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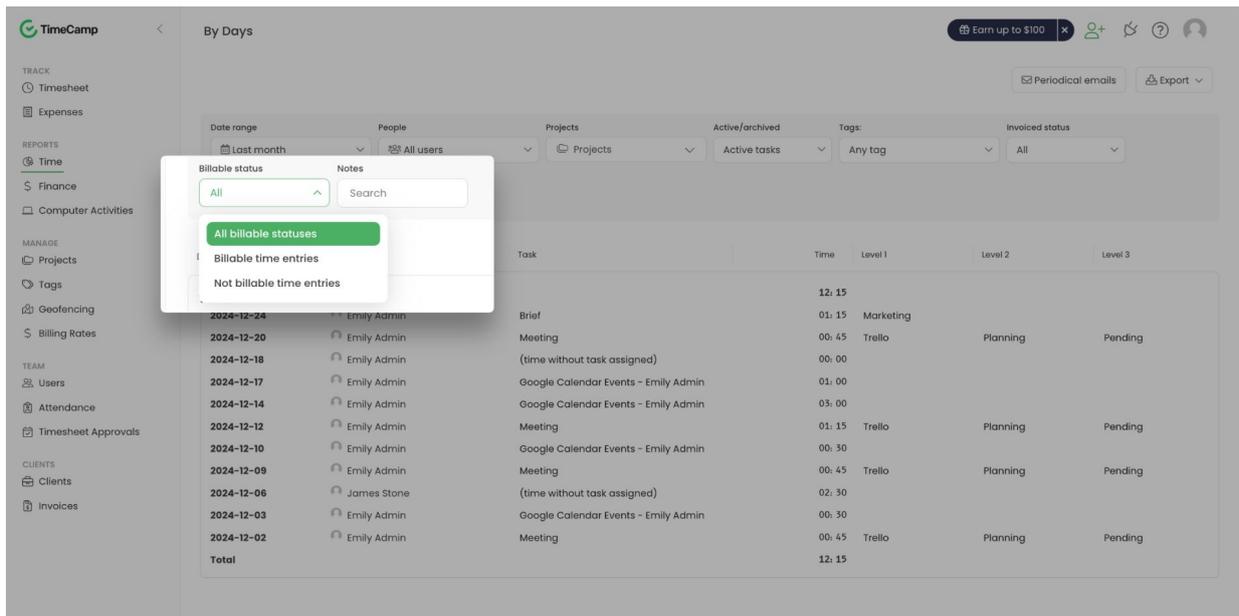
Billable and non-billable time

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.



The screenshot shows the TimeCamp interface with a 'By Days' report. A dropdown menu for 'Billable status' is open, showing three options: 'All', 'All billable statuses', and 'Not billable time entries'. The 'All billable statuses' option is highlighted in green. The background shows a table of time entries with columns for Date, User, Task, Time, and Invoiced status.

Date	User	Task	Time	Level 1	Level 2	Level 3
2024-12-24	Emily Admin	Brief	01: 15	Marketing		
2024-12-20	Emily Admin	Meeting	00: 45	Trello	Planning	Pending
2024-12-18	Emily Admin	(time without task assigned)	00: 00			
2024-12-17	Emily Admin	Google Calendar Events - Emily Admin	01: 00			
2024-12-14	Emily Admin	Google Calendar Events - Emily Admin	03: 00			
2024-12-12	Emily Admin	Meeting	01: 15	Trello	Planning	Pending
2024-12-10	Emily Admin	Google Calendar Events - Emily Admin	00: 30			
2024-12-09	Emily Admin	Meeting	00: 45	Trello	Planning	Pending
2024-12-06	James Stone	(time without task assigned)	02: 30			
2024-12-03	Emily Admin	Google Calendar Events - Emily Admin	00: 30			
2024-12-02	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.

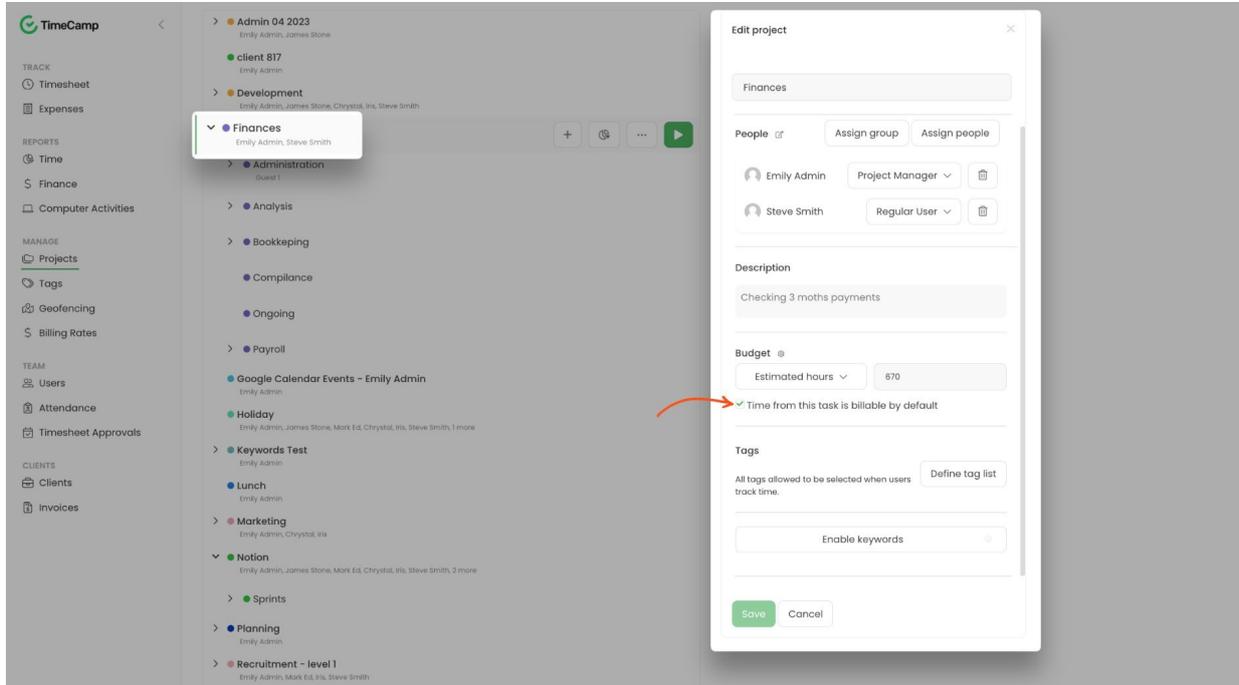
Set time as billable or non-billable

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.



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**.

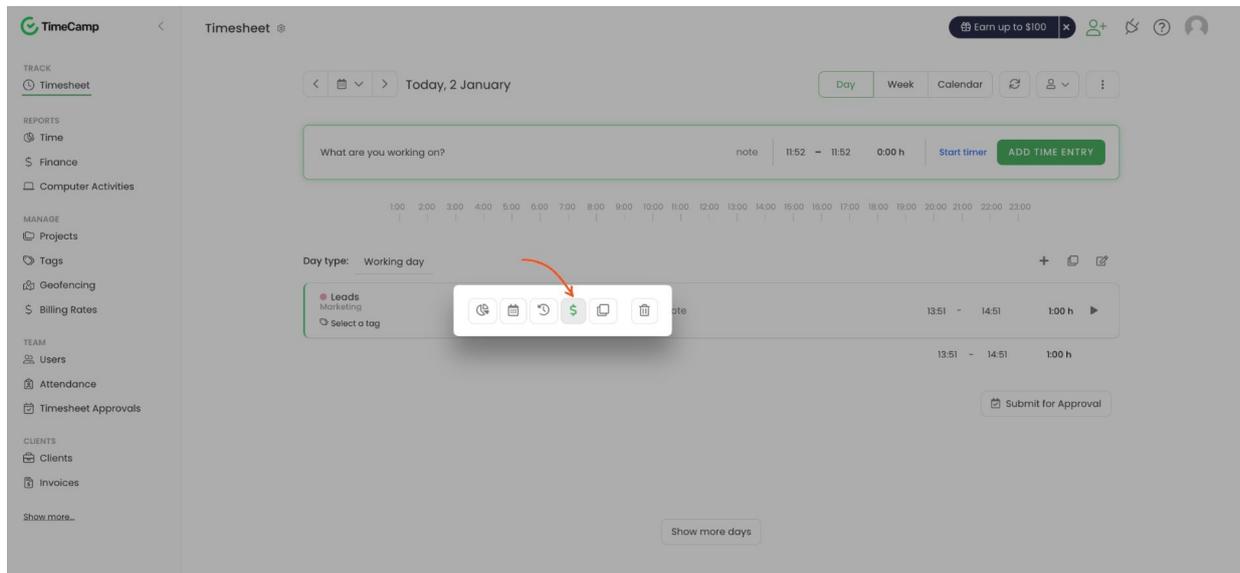
Users will be able to manually edit the billable status of specific time entries if such **permission** isn't turned off by the Administrator.

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 Timesheet.

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 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.