

# 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.

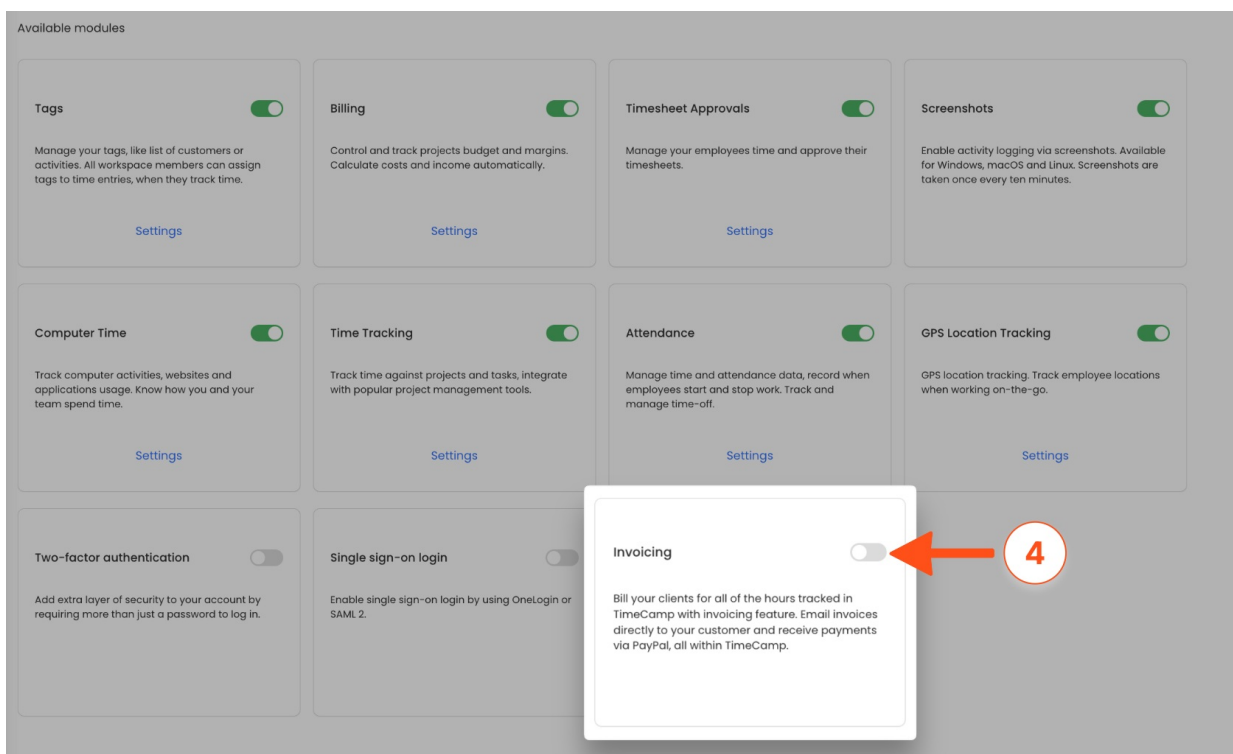
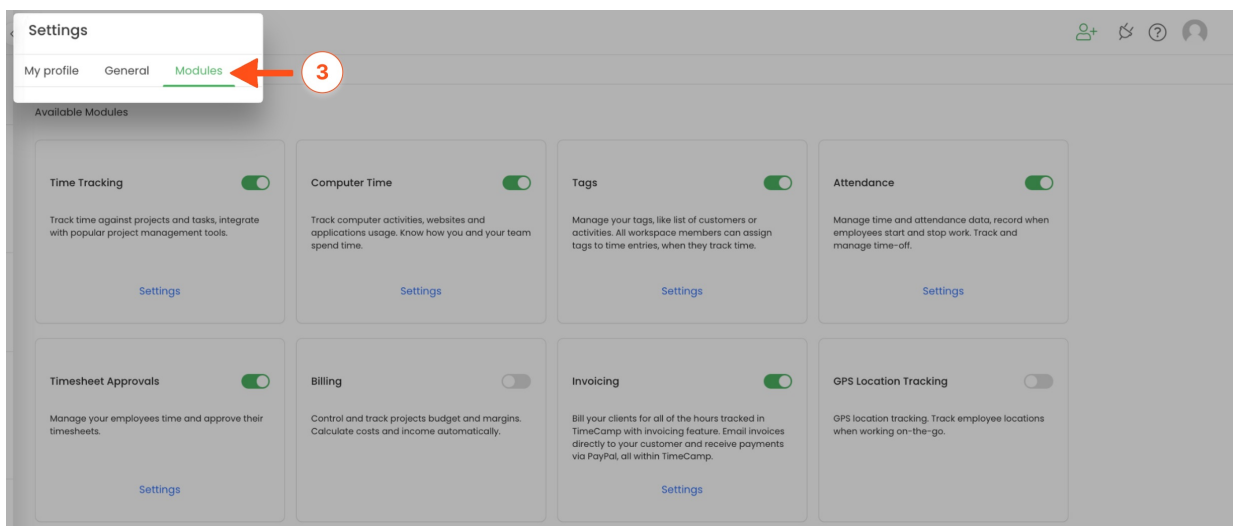
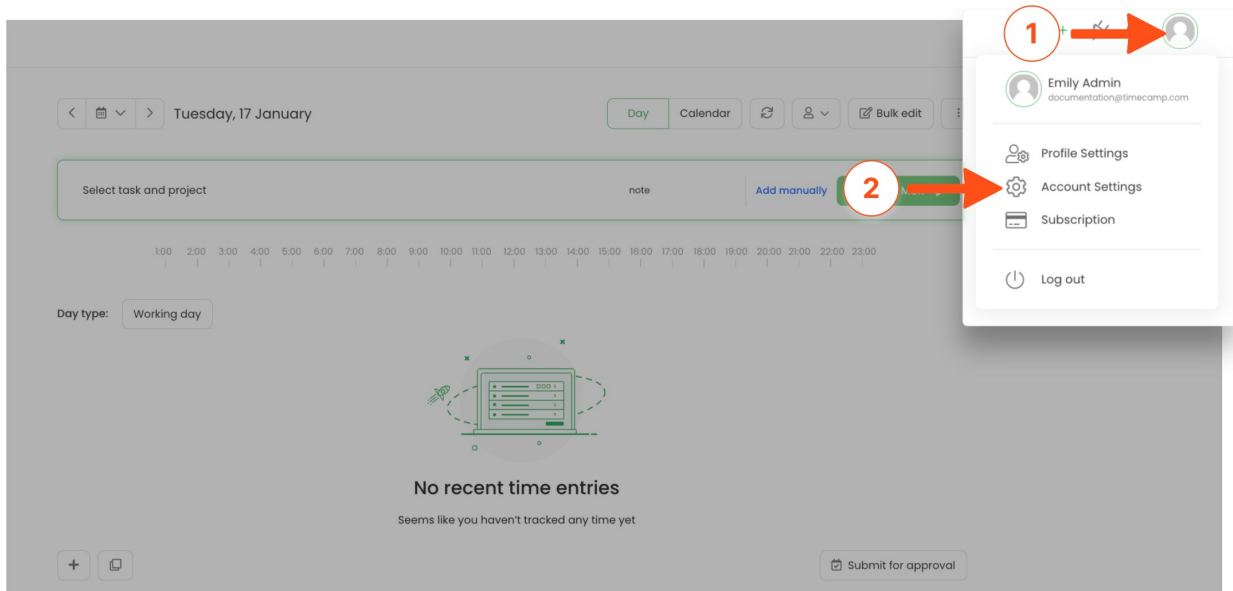
**Invoices can be sent to your Clients directly from TimeCamp via email.** You can also **generate a public link or download them as PDF files** and later share them with your contractors however you prefer.

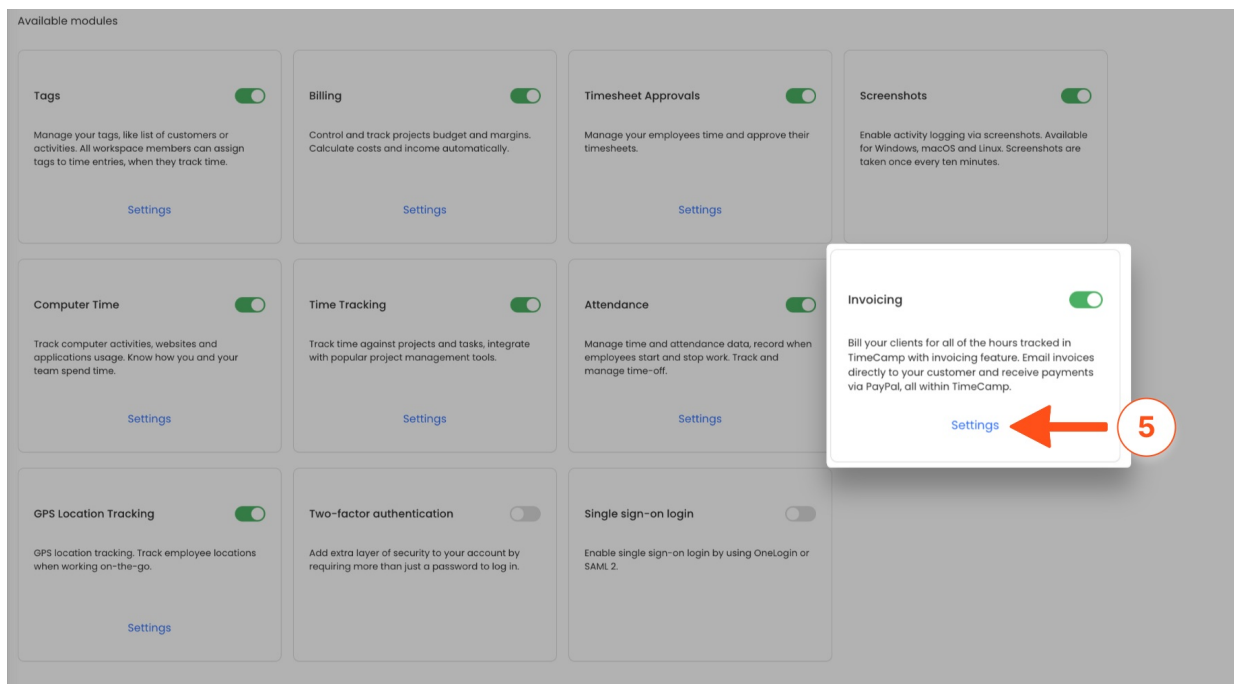
Optionally, you can link **TimeCamp with your PayPal account** and track your payments for issued invoices on an ongoing basis.

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

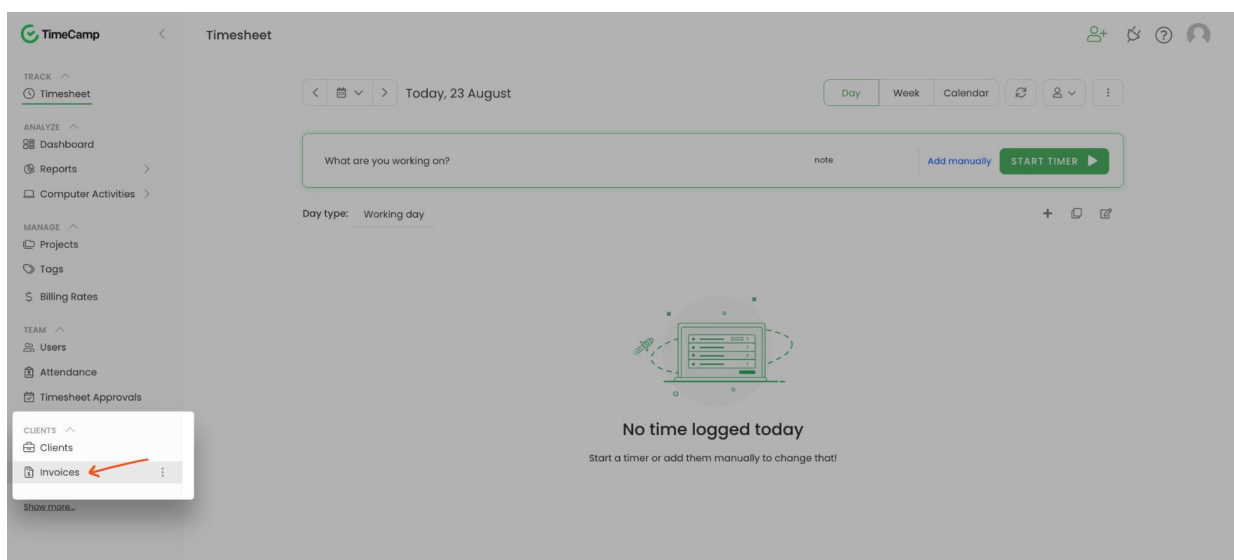
To enable the Invoicing feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Invoicing** module, and click on the **switch button** to enable Invoicing. After the module is enabled click on its **Settings**.





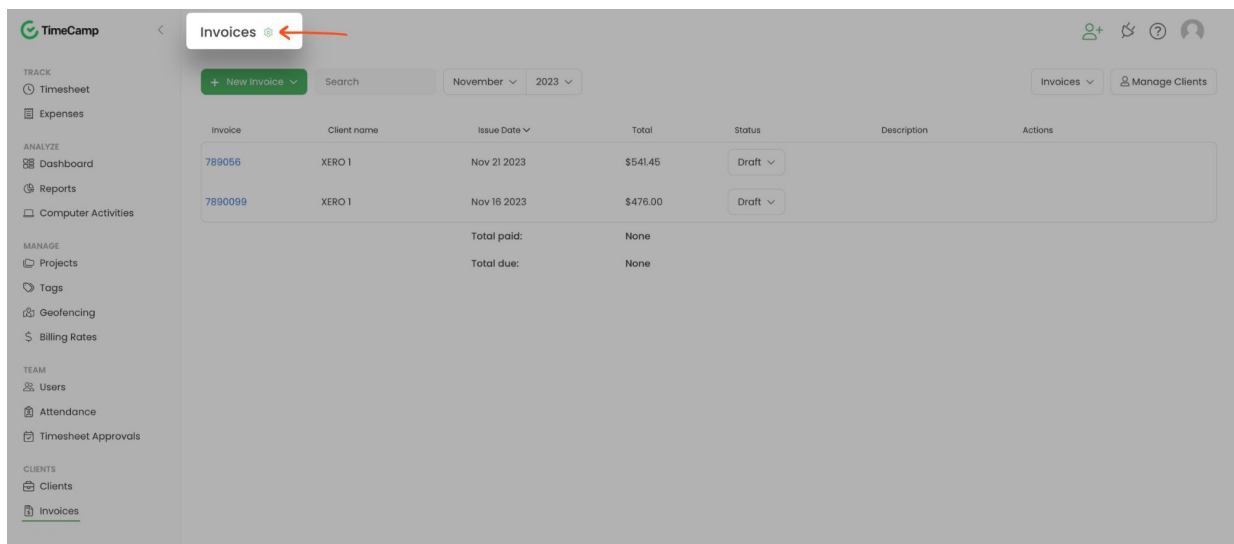
Please be noted that only the Administrator of the account has access to Settings. In addition, only users with the Time Tracking Administrator's permission are able to view and manage invoices.

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.

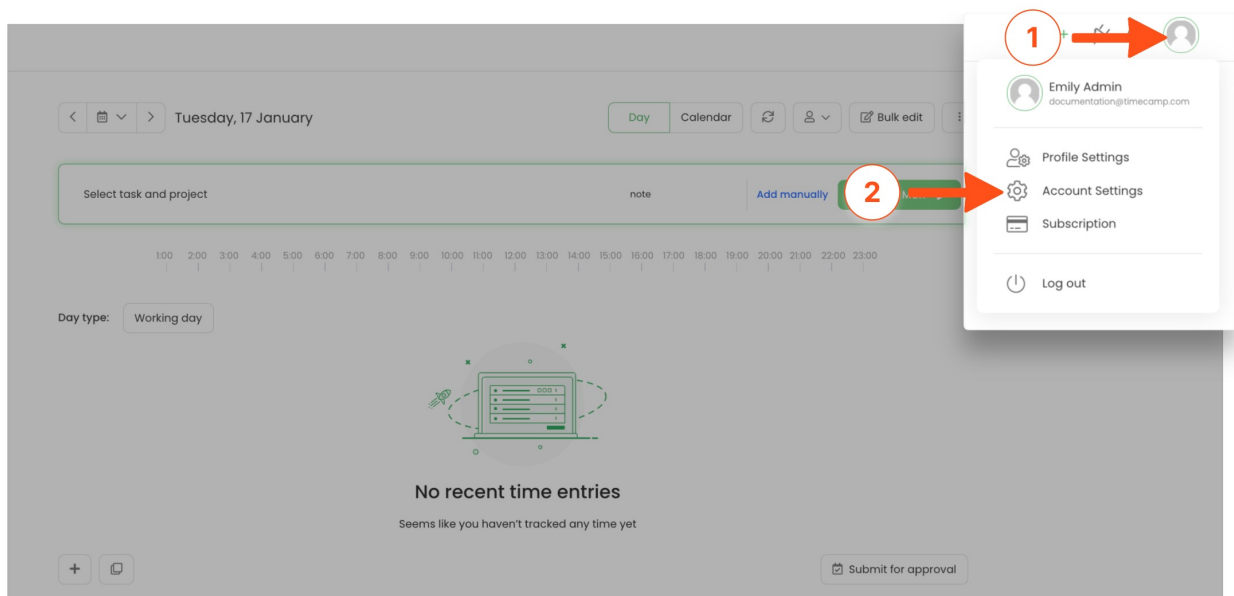


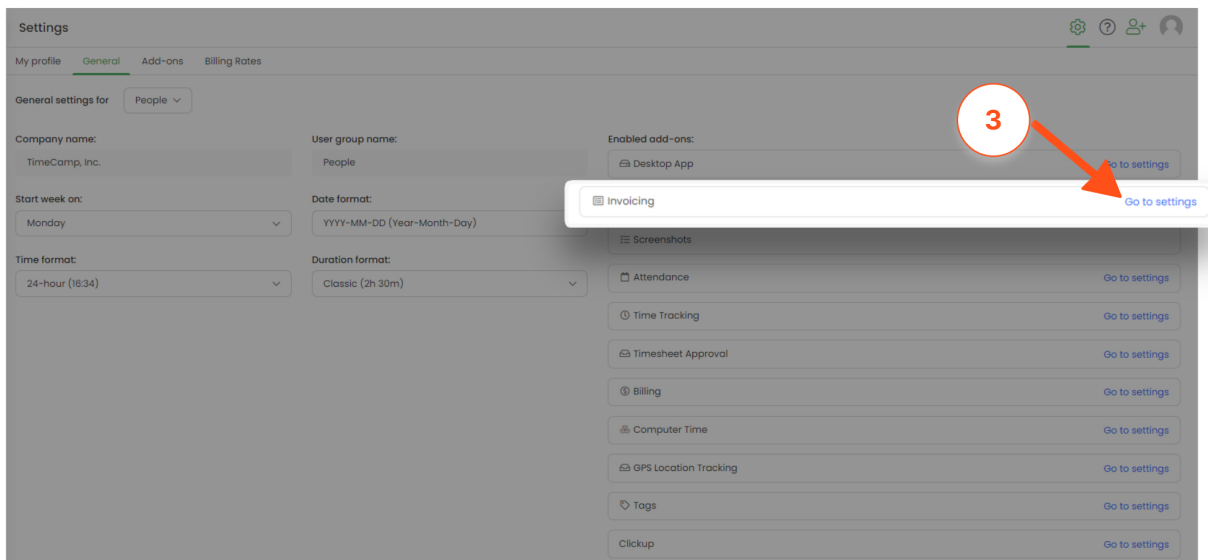
## Invoicing settings

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

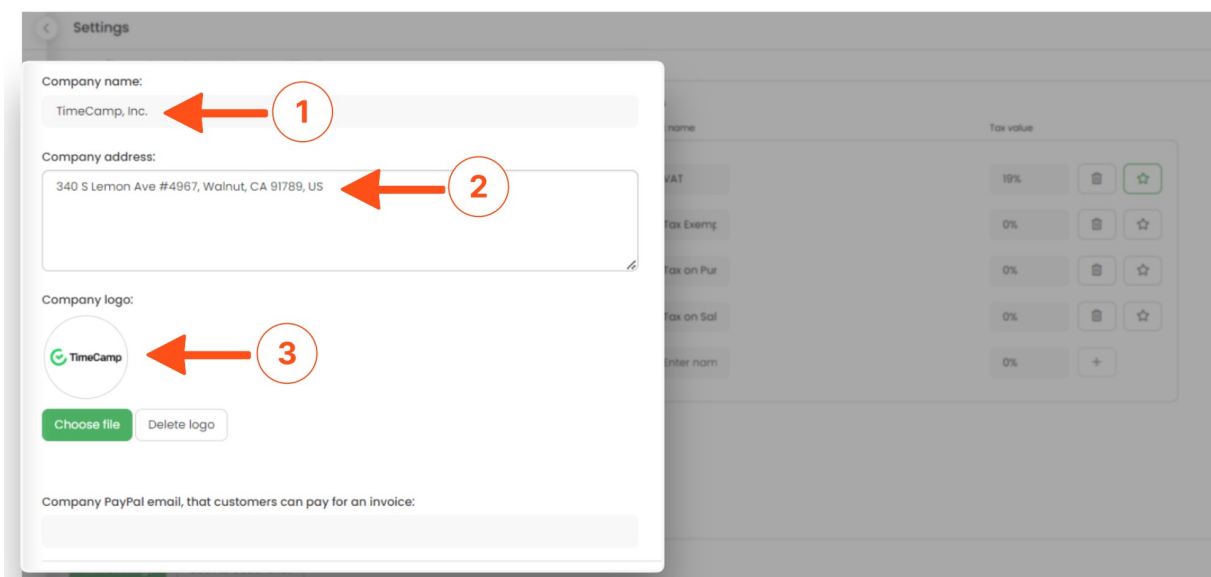


The additional way to access settings is to click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Invoicing settings**.





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.

Settings

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

Company name:  
TimeCamp, Inc.

Company address:  
340 S Lemon Ave #4967, Walnut, CA 91793, US

Company logo:  
TimeCamp  
Choose file Delete logo

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

Save settings Back to addons list

Taxes

Tax name	Tax value
Enter name for tax	0% +

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.

Settings

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

Company name:  
TimeCamp, Inc.

Company address:  
340 S Lemon Ave #4967, Walnut, CA 91793, US

Company logo:  
TimeCamp  
Choose file Delete logo

Taxes

Tax name	Tax value
Enter name for tax	0% +

#### 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.

The screenshot shows the 'Settings' page with the 'Add-ons' tab selected. The 'Company name' field contains 'TimeCamp, Inc.'. The 'Company address' field contains '340 S Lemon Ave #4967, Walnut, CA 91789, US'. The 'Company logo' section shows a circular logo with a green checkmark and the text 'TimeCamp', with 'Choose file' and 'Delete logo' buttons below it. The 'Company PayPal email, that customers can pay for an invoice:' field is empty. At the bottom, there is a green 'Save settings' button and a white 'Back to addons list' button. A red arrow points to the 'Save settings' button.

## 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:*

The screenshot shows the invoice preview page. It has sections for 'Services' and 'Products'. The 'Services' section has a table with columns: Type, Description, Rate, Hours, Tax, Line Total. It contains one row: 'Backup restore fee', 'Deleted user', '125', '2.5', 'VAT', '\$371.88'. The 'Products' section has a table with columns: Type, Description, Unit cost, Amount, Tax, Line Total. It is currently empty. At the bottom, there is a 'Notes or Terms visible to Client' section with sample terms. To the right, there is a summary section with 'Subtotal' at '\$312.50' and 'VAT' at '\$59.38'. At the very bottom, there is a modal with five buttons: 'Cancel', 'Save Invoice', 'Delete Invoice', 'Export to QuickBooks', and 'Send by Email'. A red arrow points to the 'Export to QuickBooks' button.

*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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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

