

# 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.

Date range	People	Projects	Active/archived	Tags	Invoiced status	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
<b>Total</b>							<b>12: 15</b>			

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

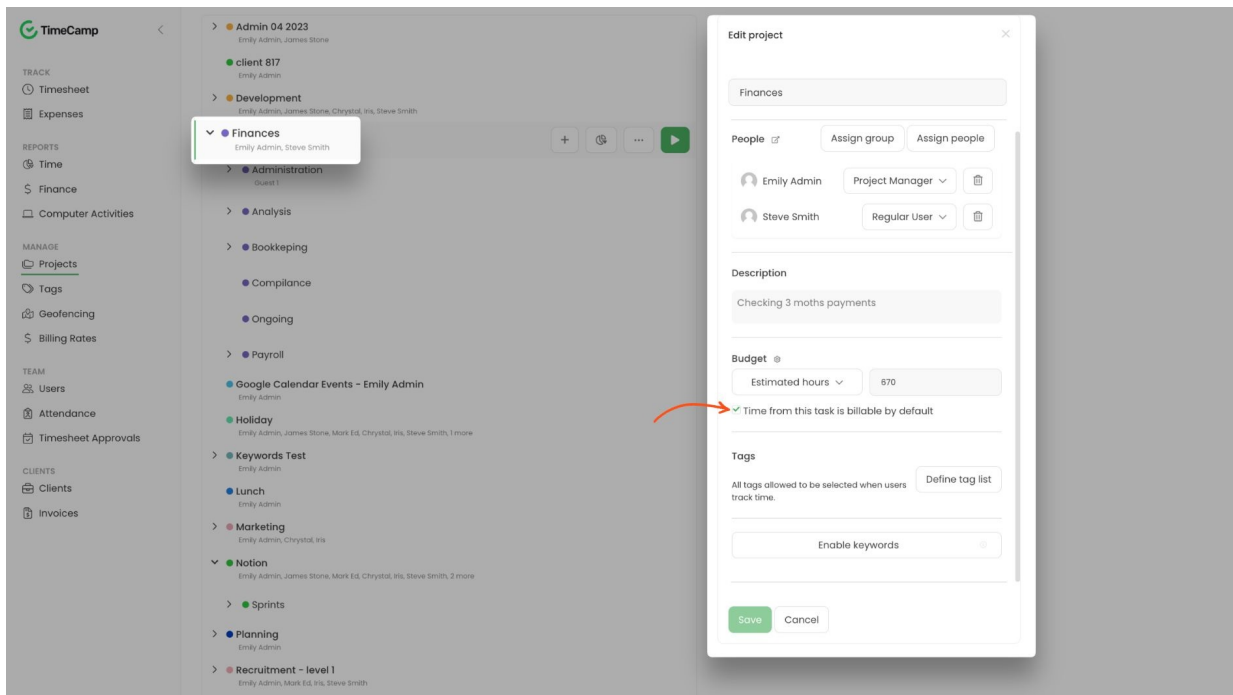
## Set time as billable or non-billable

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**.

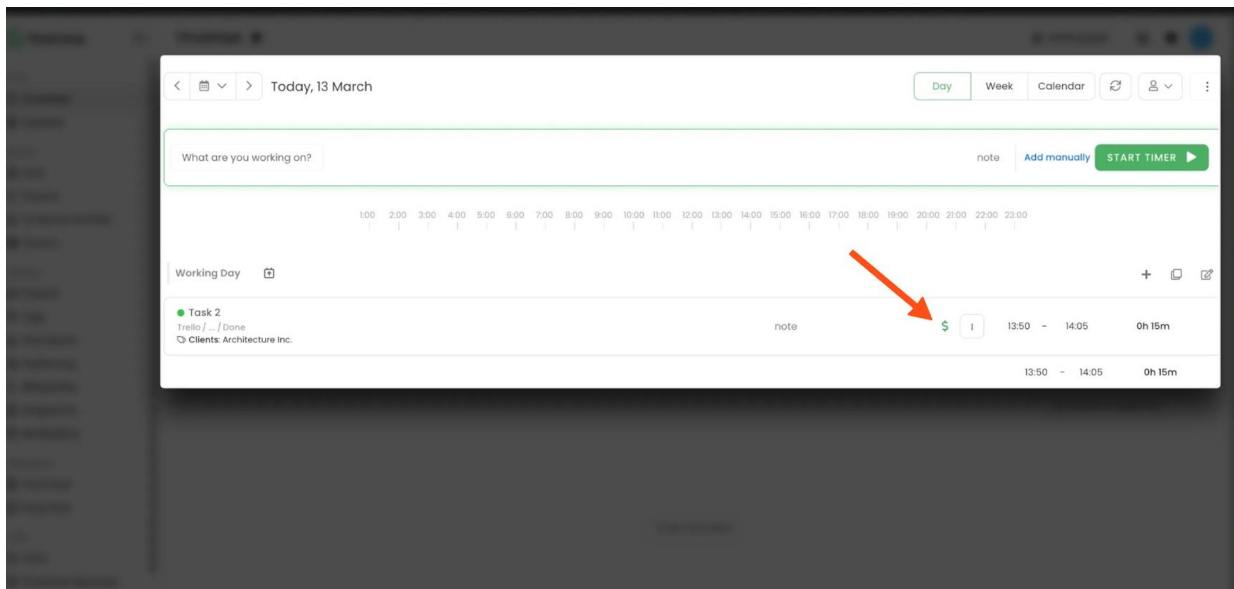
Users will be able to manually edit the billable status of specific time entries if such **permission** isn't turned off by the Administrator.

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, 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.