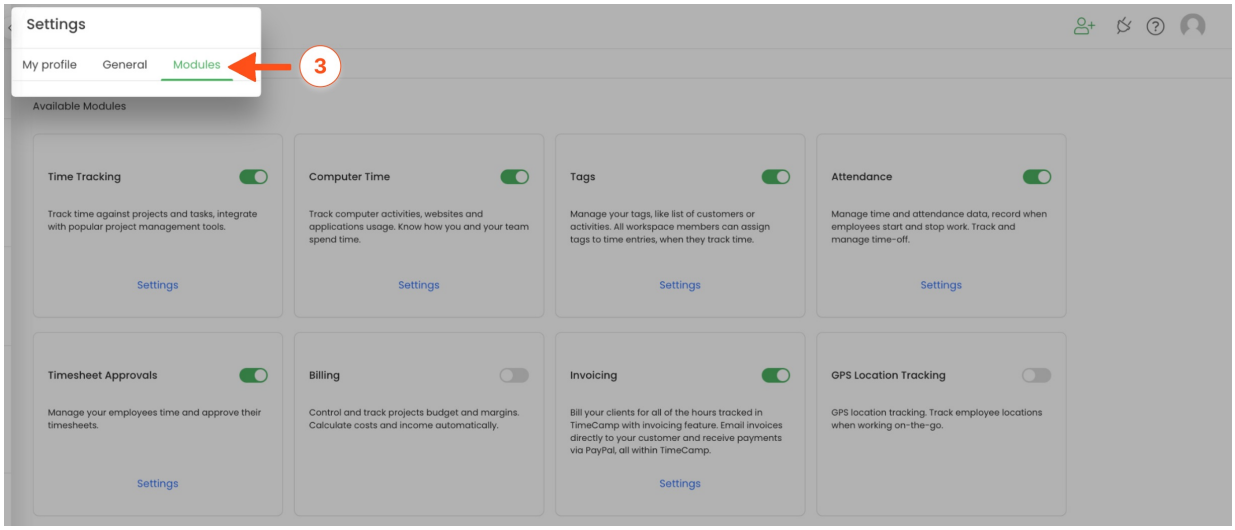
> Invoicing feature is available in Starter, Premium and Ultimate plans.

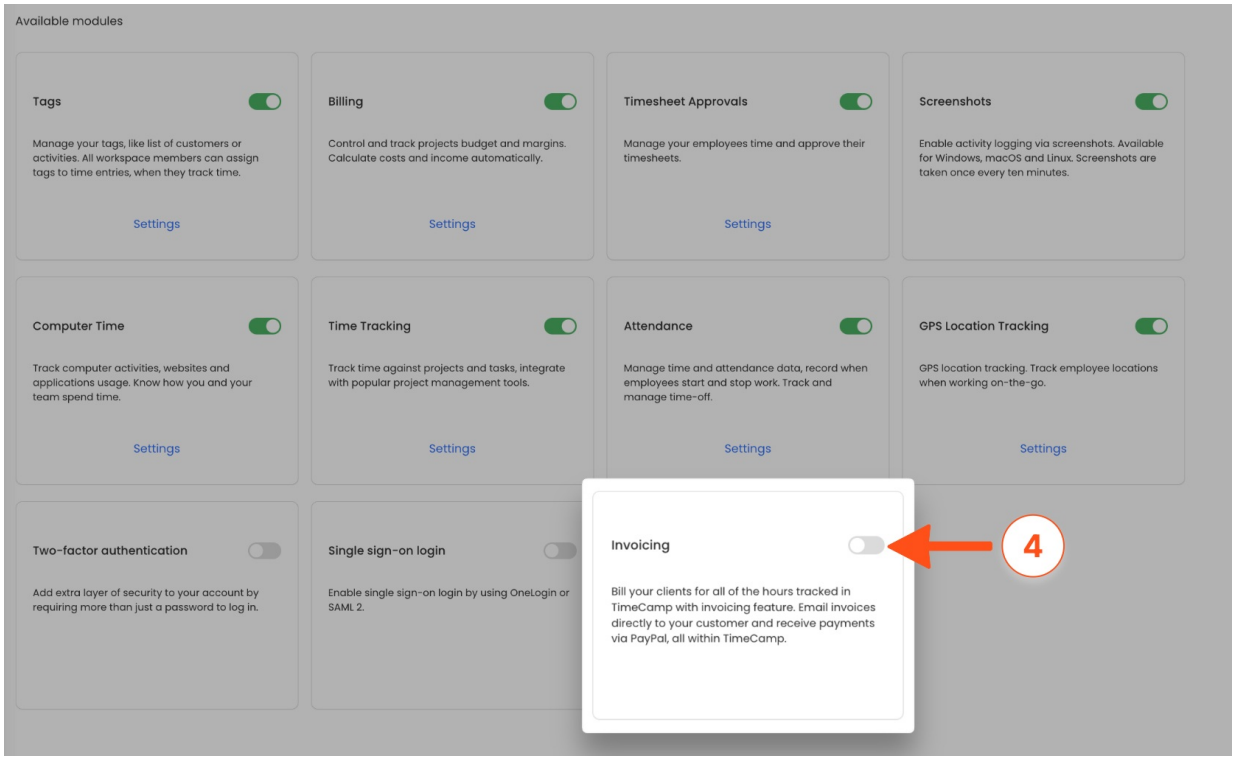
Invoices can be sent to your Clients directly from TimeCamp via email. You can also **generate a public link or download them as PDF files** and later share them with your contractors however you prefer.

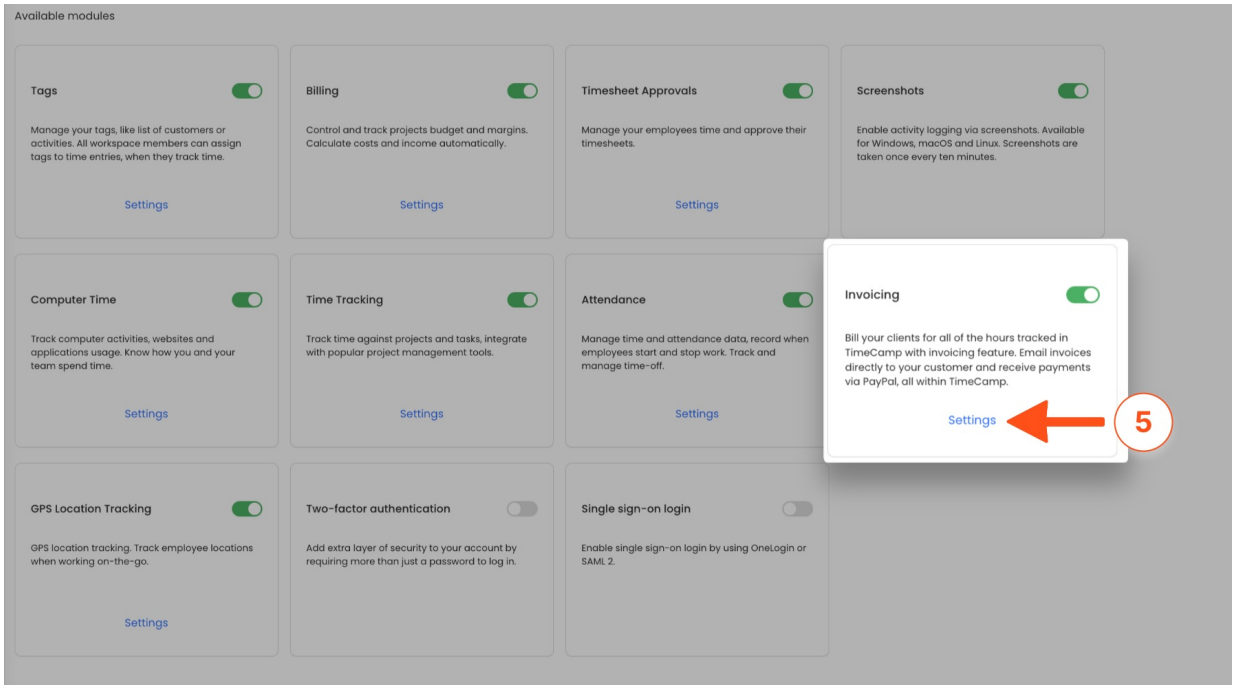
Enable the Invoicing feature

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**.



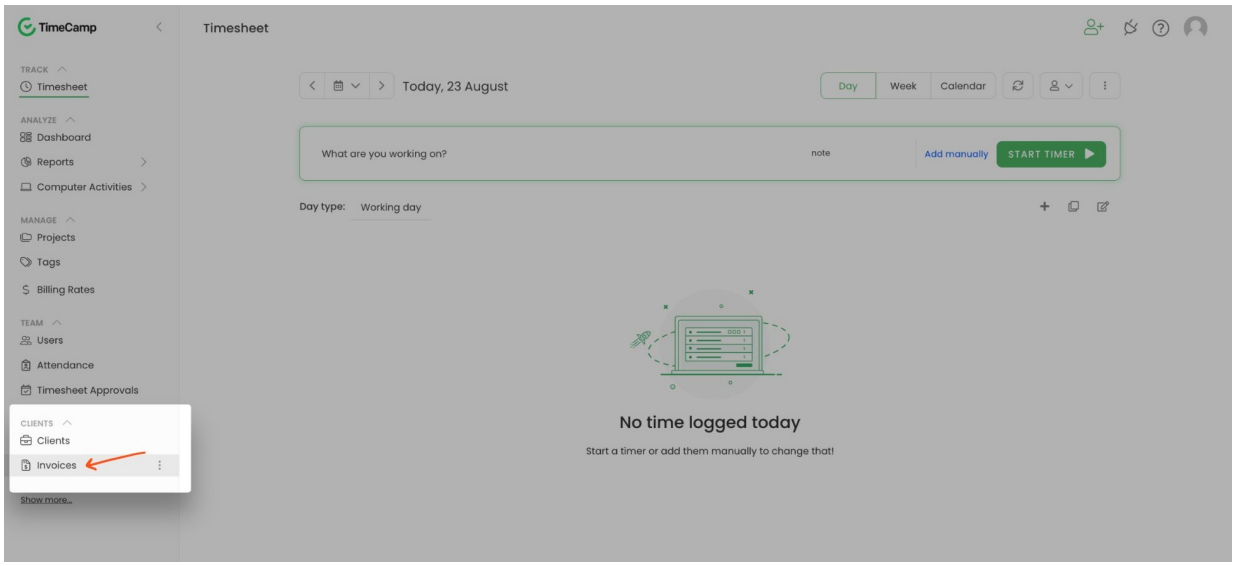

Settings
My profile
General
Modules
3
Available Modules
Time Tracking
Track time against projects and tasks, integrate with popular project management tools.
Settings
Computer Time
Track computer activities, websites and applications usage. Know how you and your team spend time.
Settings
Tags
Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.
Settings
Attendance
Manage time and attendance data, record when employees start and stop work. Track and manage time-off.
Settings
Timesheet Approvals
Manage your employees time and approve their timesheets.
Settings
Billing
Control and track projects budget and margins. Calculate costs and income automatically.
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.


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.
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.
4



> 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.

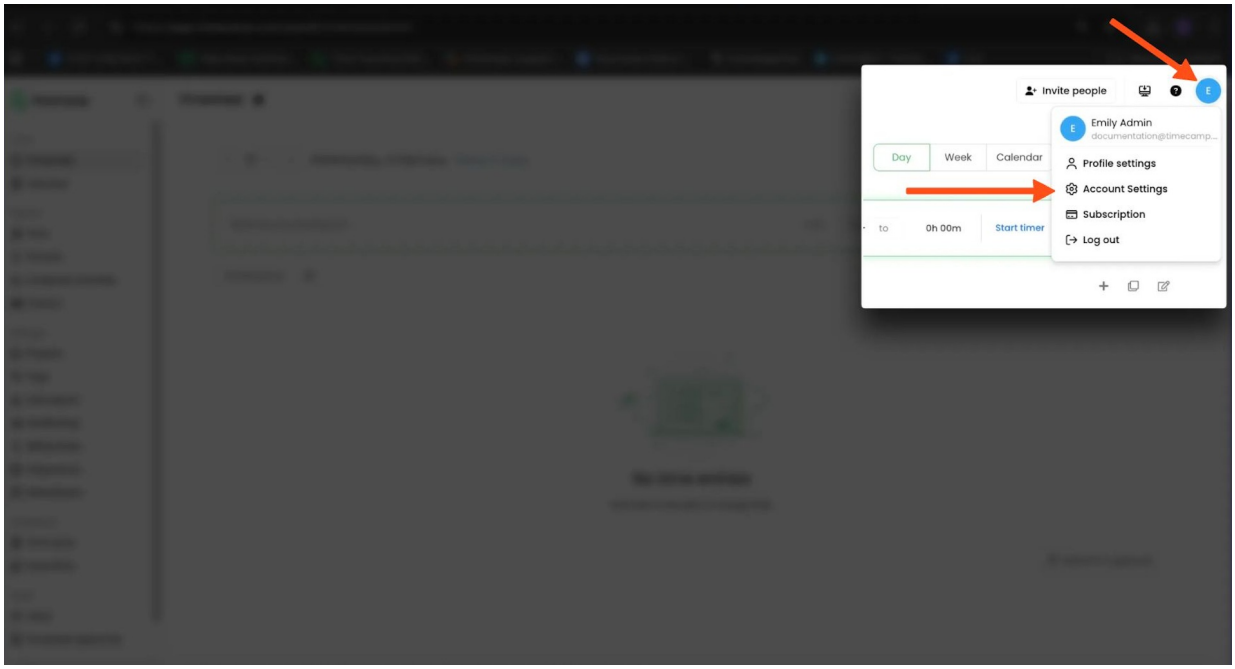


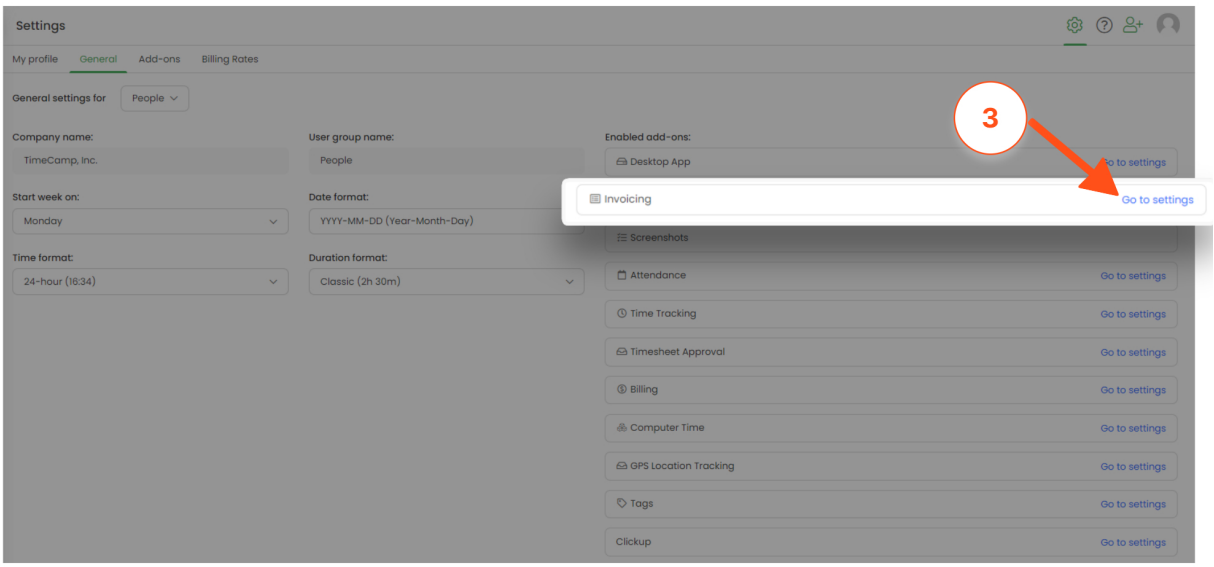
Invoicing settings

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

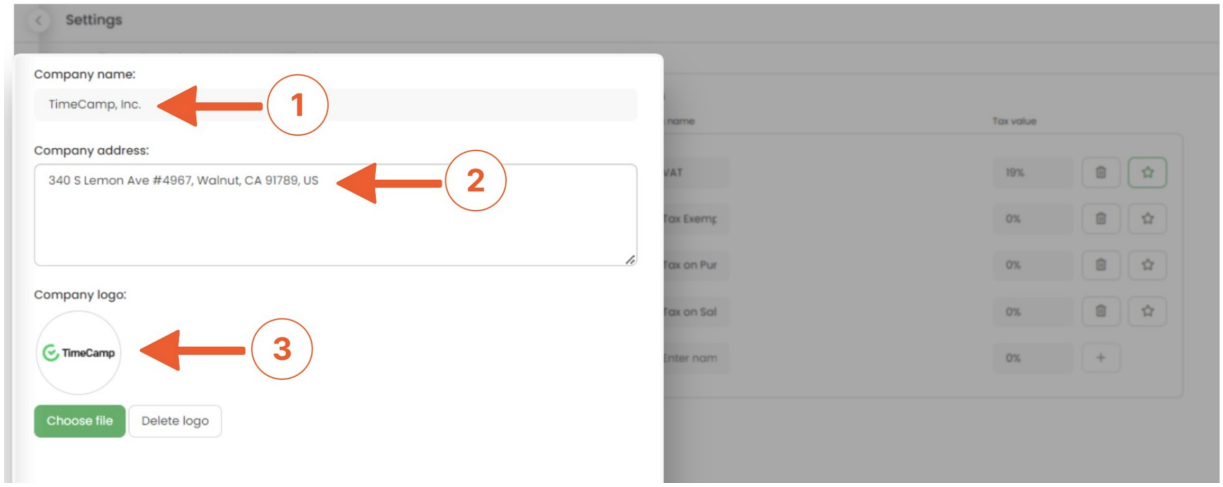


The additional way to access settings is to click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Invoicing settings**.

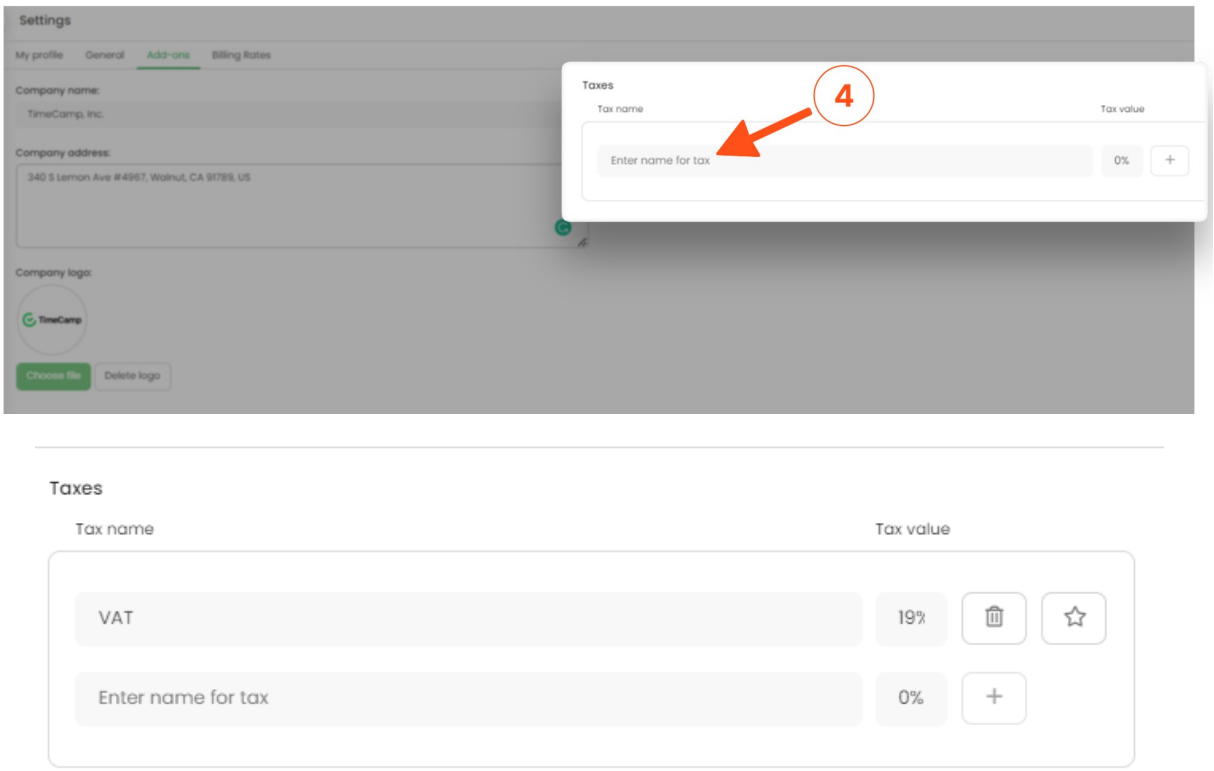




Here you can enter your **company name** (1) and **address** (2) and optionally add the **company logo** (3). The logo will be visible on all issued invoices and also on downloaded reports.

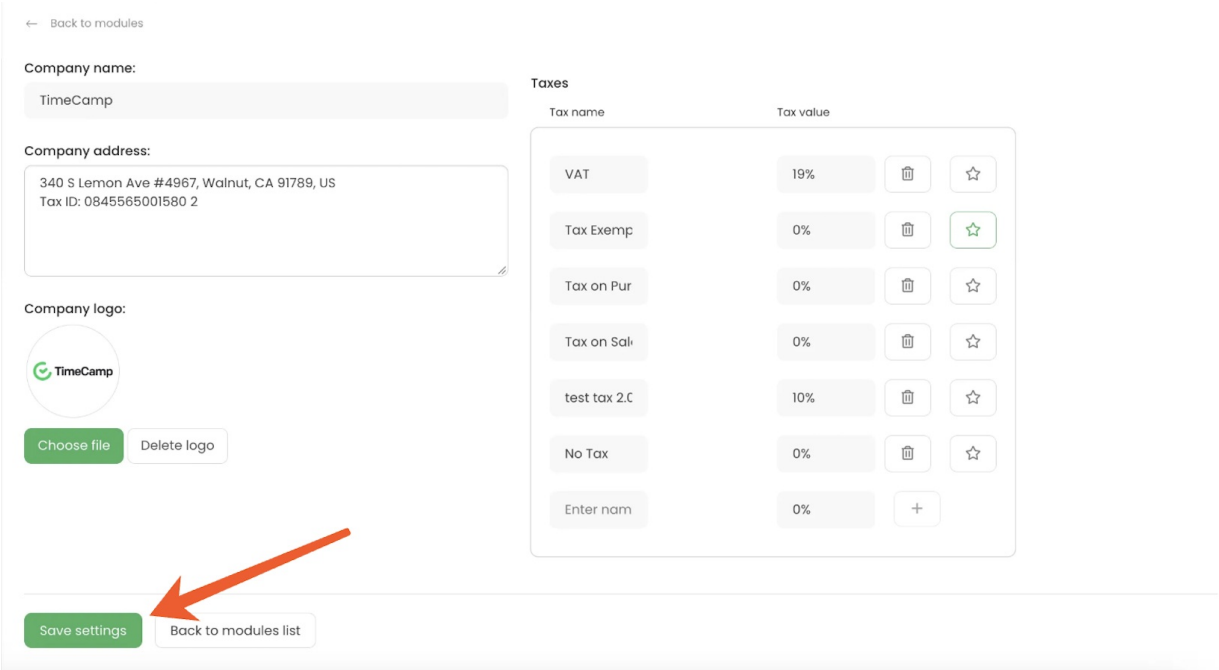


To manage your taxes **enter a name for tax and its value** in the right panel of this page (4) – they'll be available for you to choose from while creating invoices. To add a new tax enter a tax name, add value, and click on the **plus** button. To delete the tax click on the **trash** icon next to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



Taxes 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.

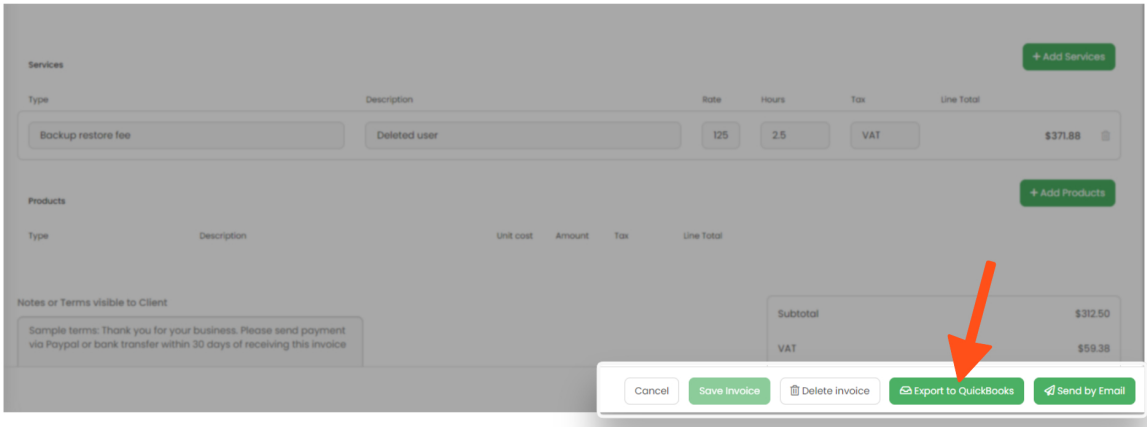


Integration with Xero and Quickbooks

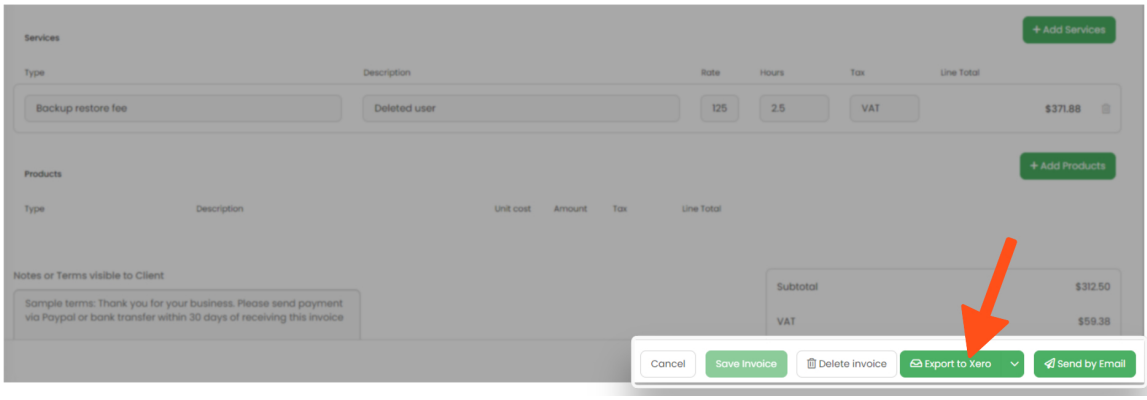
If your TimeCamp account is integrated with Quickbooks or Xero, you can easily export invoices from TimeCamp to your preferred accounting software.

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

Example of QuickBooks:



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
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 Xero
Send by Email