Welcome to TimeCamp Help!

Billing Basics

In this article:

- How to enable billing rates?
- Billing settings

TimeCamp's Billing add-on allows you to easily track your project's budget and margin. You can create various income/cost rates and assign them to specific projects or users. Then simply track time on your tasks and generate reports, which would count your margins automatically.
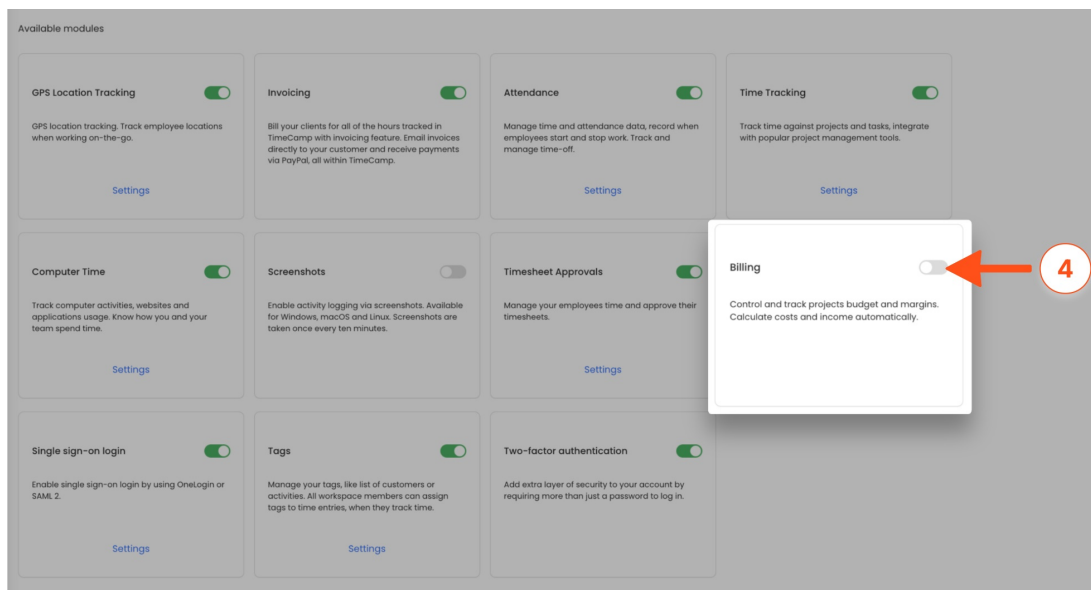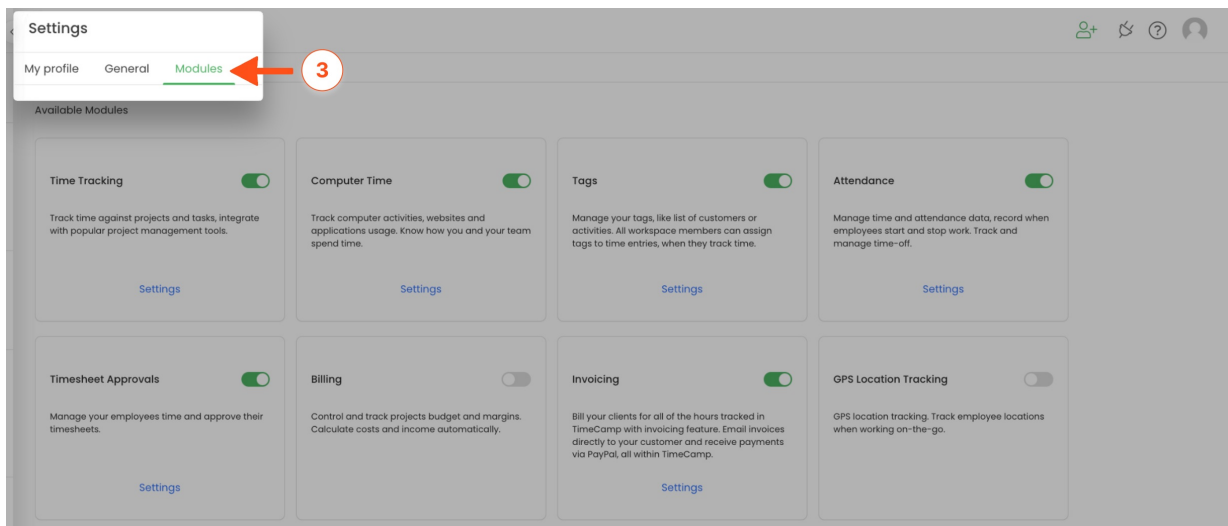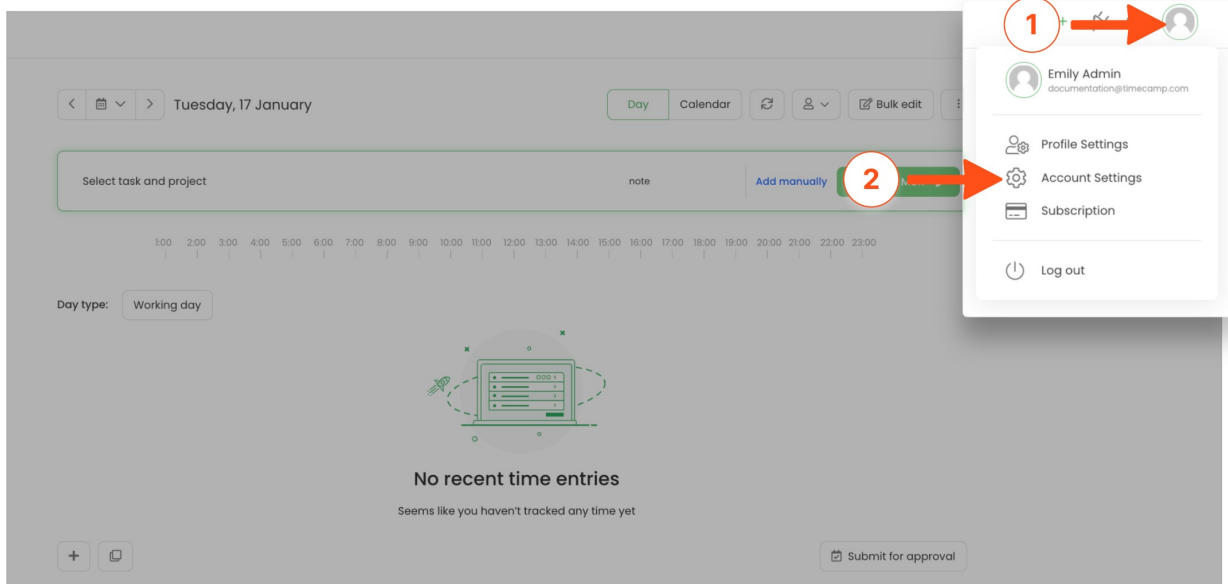
Billing rates and tracked time can be easily used to create an invoice.

Specific billing rates are available only in the Ultimate plan. General billing settings will be available both in Premium and Ultimate plans.

How to enable billing rates?

The administrator's privileges are required to access account settings and enable the module.

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

Settings

My profile   General   **Modules**

Available Modules

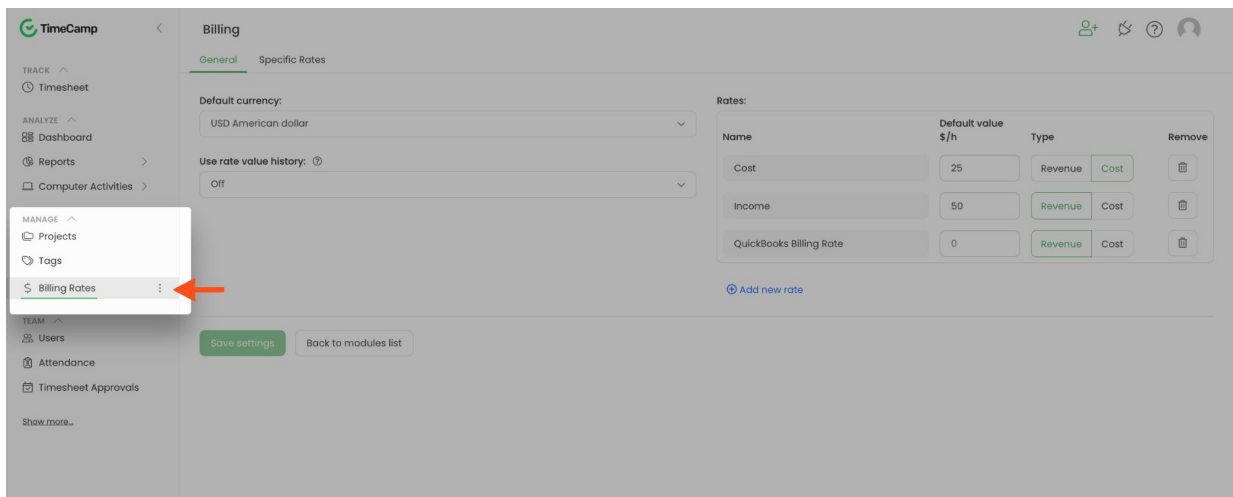| Time Tracking	Computer Time	Tags	Attendance
Track time against projects and tasks, integrate with popular project management tools.	Track computer activities, websites and applications usage. Know how you and your team spend time.	Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.
Settings	Settings	Settings	Settings

Timesheet Approvals	Billing	Invoicing	GPS Location Tracking
Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.	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.	GPS location tracking. Track employee locations when working on-the-go.
Settings		Settings	

Available modules

GPS Location Tracking	Invoicing	Attendance	Time Tracking
GPS location tracking. Track employee locations when working on-the-go.	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.	Manage time and attendance data, record when employees start and stop work. Track and manage time-off.	Track time against projects and tasks, integrate with popular project management tools.
Settings		Settings	Settings

Computer Time	Screenshots	Timesheet Approvals	Billing
Track computer activities, websites and applications usage. Know how you and your team spend time.	Enable activity logging via screenshots. Available for Windows, macOS and Linux. Screenshots are taken once every ten minutes.	Manage your employees time and approve their timesheets.	Control and track projects budget and margins. Calculate costs and income automatically.
Settings		Settings	

Single sign-on login	Tags	Two-factor authentication
Enable single sign-on login by using OneLogin or SAML 2.	Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.	Add extra layer of security to your account by requiring more than just a password to log in.
Settings	Settings	

After the module is enabled you can find the Billing rates section on the left side menu. If you decided not to use the Billing rates module you can simply disable it in the Modules tab.


Billing settings

Only the Administrator of the account can access the Billing rates tab.

Here you can start with setting **currency** and decide whether or not to use **the rate value history** feature.

The rate value history feature will allow you to **use different rates (for a specific project or user) in a different timeframe.** Here you can learn more about applying and editing rates history.
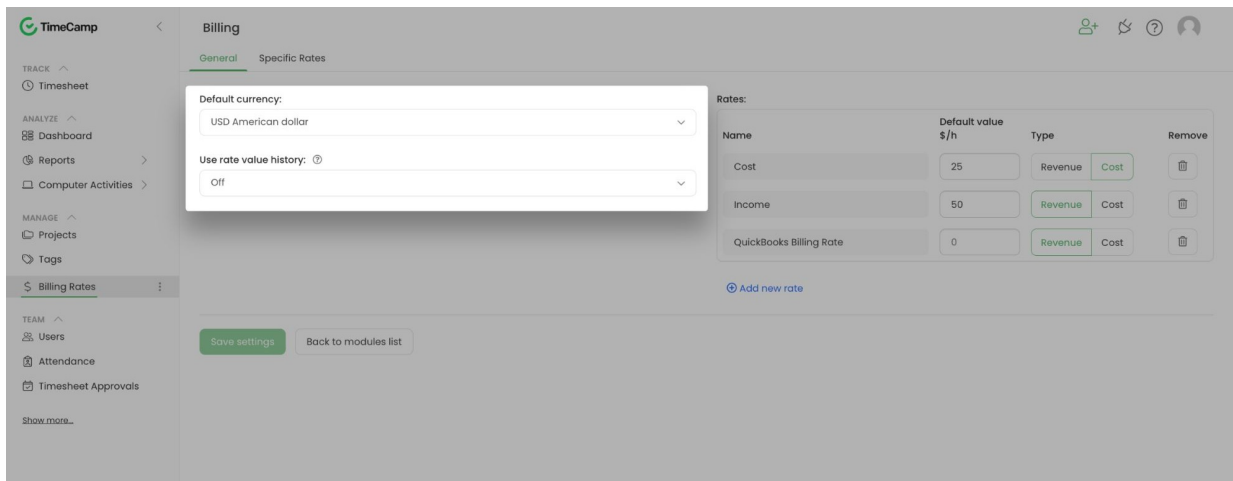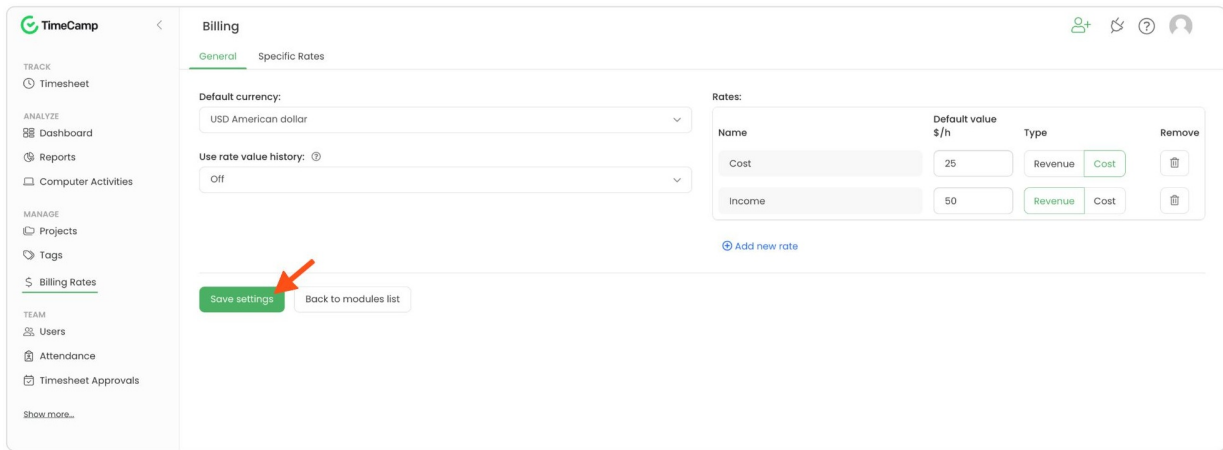
In the Rates section, you can manage the default **general rates.** The following options to set and edit are available here:

1. **Rate name**

2. **Rate value**

3. **Rate type (revenue or cost)**

4. **Delete rate**

5. **Add a new rate**
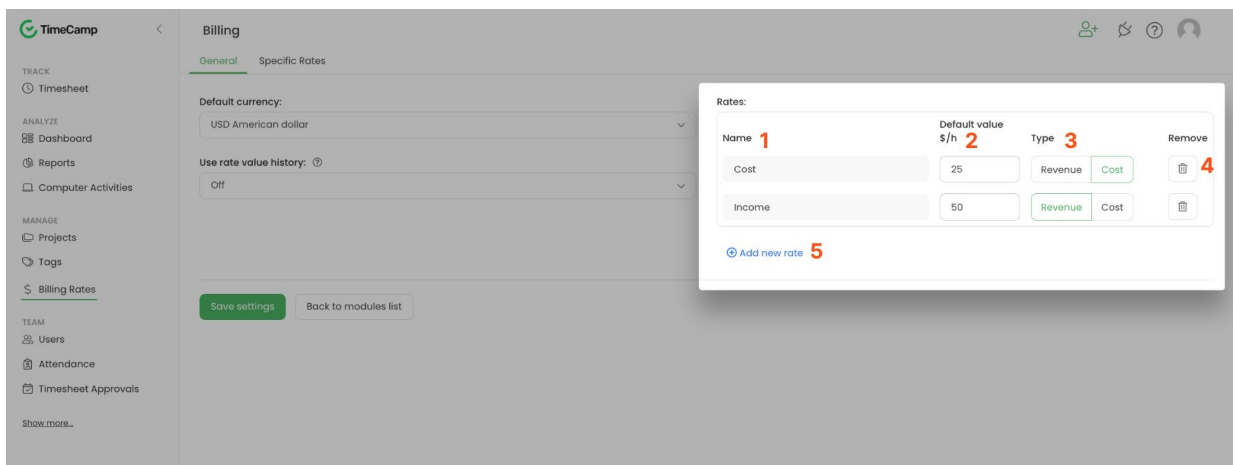
You can set both revenue and cost rates or keep only one type of rate.

When you finish editing general rates, don't forget to **save settings**.

By default, **the revenue rates define your income**, the amount you get from working on projects and tasks. And **the cost rates define how much this work costs you**, and the expenses that you spend money on. You can also change the title of the rates to match your needs.

These rates will be applied only if you don't set up **specific rates** for Users or Projects.