

Welcome to TimeCamp Help!

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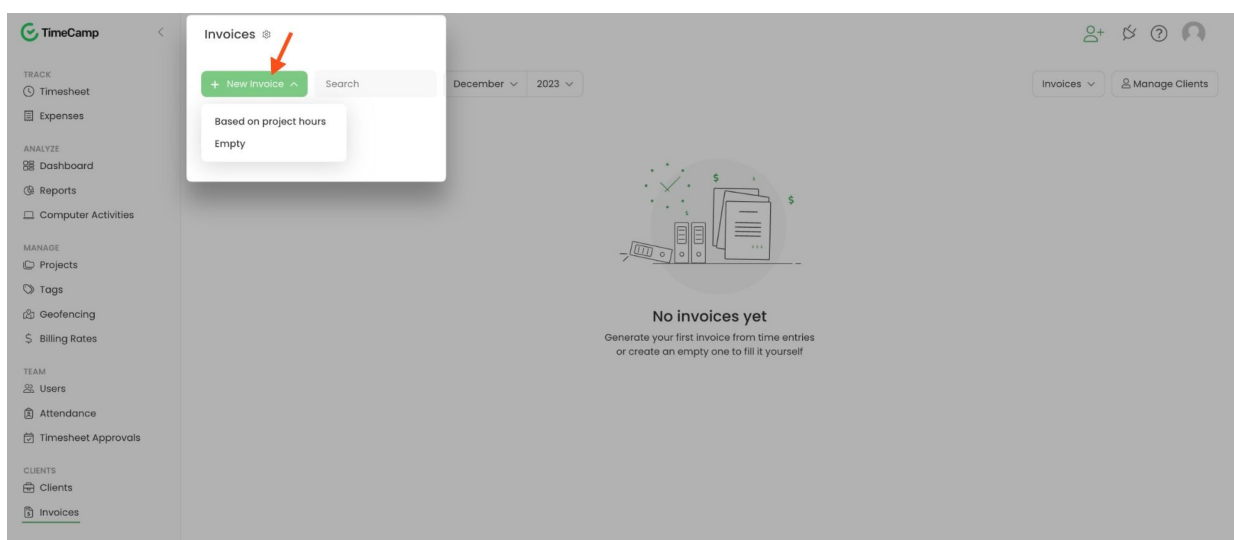
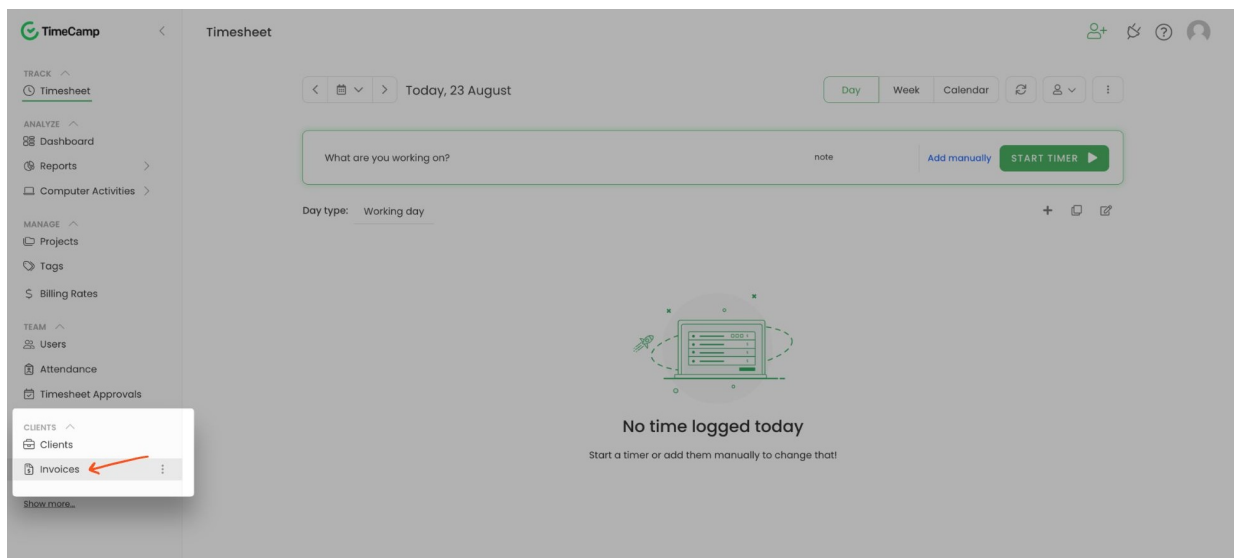
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Creating an invoice

After your account is set up in the **Invoicing** settings you can easily create an invoice. We prepared two types of invoices:

- based on tracked time
- empty template where you can input your own values.

To create an invoice navigate to the **Invoices module** on the left side menu and click on the green button **New invoice**. Next, select a type of you invoice you would like to continue with.



Creating an invoice based on project hours

If you're looking for a quick way to invoice your tracked time this option will be a good solution.

Please note that you can only invoice specific time entries once.

When you go to the Invoice panel, click on the **New Invoice** button and choose the **Based on project hours** method. The window for setting filters will appear:

New invoice based on timesheets

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks

Select at least one project or task

Tag filters

Select a tag

Include billable expenses

2. Timeframe

FROM:

01-03-2024

TO:

31-03-2024

3. Group time by

People

Tasks

Projects

Time entries

Tasks & people

Tags

Tasks & tags

Projects & tags

Preview (fill out fields above to see it)

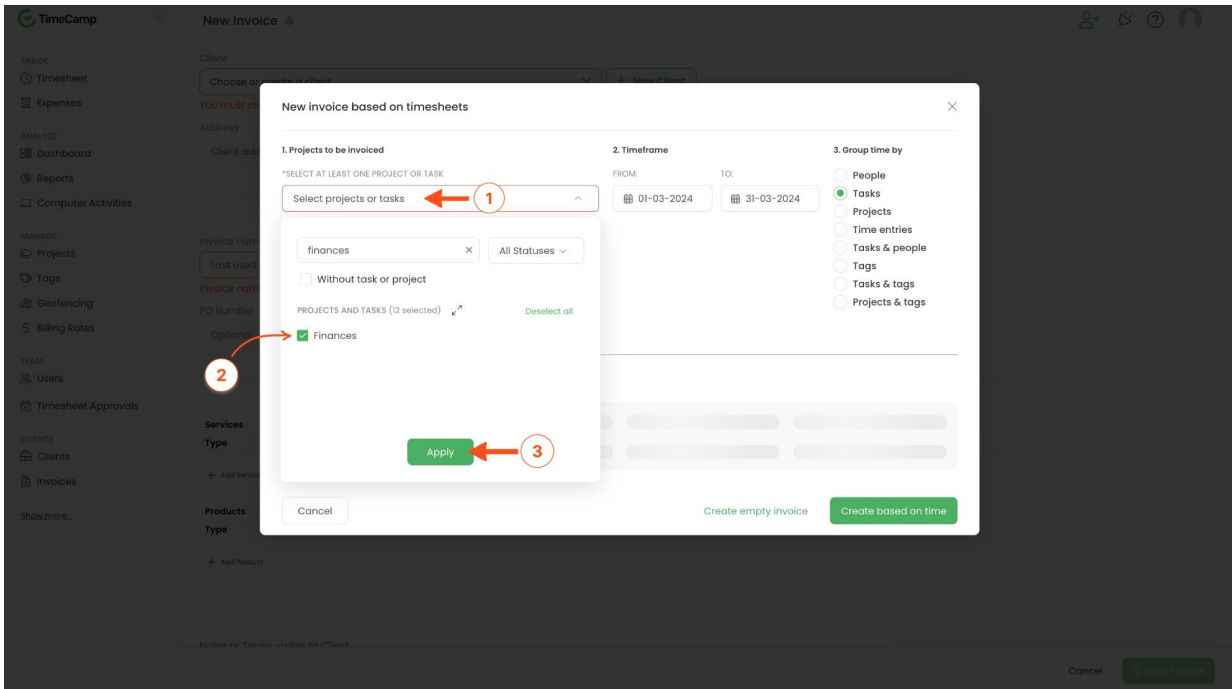
Cancel

Create empty invoice

Create based on time

Step 1

Select a task or a few tasks you want to invoice your customers for. You can add them one by one. Note that if the system finds any billable time the preview will automatically update below the form. Optionally you can also filter time by tags.



New invoice based on timesheets

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks

Finances

Administration

Analysis

Bookkeeping

Compliance

2. Timeframe

FROM:

01-03-2024

TO:

31-03-2024

3. Group time by

☐ People

☒ Tasks

☐ Projects

☐ Time entries

☐ Tasks & people

☐ Tags

☐ Tasks & tags

☐ Projects & tags

Tag filters

Select a tag

☐ Include billable expenses

Preview

TASK	NOTE	DURATION	COST PER HOUR	TOTAL COST
Ongoing	2024-03-15 08:00	3:00	\$56.00	\$168.00
Analysis	2024-03-15 11:30	1:15	\$56.00	\$70.00
Administration	2024-03-15 13:00	3:00	\$56.00	\$168.00

Cancel

Create empty invoice

Create based on time

Step 2

Adjust the timeframe of tracked hours that have to be invoiced.

New invoice based on timesheets

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks

meeting

Budget

Revenues

Receipts

Verification

Tag filters

Select a tag

Include billable expenses

2. Timeframe

FROM:01-03-2024

TO:31-03-2024

MARCH 2024

Su

Mo

Tu

We

Th

Fr

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26

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6

3. Group time by

People

Tasks

Projects

Time entries

Tasks & people

Tags

Tasks & tags

Projects & tags

Preview

TASK	NOTE	DURATION	COST PER HOUR	TOTAL COST
Ongoing	2024-03-15 08:00	3:00	\$56.00	\$168.00
Analysis	2024-03-15 11:30	1:15	\$56.00	\$70.00
Administration	2024-03-15 13:00	3:00	\$56.00	\$168.00

Cancel

Create empty invoice

Create based on time

Step 3

Choose how to group time and present it on the invoice. You can choose from 8 options – people, tasks, projects, time entries, tasks&people, tags, tasks&tags, projects&tags.

New invoice based on timesheets

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks

meeting

Budget

Revenues

Receipts

Verification

2. Timeframe

FROM:

TO:

01-03-2024

31-03-2024

3. Group time by

People

☒ Tasks

Projects

Time entries

Tasks & people

Tags

Tasks & tags

Projects & tags

Tag filters

Select a tag

Include billable expenses

Preview

TASK	NOTE	DURATION	COST PER HOUR	TOTAL COST
Ongoing	2024-03-15 08:00	3:00	\$56.00	\$168.00
Analysis	2024-03-15 11:30	1:15	\$56.00	\$70.00
Administration	2024-03-15 13:00	3:00	\$56.00	\$168.00

Cancel

Create empty invoice

Create based on time

- **Grouping by People** will create an invoice where each employee's individual time will be inserted as a separate row;
- **Grouping by Tasks** will create an invoice where each selected task or all tasks within a selected project will be inserted as a separate row on the invoice;
- **Grouping by Projects** will create an invoice where each selected project will be inserted in a separate row. Remember to treat tasks as children to projects. If you choose to invoice multiple tasks from the same project, they'll be summarized in one row;
- **Grouping by time entries** will allow you to create the most detailed invoice. Each task will be divided into entries gathered from specific people. This way you'll easily be able to represent who spent how much time on which task and also adjust the hourly rate for each entry;
- **Grouping by task and people** will create an invoice where each selected task will be separated in a row and divided into tracked time from specific people;
- **Grouping by tags** will create an invoice where time tracked to selected tasks will be inserted as a separate

row summarized and assigned to tags;

- **Grouping by tasks and tags** will create an invoice where each selected task or all tasks within a selected project will be inserted as a separate row on the invoice and gathered by assigned tags;
- **Grouping by projects and tags** will create an invoice where each selected project will be inserted in a separate row and gathered by assigned tags. If you choose multiple tasks from the same project, they'll be summarized in one row;

After going through the wizard click on the green **Create based on time** button and proceed with finishing your invoice.

New invoice based on timesheets

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks

2. Timeframe

FROM: 01-03-2024 TO: 31-03-2024

3. Group time by

- ☐ People
- ☐ Tasks
- ☐ Projects
- ☐ Time entries
- ☐ Tasks & people
- ☐ Tags
- ☒ Tasks & tags
- ☐ Projects & tags

Tag filters

Select a tag

☐ Include billable expenses

Preview

TASK	NOTE	DURATION	COST PER HOUR	TOTAL COST
Ongoing - -	2024-03-15 08:00	3:00	\$56.00	\$168.00
Analysis - Client contact	2024-03-15 11:30	1:15	\$56.00	\$70.00
Administration - Meeting	2024-03-15 13:00	3:00	\$56.00	\$168.00

Cancel Create empty invoice Create based on time

Optionally if you use the Expenses feature you can include billable expenses to your invoice. [Learn more](#)

TimeCamp < New Invoice ⓘ

Client: Ola Be [Edit Client]

Address: Al Wiśniowa 36A
53-137 Wrocław
PL

Invoice number: 78905 Currency: USD - American dollar Issue Date: 2023-12-21 Due Date: Optional

PO Number: Optional Private comment: Optional

Services Type	Description	Rate	Duration	Tax	Line Total
Development	2023-11-06 07:59	78.5	40h 00m	VAT	\$3,736.60
Finances	2023-11-06 08:00 - Test test	80	35h 59m	VAT	\$3,427.17
Vacation	2023-11-09 08:00	71.47	10h 32m	VAT	\$897.11

+ Add Services

Cancel Save Invoice

You'll need to **select the Client** you want to create an invoice for and enter the **Invoice Number**. Next, you can edit hour rates for each invoiced entry and select a proper tax for it.

Optionally you can add other products and services to your invoice, fill in the note field, change the issue date and add a PO number.

Your browser does not support HTML5 video.

When finished, click on the **Save invoice**. If you integrated your account with Xero or Quickbooks an additional option to export the invoice to your Xero or Quickbooks account will appear.

TimeCamp < New Invoice ⓘ

Client: Ola Be [Edit Client]

Address: Al Wiśniowa 36A
53-137 Wrocław
PL

Invoice number: 78905 Currency: USD - American dollar Issue Date: 2023-12-21 Due Date: Optional

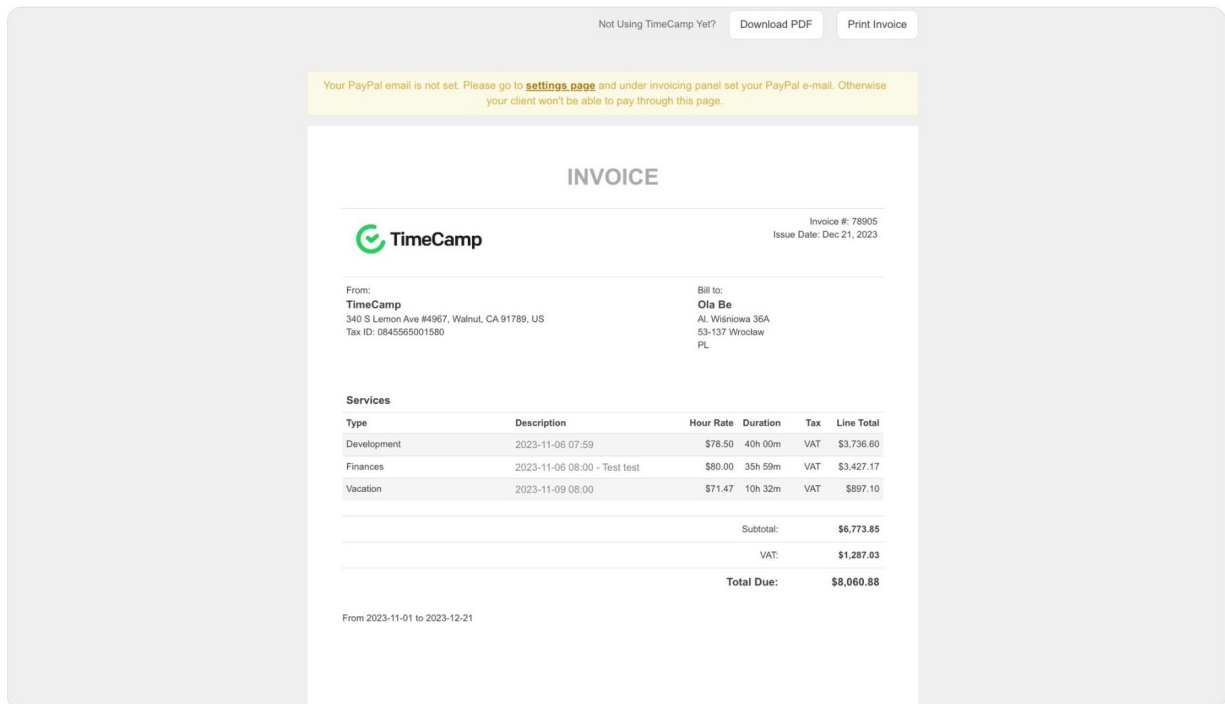
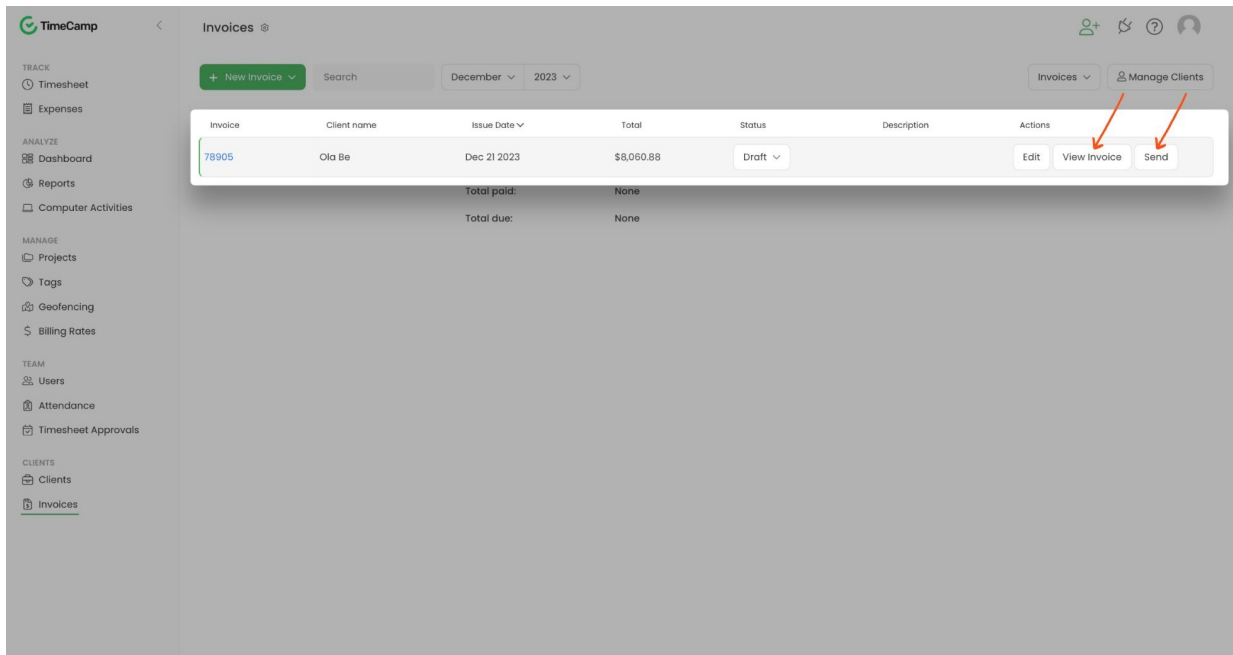
PO Number: Optional Private comment: Optional

Services Type	Description	Rate	Duration	Tax	Line Total
Development	2023-11-06 07:59	78.5	40h 00m	VAT	\$3,736.60
Finances	2023-11-06 08:00 - Test test	80	35h 59m	VAT	\$3,427.17
Vacation	2023-11-09 08:00	71.47	10h 32m	VAT	\$897.11

+ Add Services

Cancel Save Invoice

When an invoice is saved you can download it as a **PDF file** or **send it by email**.



Creating an invoice from an empty template

A new invoice created from an empty template can be easily modified and adjusted to your needs. When you go to the Invoice panel, click on the **New Invoice** button and choose the **Empty** method.

Let's review how to fill up the template step by step:

TimeCamp New Invoice

Client: Choose or create a client + New Client
You must choose client or create a new one for this invoice.

Address: Client address

Invoice number: Last used: 78905 Invoice number is required | Currency: Select currency | Issue Date: 2023-12-21 | Due Date: Optional

PO Number: Optional | Private comment: Optional

Services

Type	Description	Rate	Duration	Tax	Line Total
Type	Optional	0	0h 00m		

+ Add Services

Products

Type	Description	Unit cost	Quantity	Tax	Line Total
	Optional	0	0		

+ Add Product

Cancel Save Invoice

The first part contains **billing information that is required**. Here you can choose a **Client** from your list or create a new one.

Next, input an **invoice number**, **select a currency**, and choose an issue date.

The next part is the description of your services and products. There is no need to keep both positions so if you wish to add only one you can simply delete the other with a "trash" icon.

Here you can **input the name of your product/service** and optionally a description of it. Next, **input a rate** for this position and **how many hours you spent** working on it and finally **select a tax** from the already created list.

Your browser does not support HTML5 video.

If any required field is left empty the invoice won't be saved and those fields will be framed with a red line.

When finished, click on the **Save invoice**. If you integrated your account with Xero or Quickbooks an additional option to export the invoice to your Xero or Quickbooks account will appear.

- TRACK
 - Timesheet
 - Expenses
- ANALYZE
 - Dashboard
 - Reports
 - Computer Activities
- MANAGE
 - Projects
 - Tags
 - Geofencing
 - Billing Rates
- TEAM
 - Users
 - Attendance
 - Timesheet Approvals
- CLIENTS
 - Clients
 - Invoices

New Invoice

Client

Ola Be

Edit Client

Address

Al. Wiśniowa 36A

53-137 Wrocław

PL

Invoice number

78905

Currency

USD - American dollar

Issue Date

2023-12-21

Due Date

Optional

PO Number

Optional

Private comment

Optional

Type	Description	Rate	Duration	Tax	Line Total
Development	2023-11-06 07:59	78.5	40h 00m	VAT	\$3,736.60
Finances	2023-11-06 08:00 - Test test	80	35h 59m	VAT	\$3,427.17
Vacation	2023-11-09 08:00	71.47	10h 32m	VAT	\$897.11

+ Add Services

Cancel

Save Invoice

When an invoice is saved you can download it as a **PDF file** or **send it by email**.

- TRACK
 - Timesheet
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- ANALYZE
 - Dashboard
 - Reports
 - Computer Activities
- MANAGE
 - Projects
 - Tags
 - Geofencing
 - Billing Rates
- TEAM
 - Users
 - Attendance
 - Timesheet Approvals
- CLIENTS
 - Clients
 - Invoices

Invoices

+ New Invoice

Search

December

2023

Invoices

Manage Clients

Invoice	Client name	Issue Date	Total	Status	Description	Actions
78905	Ola Be	Dec 21 2023	\$8,060.88	Draft		<div>Edit</div> <div>View Invoice</div> <div>Send</div>

Total paid:

None

Total due:

None

Not Using TimeCamp Yet?
Download PDF
Print Invoice

Your PayPal email is not set. Please go to [settings page](#) and under invoicing panel set your PayPal e-mail. Otherwise your client won't be able to pay through this page.

INVOICE

Invoice #: 78905
Issue Date: Dec 21, 2023

From:
TimeCamp
340 S Lemon Ave #4967, Walnut, CA 91789, US
Tax ID: 0845565001580

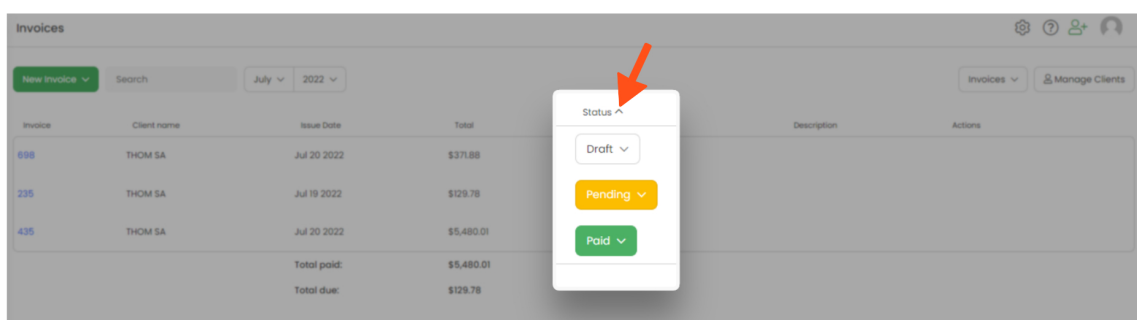
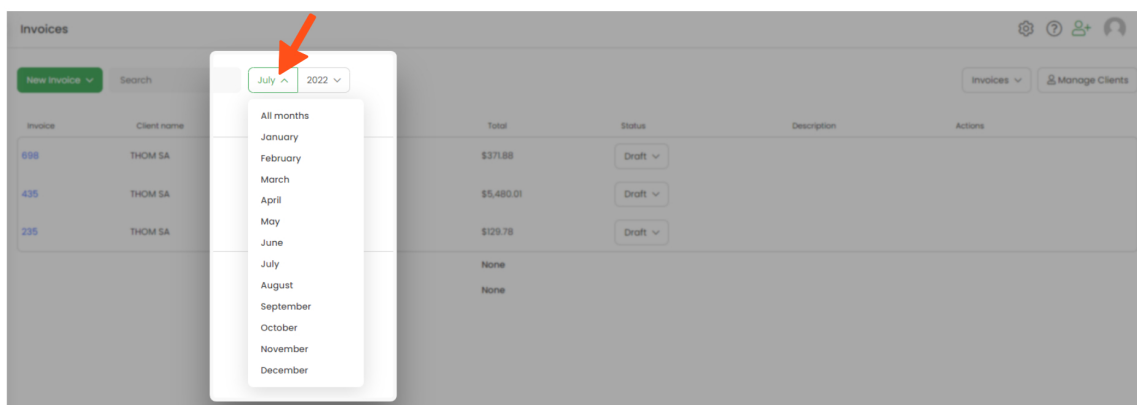
Bill to:
Ola Be
Al, Wierniowa 36A
53-137 Wroclaw
PL

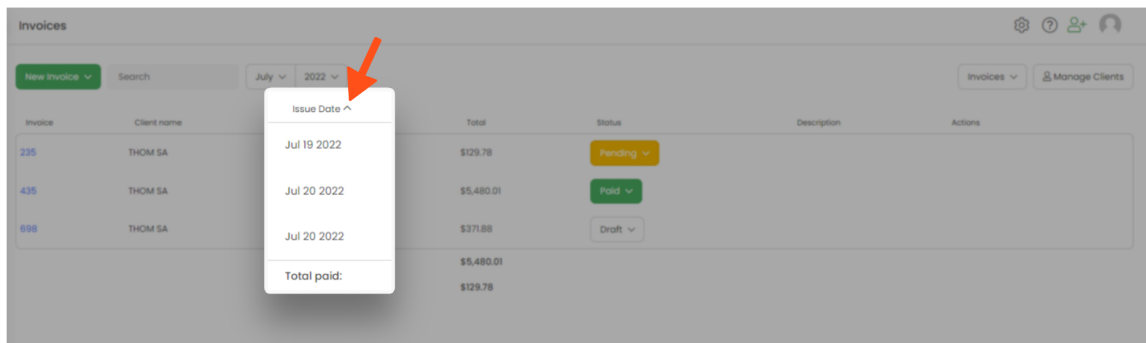
Type	Description	Hour Rate	Duration	Tax	Line Total
Development	2023-11-06 07:59	\$78.50	40h 00m	VAT	\$3,736.60
Finances	2023-11-06 08:00 - Test test	\$80.00	35h 59m	VAT	\$3,427.17
Vacation	2023-11-09 08:00	\$71.47	10h 32m	VAT	\$897.10
Subtotal:					\$6,773.85
VAT:					\$1,287.03
Total Due:					\$8,060.88

From 2023-11-01 to 2023-12-21

Invoice status

All created invoices will be presented on the list in the Invoice module. You can filter them by issued month and year or just view them all by choosing “all months/years” from the filter menu. **You can also group them ascending or descending by issue date or status**, simply click on this value.





As you can see next to every invoice there is a status. There are 3 types of statuses:

- **Draft** - created invoice but not sent yet.
- **Pending** - sent invoices but not paid yet
- **Paid** - invoices with a completed payment

If you connected your PayPal account in settings and clients will use this method to pay for an invoice, the status will be automatically changed from Pending to Paid.

If you manually send invoices and use another payment method, the status also has to be adjusted manually. Just click on it and select the right status from the menu: