

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.

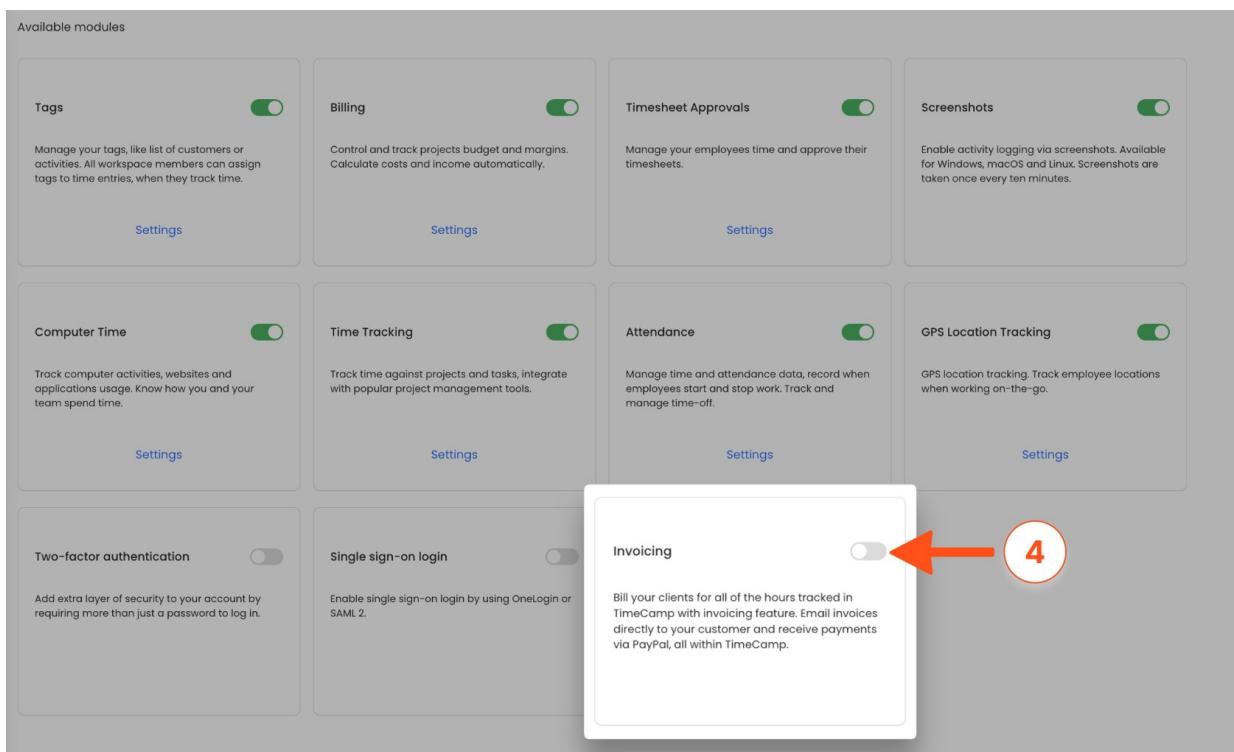
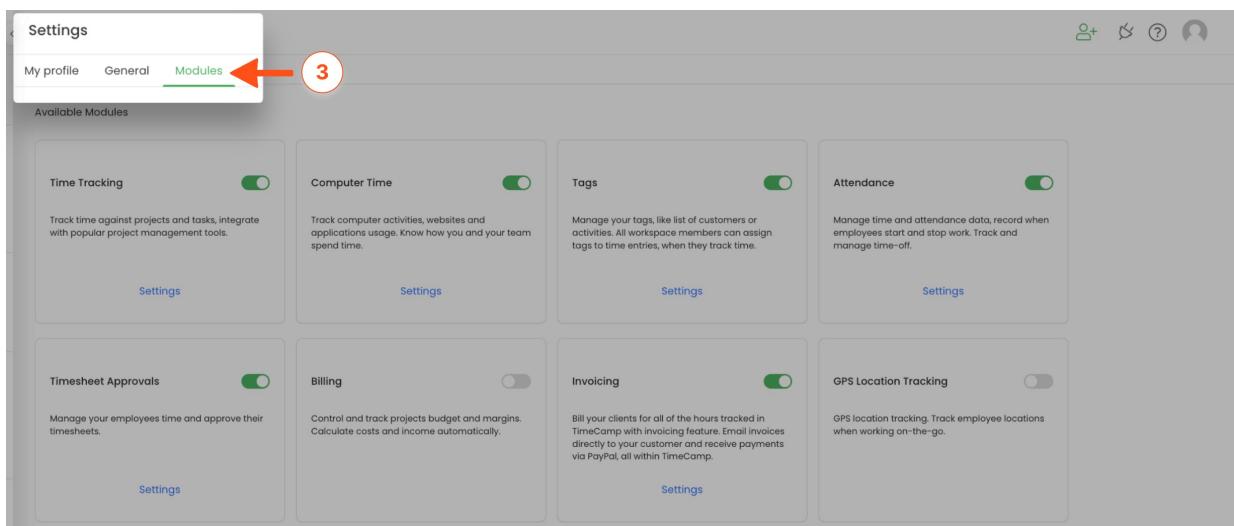
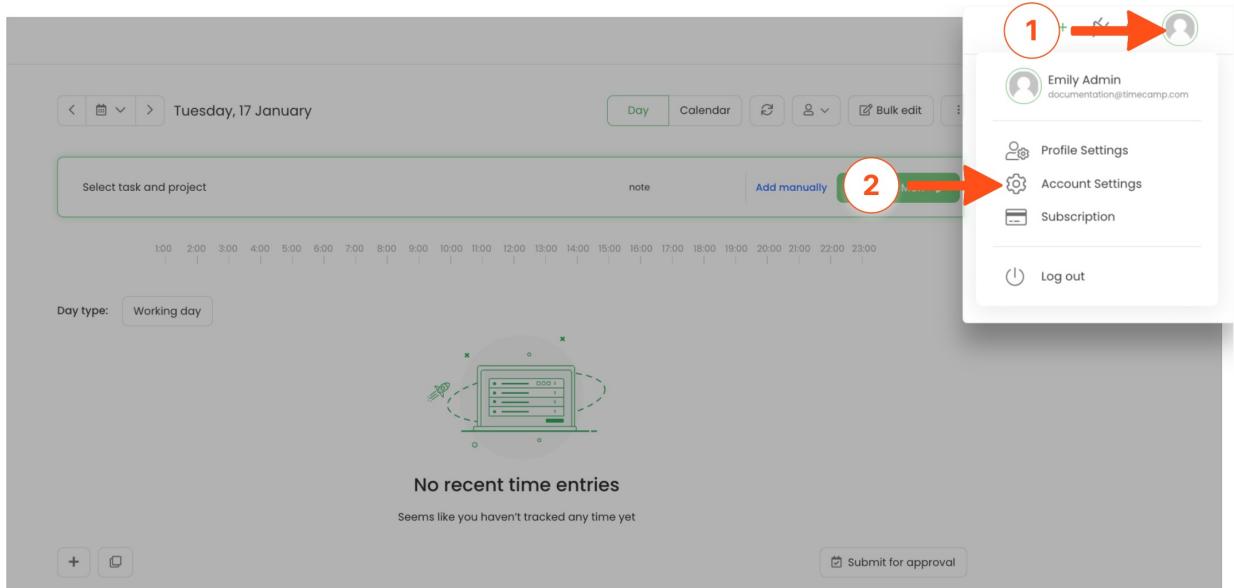
Invoices can be sent to your Clients directly from TimeCamp via email. You can also generate a public link or download them as PDF files and later share them with your contractors however you prefer.

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.

[Settings](#)

Single sign-on login

Enable single sign-on login by using OneLogin or SAML 2.

[Settings](#)

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.

TimeCamp

Timesheet

TRACK

Timesheet

ANALYZE

Dashboard

Reports

Computer Activities

MANAGE

Projects

Tags

Billing Rates

TEAM

Users

Attendance

Timesheet Approvals

CLIENTS

Clients

Invoices 5

Show more...

Today, 23 August

What are you working on?

Add manually START TIMER

Day Week Calendar :

Day type: Working day + : :

No time logged today

Start a timer or add them manually to change that!

Invoicing settings

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

TimeCamp

TRACK

Timesheet

ANALYZE

Dashboard

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Geofencing

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TEAM

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Timesheet Approvals

CLIENTS

Clients

Invoices

Invoices

New Invoice

Search

November 2023

Invoice Client name Issue Date Total Status Description Actions

789056 XERO 1 Nov 21 2023 \$541.45 Draft

7890099 XERO 1 Nov 16 2023 \$476.00 Draft

Total paid: None

Total due: None

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**.

Tuesday, 17 January

Day Calendar Bulk edit

Select task and project

note

Add manually

100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300

Day type: Working day

No recent time entries

Seems like you haven't tracked any time yet

Submit for approval

1

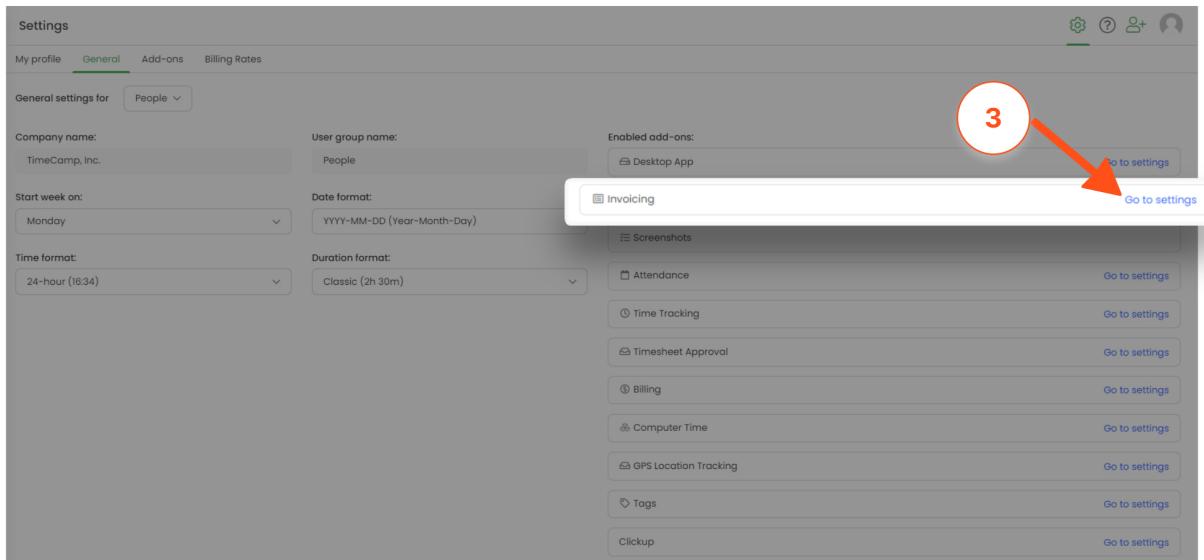
2

Profile Settings

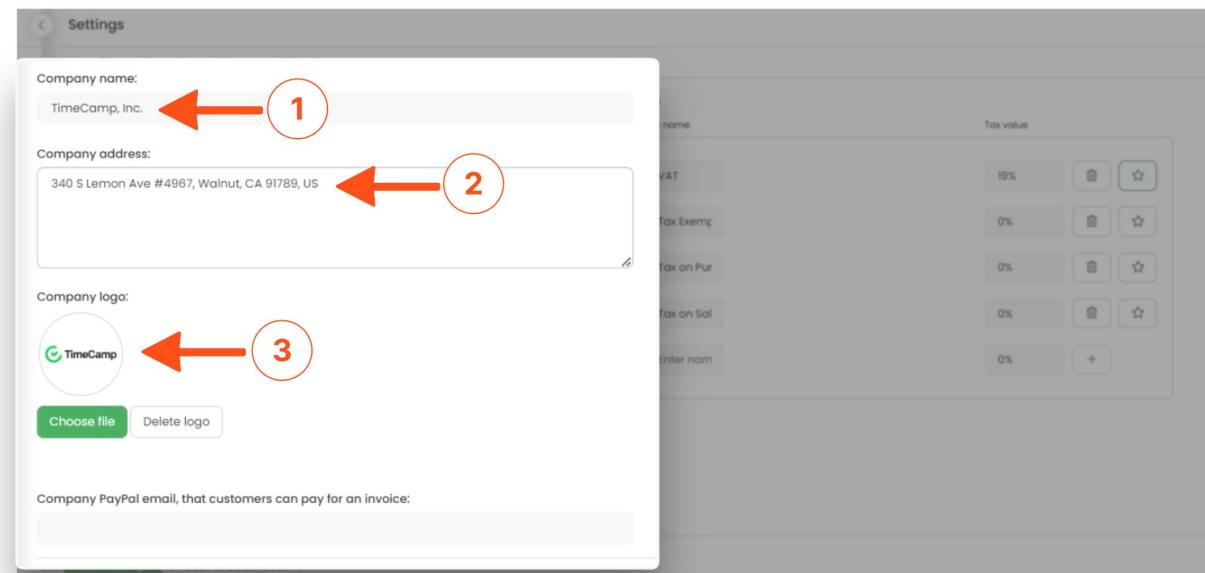
Account Settings

Subscription

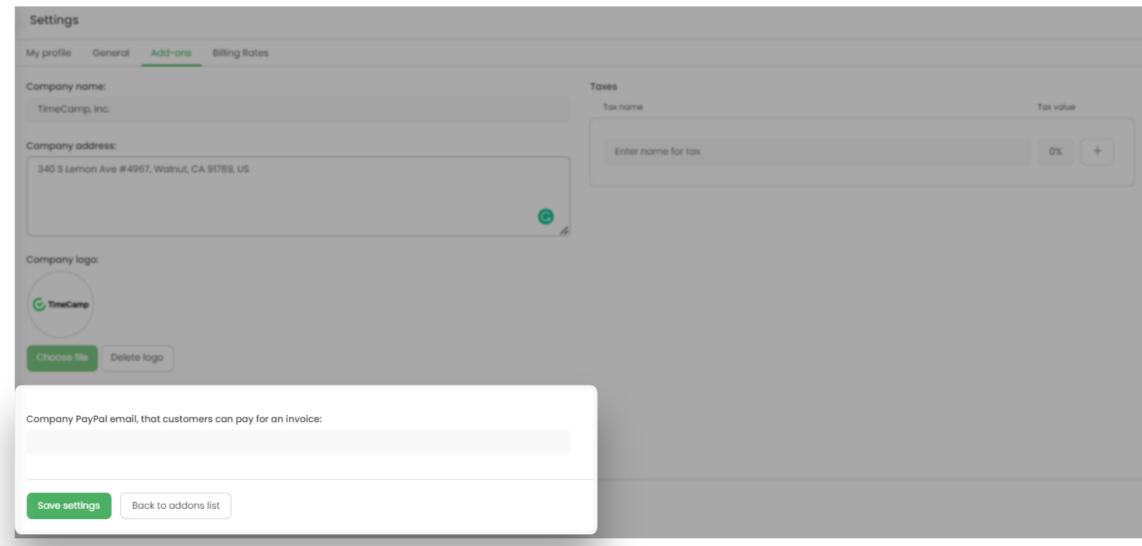
Log out



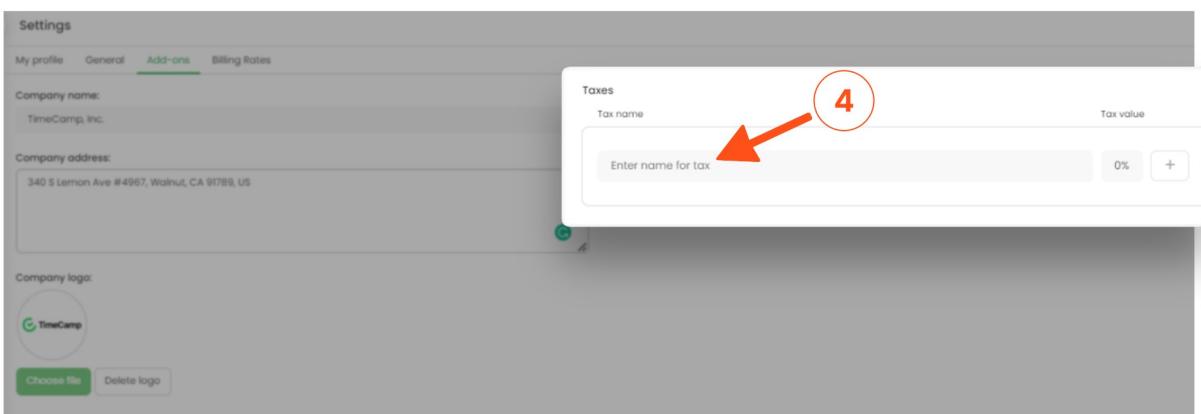
Here you can enter your **company name** (1) and **address** (2) and optionally add the **company logo** (3). The logo will be visible on all issued invoices and also on downloaded reports.



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.

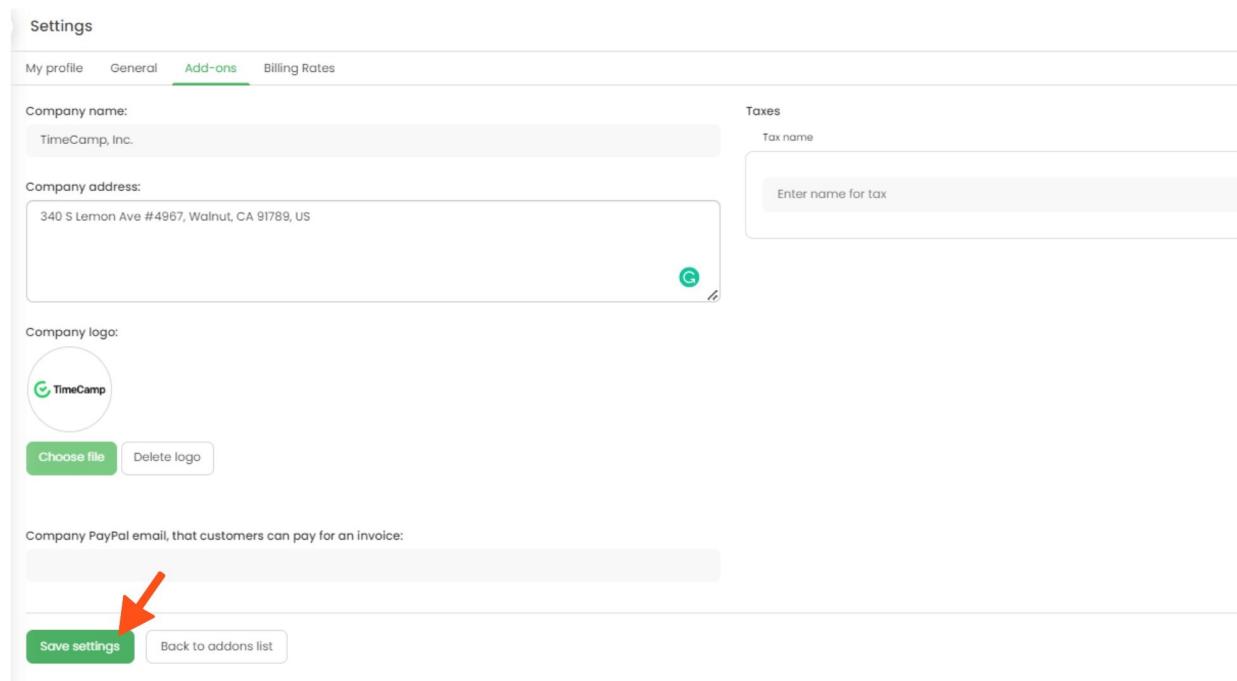


Taxes

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

Taxes

Enter name for tax

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

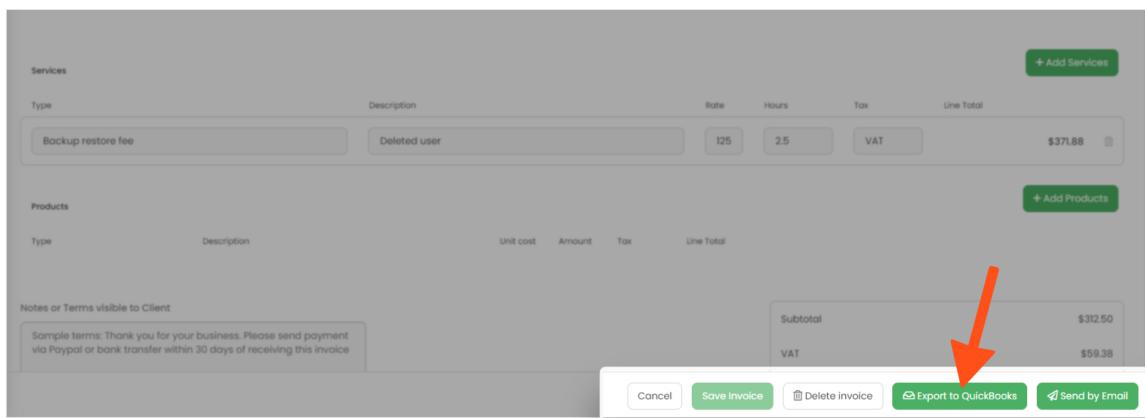
Save settings Back to addons list

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

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

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 QuickBooks Send by Email

Example of Xero:

Services

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

Products

Type	Description	Unit cost	Amount	Tax	Line Total
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