Welcome to TimeCamp Help!

Search for articles...

88

Billable and non-billable time

In this article:

• Set time as billable or non-billable

Tracked time in TimeCamp can be defined as billable or non-billable. **The difference is that only billable time can be invoiced**.

If you would like to check and compare the billable and non-billable time you tracked, you can use the **Billable filter** in the Reports section.

| C TimeCamp | By Days | | | | | ⊞ Earn up to \$100 > | 2+ ¢ 0 A |
|----------------------------|---------------------------|-----------------|-----------------------------|-----------------|-----------------------------|----------------------|------------------------|
| TRACK | | | | | | Period | ical emails 🖉 Export 🗸 |
| Expenses | Date range | People | Projects | Active/archived | Tags: | Invoiced statu | 15 |
| REPORTS | 🛗 Last month | ~ 熔 All users | ✓ | ✓ Active tasks | Any tag | ~ All | ~ |
| @ Time | Billable status | Notes | | | | | |
| \$ Finance | All | ^ Search | | | | | |
| Computer Activities | | | | | | | |
| MANAGE | All billable status | es | | | | | |
| D Projects | [Billable time entri | es | Task | | Time Level 1 | Level 2 | Level 3 |
| 🛇 Tags | Not billable time entries | | | | 12: 15 | | |
| 🖄 Geofencing | 2024-12-24 | * * Emily Admin | Brief | | 01: 15 Marketing | | |
| \$ Billing Rates | 2024-12-20 | C Emily Admin | Meeting | | 00: 45 Trello | Planning | Pending |
| τεαμ | 2024-12-18 | Emily Admin | (time without task assigned | j) | 00: 00 | | |
| 兴 Users | 2024-12-17 | Emily Admin | Google Calendar Events - E | mily Admin | 01: 00 | | |
| Attendance | 2024-12-14 | Emily Admin | Google Calendar Events - E | mily Admin | 03: 00 | | |
| - ቫ Timesheet Approvals | 2024-12-12 | Emily Admin | Meeting | | 01: 15 Trello | Planning | Pending |
| <u> </u> | 2024-12-10 | C Emily Admin | Google Calendar Events - E | mily Admin | 00: 30 | | |
| CLIENTS | 2024-12-09 | Emily Admin | Meeting | | 00: 45 Trello | Planning | Pending |
| E Clients | 2024-12-06 | James Stone | (time without task assigned | (k | 02: 30 | | |
| Invoices | 2024-12-03 | C Emily Admin | Google Calendar Events - E | mily Admin | 00: 30 | | |
| | 2024-12-02 | C Emily Admin | Meeting | | 00: 45 Trello | Planning | Pending |
| | Total | | | | 12: 15 | | |
| | | | | | | | |

By default all time is billable. It is possible to set and edit the non-billable status only in Premium and Ultimate plans.

Set time as billable or non-billable

It is possible to set up time as billable or non-billable in two ways:

1. Define the entire task status

You can define whether the time for a certain task should be billable or non-billable by default.

Navigate to the **Projects** tab, click on a certain project or its task, and update the '**Time from this time is billable by default**" in the edit panel. Don't forget to save changes.

| C TimeCamp | > Admin 04 2023 Emly Admin, Jomes Stone | Edit project × | | |
|---|---|--|--|--|
| TRACK () Timesheet () Expenses | Client 817 Emily Jamm Development Emily Jamme Street Encycled int, Street Encide Period-Reader Street Street Treet Anton Street Street + @ | Finances People (2' Assign group Assign people | | |
| ③ Time \$ Finance | > Administration Coast1 | C Emily Admin Project Manager V | | |
| Computer Activities | > • Analysis | Regular User V | | |
| MANAGE | > Bookkeping | Description | | |
| 🛇 Tags | Compilance | Checking 3 moths payments | | |
| Geotencing Billing Rates | Ongoing | | | |
| TEAM | Payroll Google Calendar Events - Emily Admin | Budget Estimated hours 670 | | |
| 🙁 Users | Google Administration Control Con | ➤ Time from this task is billable by default | | |
| Timesheet Approvals | Emily Admin, James Stone, Mark Ed, Chrystol, Mt, Steve Smith, 1 more | Tags | | |
| CLIENTS | toniy Jaana • Lunch Luniy Jaana | All togs allowed to be selected when users Define tog list track time. | | |
| | Marketing trink starting, Chrystel, Iris Marketing Marketing | Enable keywords | | |
| | Industry | | | |
| | > • Planning Emily Admin | Save Cancel | | |
| | Recruitment - level 1 Emily Admin, Mark Ed Inis, Stave Smith | | | |

The Project Manager's role is required to access the task's edit panel.

If you create a subtask, it will automatically inherit the billable status from its parent task.

If the setting is turned on all time entries added to this task will be automatically marked as billable.

If the setting is turned off all time entries added to this task will be automatically marked as non-billable.

Users will be able to manually edit the billable status of specific time entries if such permission isn't turned off by the Administrator.

The new status will be applied only from the moment you change settings and it won't affect the history of tracked time.

2. Edit specific time entry

You can mark specific time entries as billable or non-billable directly on Timsheet.

Navigate to the **Timesheet** tab, hover mouse on a specific time entry, and click on the **dollar** icon.

| C TimeCamp | Timesheet (a) (2) Constant (c) | 2 |
|-----------------------|---|---|
| TRACK | < | |
| REPORTS | | |
| (% Time | What are you working on? Dote: 152 - 152 0.00 h Start linear ADD TIME ENTRY | |
| \$ Finance | | |
| Computer Activities | | |
| MANAGE | 100 200 3.00 4.00 5.00 8.00 7.00 8.00 9.00 10.00 10.00 10.00 15.00 16.00 17.00 18.00 17.00 18.00 17.00 20.00 21.00 22.00 23.00 | |
| C Projects | | |
| 🛇 Tags | Day type: Working day + 🖸 😰 | |
| 段 Geofencing | | |
| \$ Billing Rates | Cods Monteting Ge | |
| TEAM | | |
| 器 Users | 13.51 - 14.51 100 h | |
| Attendance | | |
| 🗇 Timesheet Approvals | 🖄 Submit for Approval | |
| CUENTS | | |
| Clients | | |
| 🕄 Invoices | | |
| | | |
| Show more | Show more days | |
| | | |
| | | |

If the dollar icon is visible and green, time entry is marked as **billable**.

If the dollar icon is not visible and grey, time entry is marked as **non-billable**.

If the Administrator turns off the option to change the billable flag, Users won't be able to edit it on their Timesheets.