Welcome to TimeCamp Help!

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Billable and non-billable time

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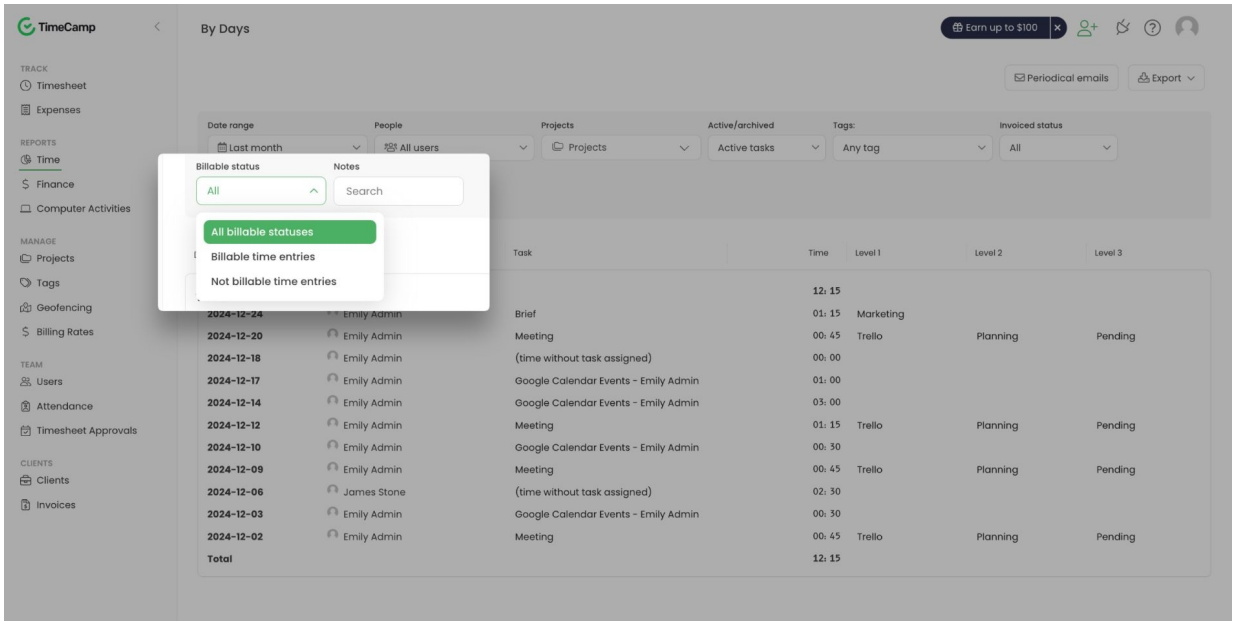
- Set time as billable or non-billable

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.



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

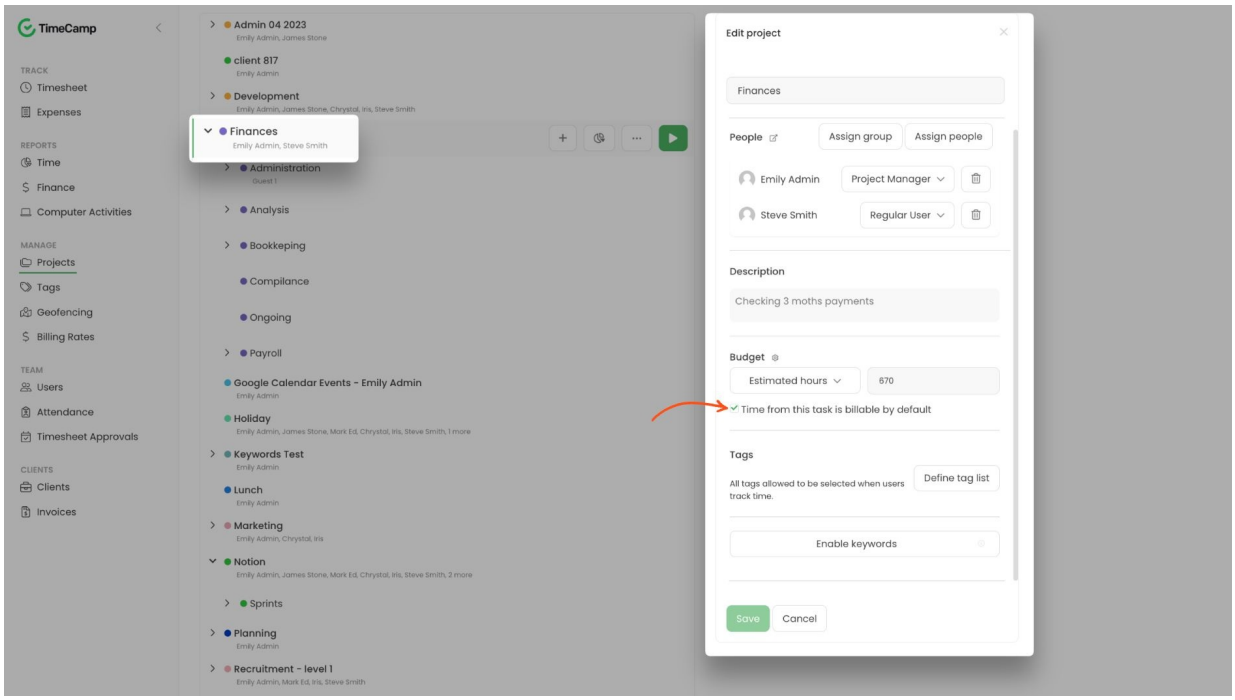
Set time as billable or non-billable

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**.

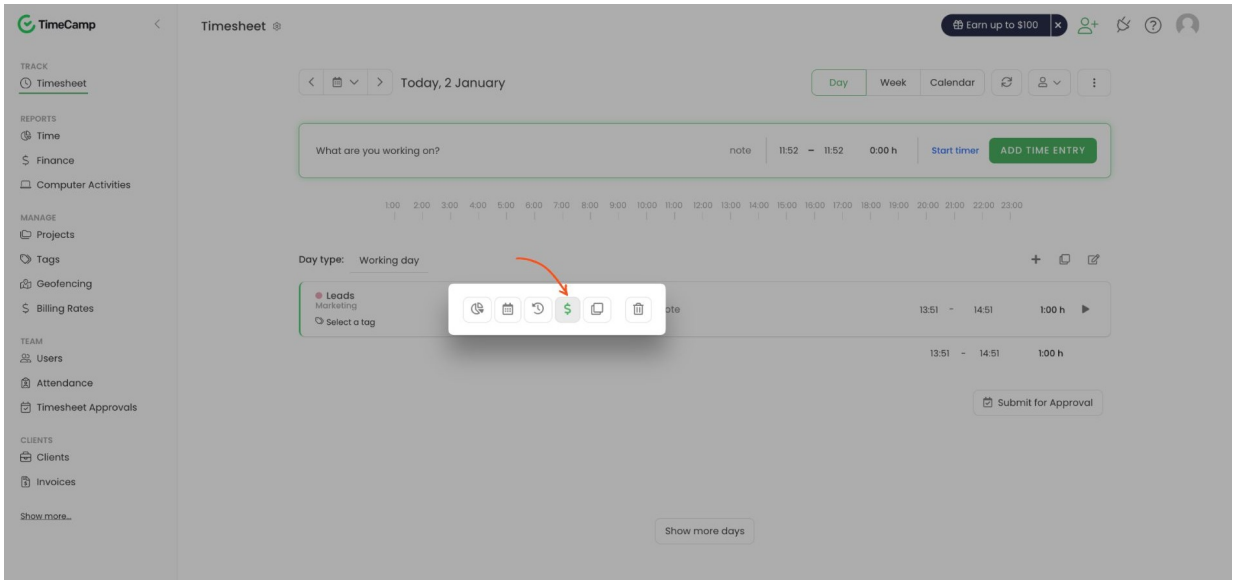
Users will be able to manually edit the billable status of specific time entries if such permission isn't turned off by the Administrator.

> 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 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 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.