

Welcome to TimeCamp Help!

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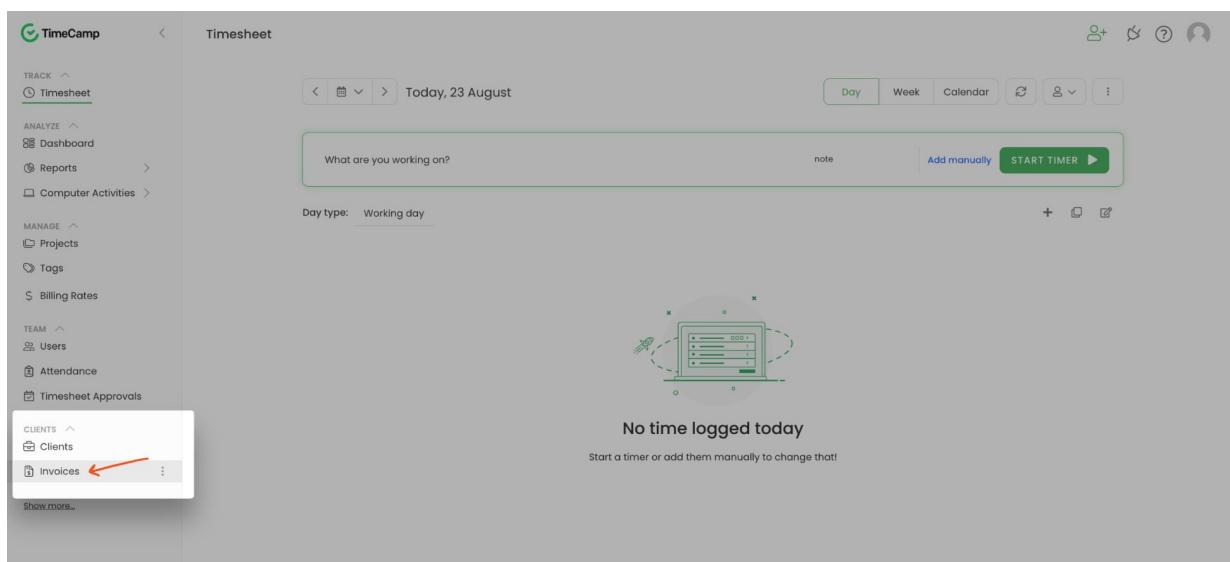
88

Creating an invoice

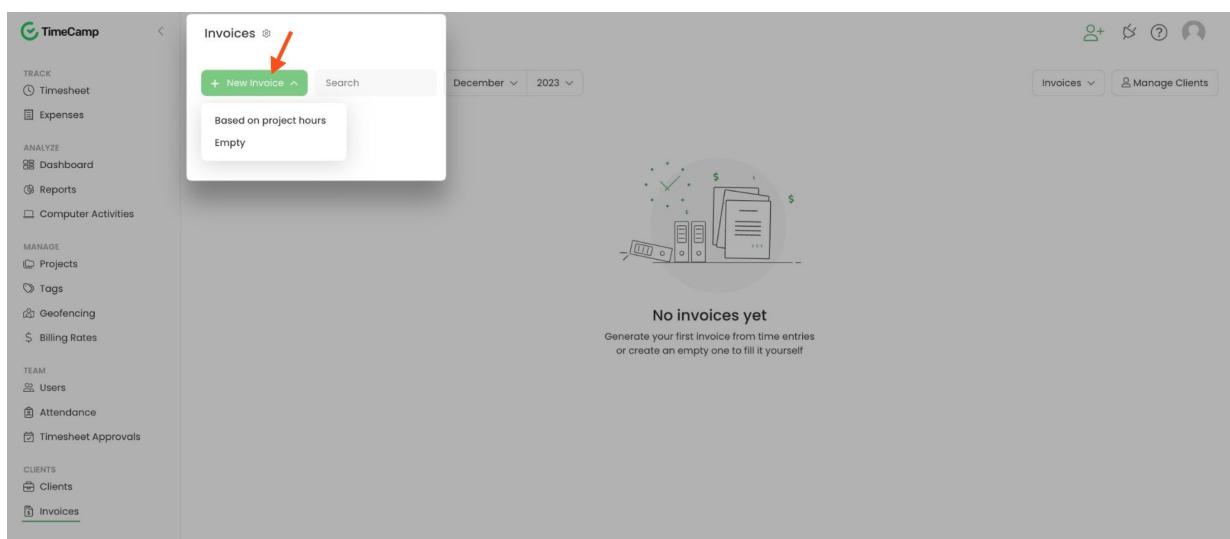
After your account is set up in the **Invoicing** settings you can easily create an invoice. **We prepared two types of invoices:**

- **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.



The screenshot shows the TimeCamp interface with the 'Timesheet' module selected. On the left, the 'CLIENTS' section is expanded, showing 'Clients' and 'Invoices'. A red arrow points to the 'Invoices' button. The main area displays a timesheet for 'Today, 23 August' with a placeholder 'What are you working on?'. A green button 'START TIMER' is visible. Below the timesheet, a message says 'No time logged today' with a note to 'Start a timer or add them manually to change that!'. The sidebar also includes sections for TRACK, ANALYZE, MANAGE, and TEAM.



The screenshot shows the TimeCamp interface with the 'Invoices' module selected. A red arrow points to the 'New Invoice' button in the dropdown menu. The main area displays a message 'No invoices yet' with a note to 'Generate your first invoice from time entries or create an empty one to fill it yourself'. The sidebar includes sections for TRACK, ANALYZE, MANAGE, and TEAM.

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 X

1. Projects to be invoiced 2. Timeframe 3. Group time by

*SELECT AT LEAST ONE PROJECT OR TASK

Select projects or tasks ▼

⚠ Select at least one project or task

Tag filters ▼

Select a tag ▼

People

Tasks

Projects

Time entries

Tasks & people

Tags

Tasks & tags

Projects & tags

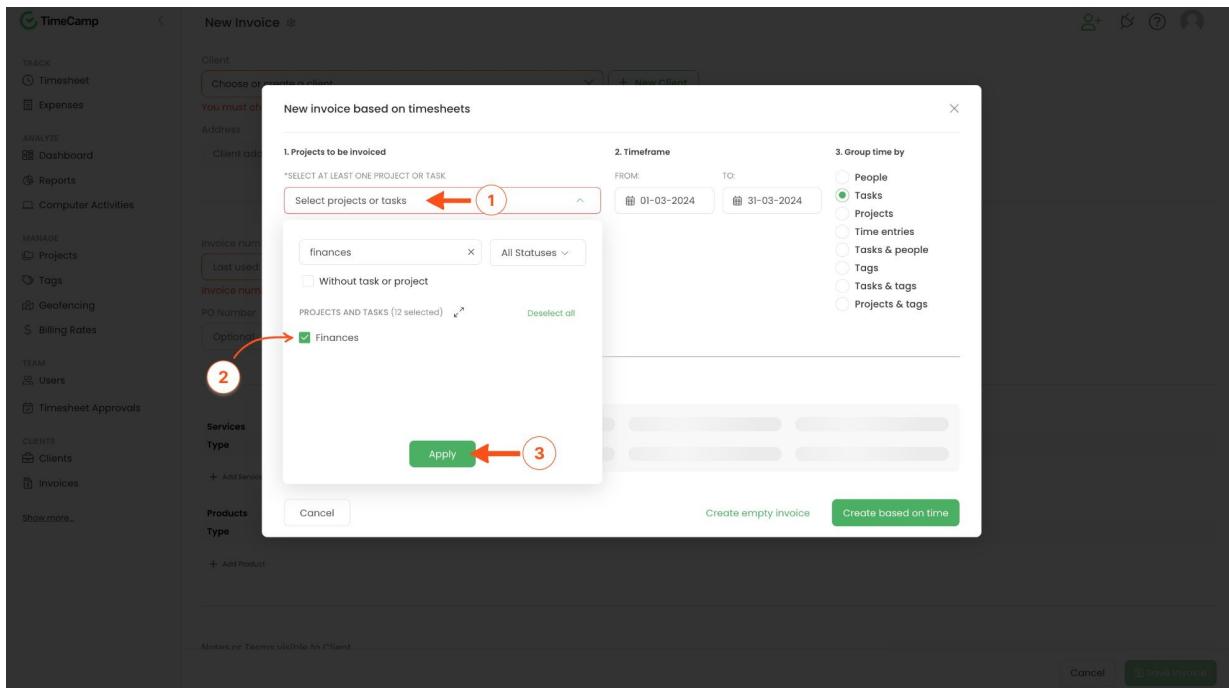
Include billable expenses

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 (selected)
- 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 X

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	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	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 X

1. Projects to be invoiced

*SELECT AT LEAST ONE PROJECT OR TASK

MEETING
Budget
Revenues
Receipts
Verification

Tag filters

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

2. Timeframe

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

3. Group time by

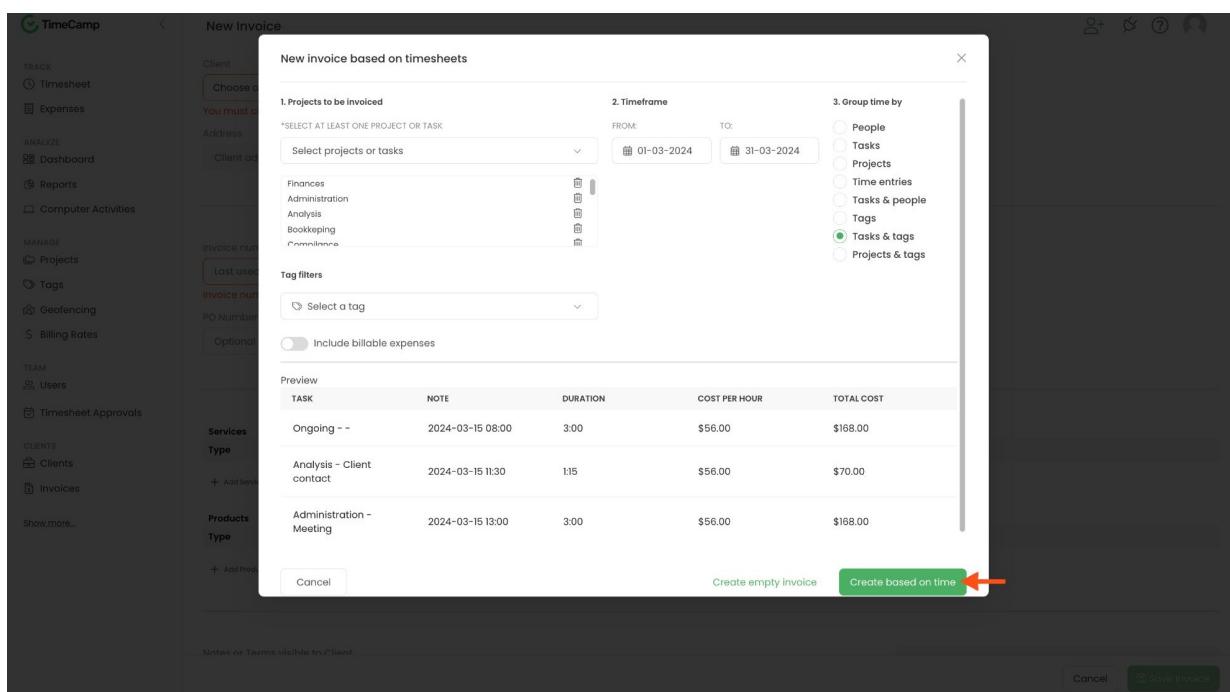
- People
- Tasks
- Projects
- Time entries
- Tasks & people
- Tags
- Tasks & tags
- Projects & tags

- **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.



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

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		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.

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

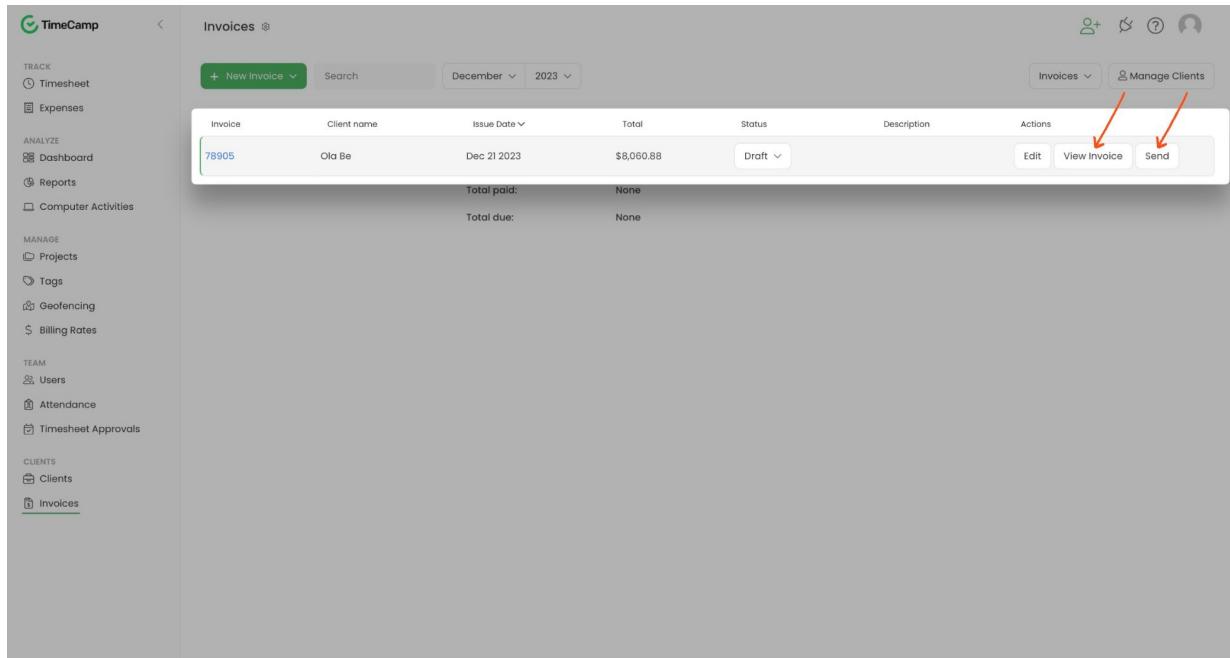
PO Number: Optional | Private comment: Optional

Services		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	

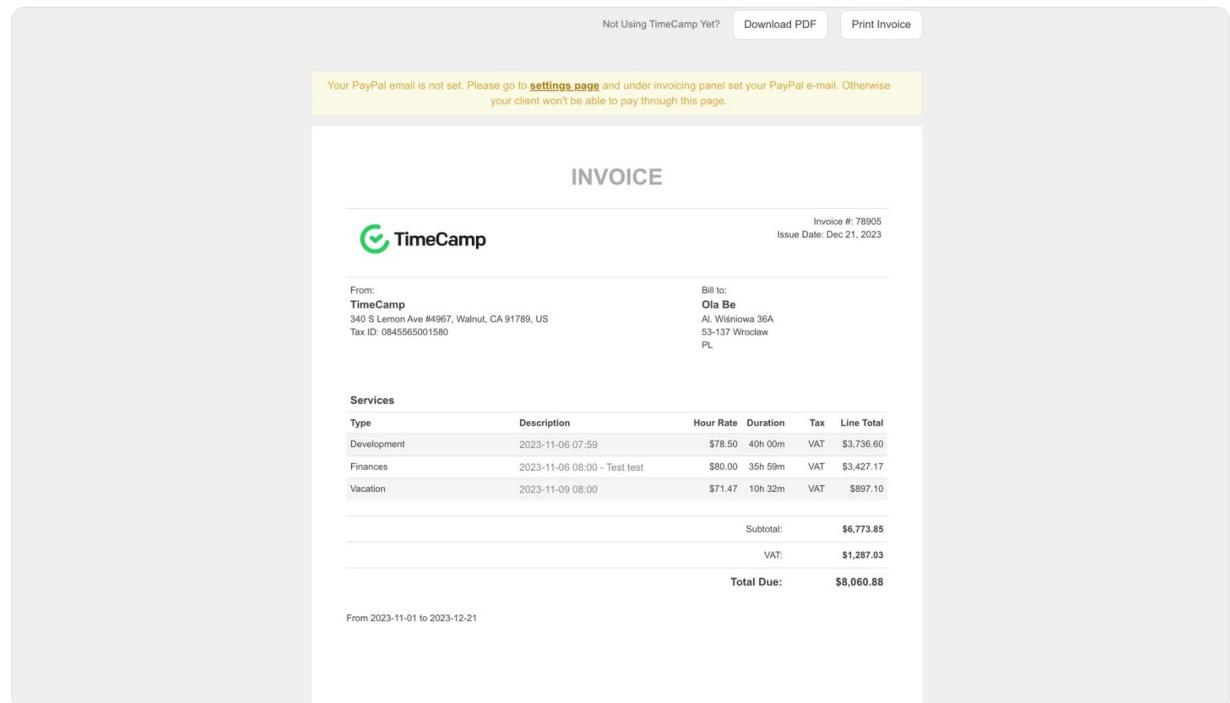
+ Add Services

[Cancel](#) [Save Invoice](#)

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



The screenshot shows the TimeCamp software interface. On the left, a sidebar lists various modules: Timesheet, Expenses, Dashboard, Reports, Computer Activities, Projects, Tags, Geofencing, Billing Rates, Users, Attendance, and Timesheet Approvals. Under the 'CLIENTS' section, 'Invoices' is selected. The main area is titled 'Invoices' and shows a table with one row. The row details an invoice for 'Ola Be' with an issue date of 'Dec 21 2023' and a total of '\$8,060.88'. The status is 'Draft'. Action buttons for 'Edit', 'View Invoice', and 'Send' are at the bottom of the row. Red arrows point to the 'View Invoice' and 'Send' buttons.



The screenshot shows a generated invoice PDF. The header includes the TimeCamp logo, invoice number 78905, and issue date Dec 21, 2023. The 'Services' section lists three items: Development, Finances, and Vacation, with their respective descriptions, hours, rates, and totals. The PDF also shows a subtotal of \$6,773.85, VAT of \$1,287.03, and a total due of \$8,060.88. A note at the bottom states 'From 2023-11-01 to 2023-12-21'.

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:

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.

TimeCamp < New Invoice

Client: Ola Be [Edit Client](#)

Address: Al. Witniowa 35A, 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](#)

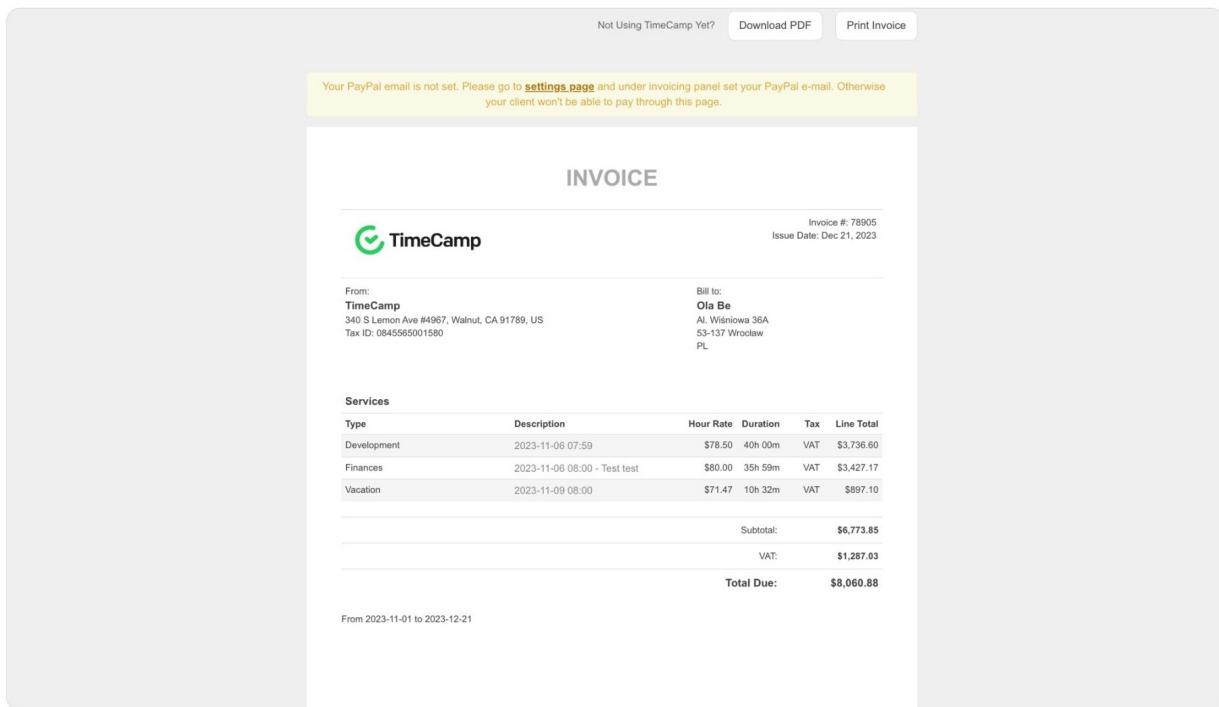
When an invoice is saved you can download it as a **PDF file** or send it by email.

TimeCamp < 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		Edit View Invoice Send

Total paid: None
Total due: None



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.

July ^ 2022 ^

All months

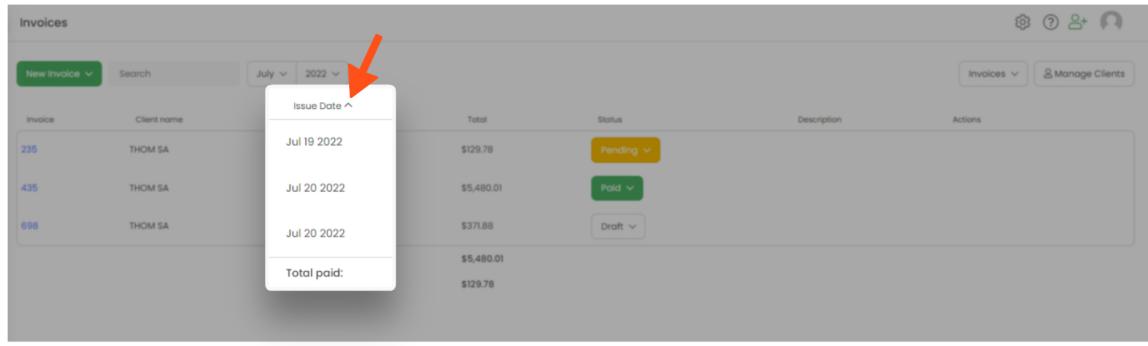
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Status ^

Draft

Pending

Paid



Invoice	Client name	Total	Status	Description	Actions
235	THOM SA	\$129.78	Pending		
435	THOM SA	\$5,480.01	Paid		
698	THOM SA	\$371.88	Draft		
		Total paid:	\$5,480.01		
			\$129.78		

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: