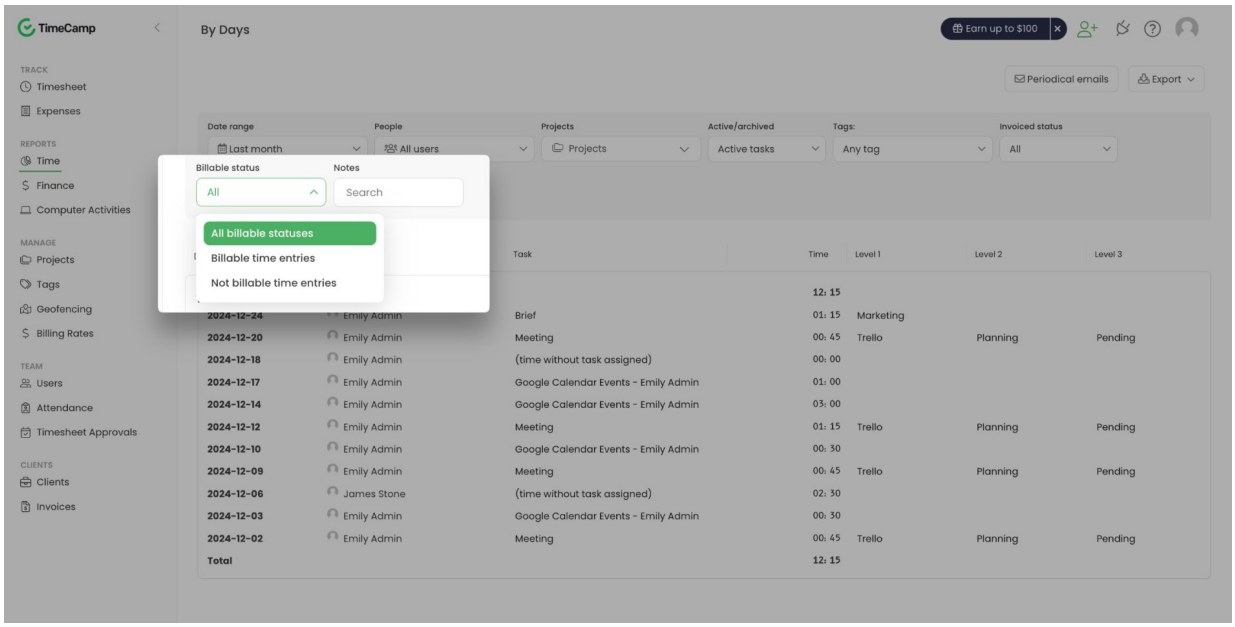
Welcome to TimeCamp Help!

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Billable and non-billable time

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.



> By default all time is billable.

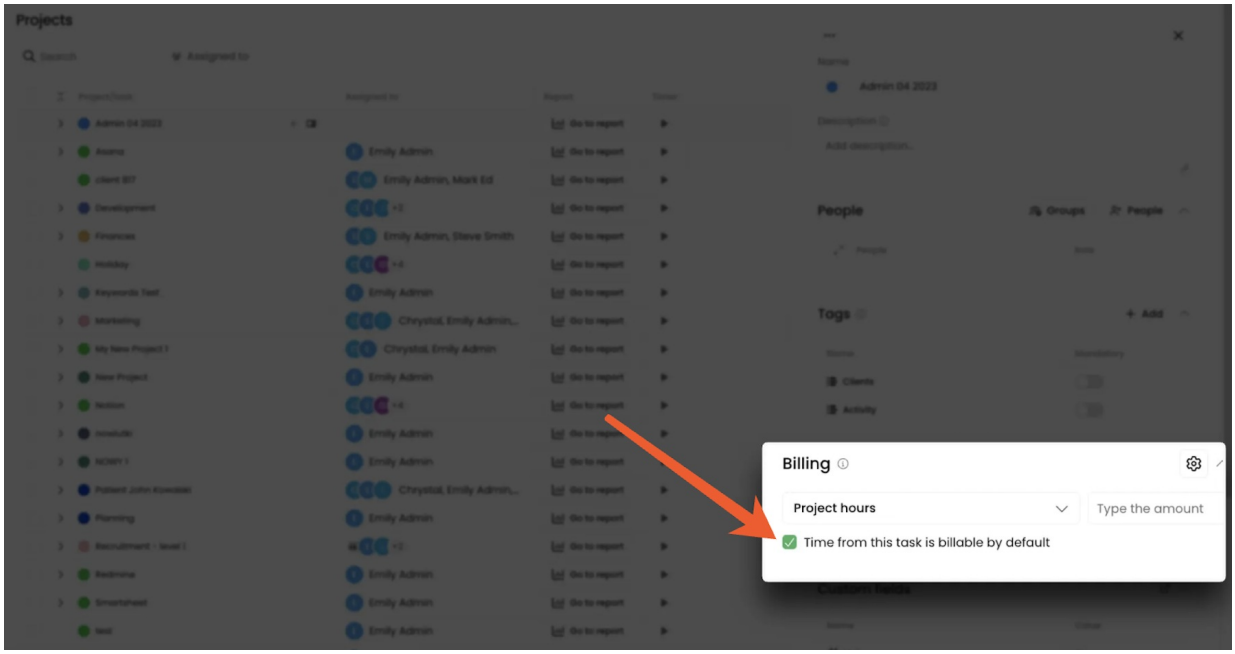
Set time as billable or non-billable

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.



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**.

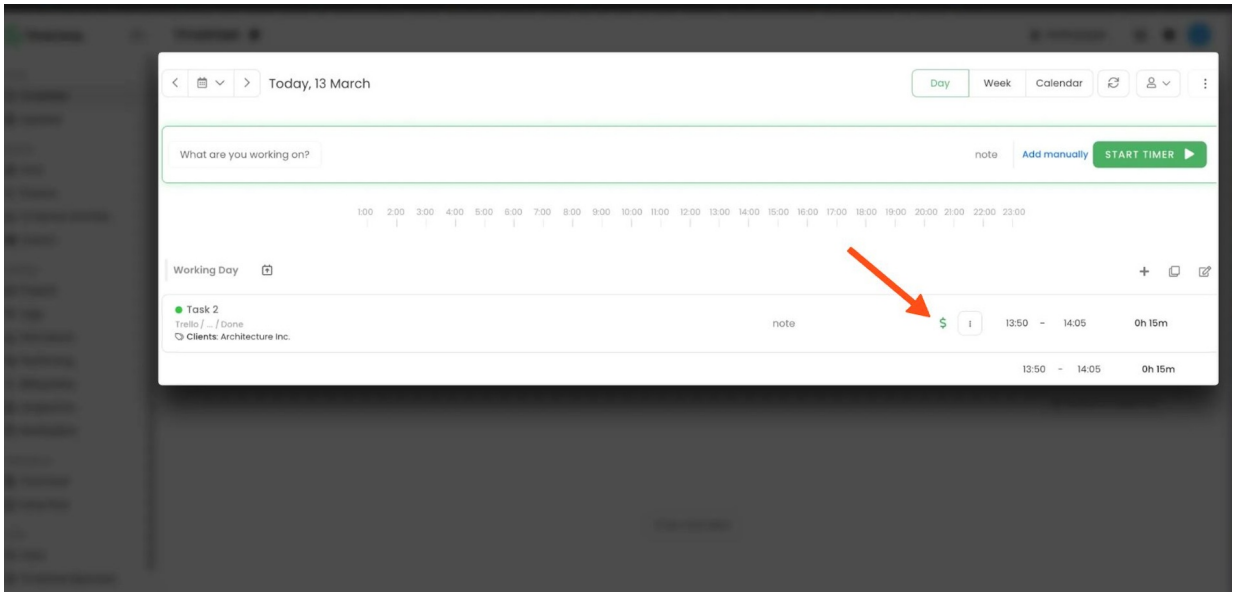
Users will be able to manually edit the billable status of specific time entries if such permission isn't turned off by the Administrator.

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.



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

If the dollar icon is not visible, 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.