Welcome to TimeCamp Help!

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Expenses - Basics

In this article:

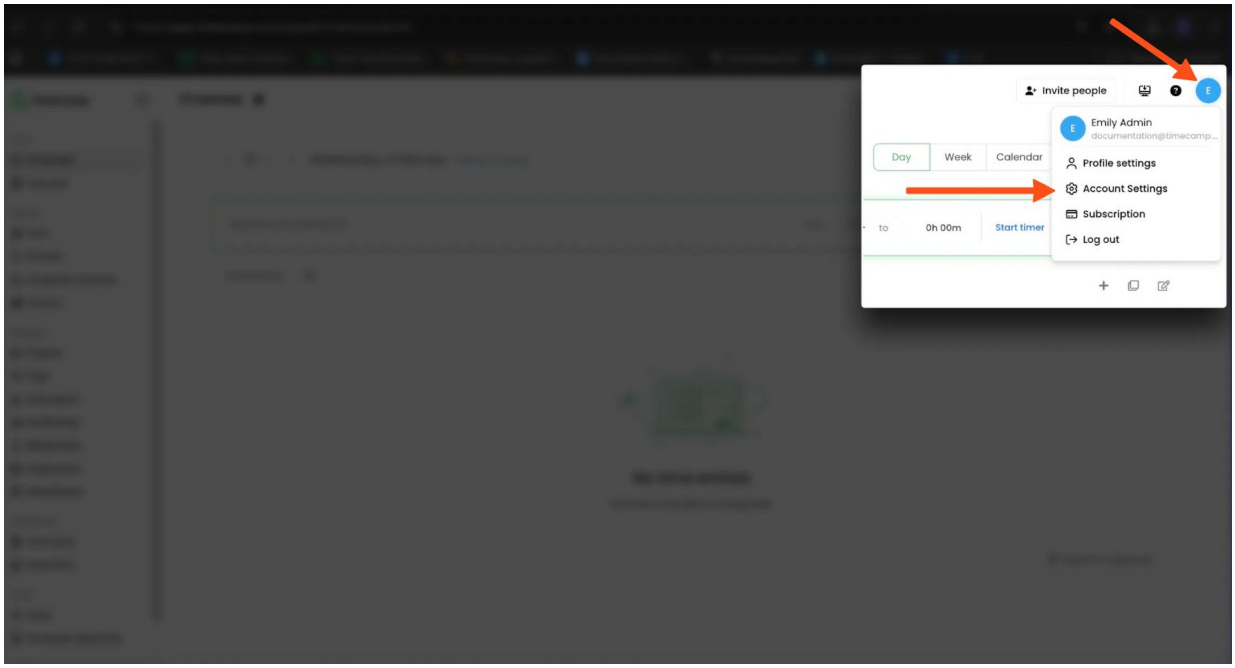
The Expenses feature is designed to help track, categorize, and manage your spending. You can decide if expenses should be billable or not, assign them to specific projects and divide them into categories. Each category can have its own custom measure unit and price.

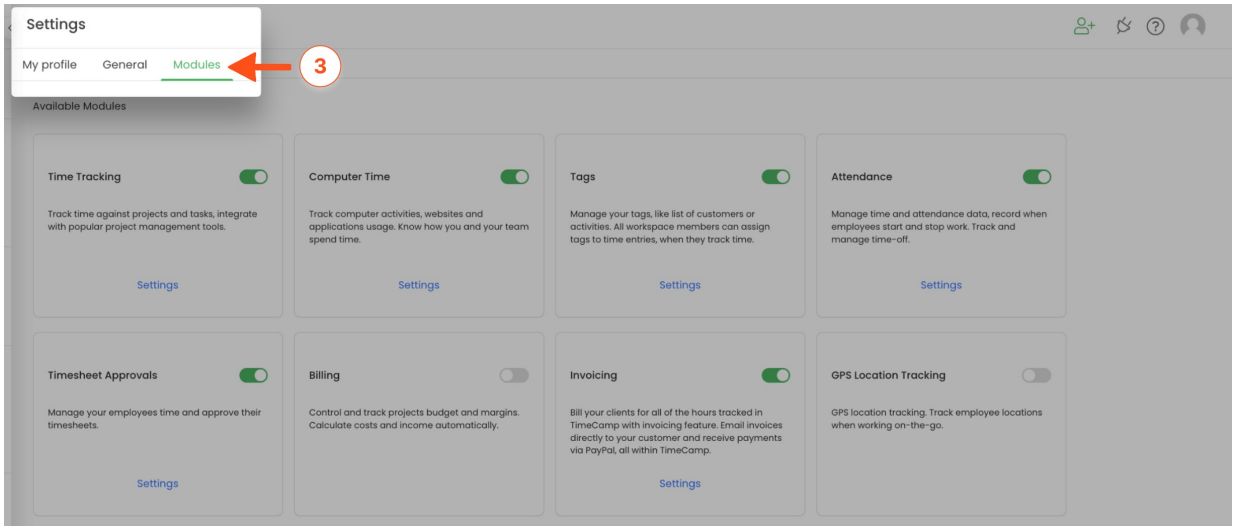
Billing and Time Tracking modules are required in order to use Expenses.

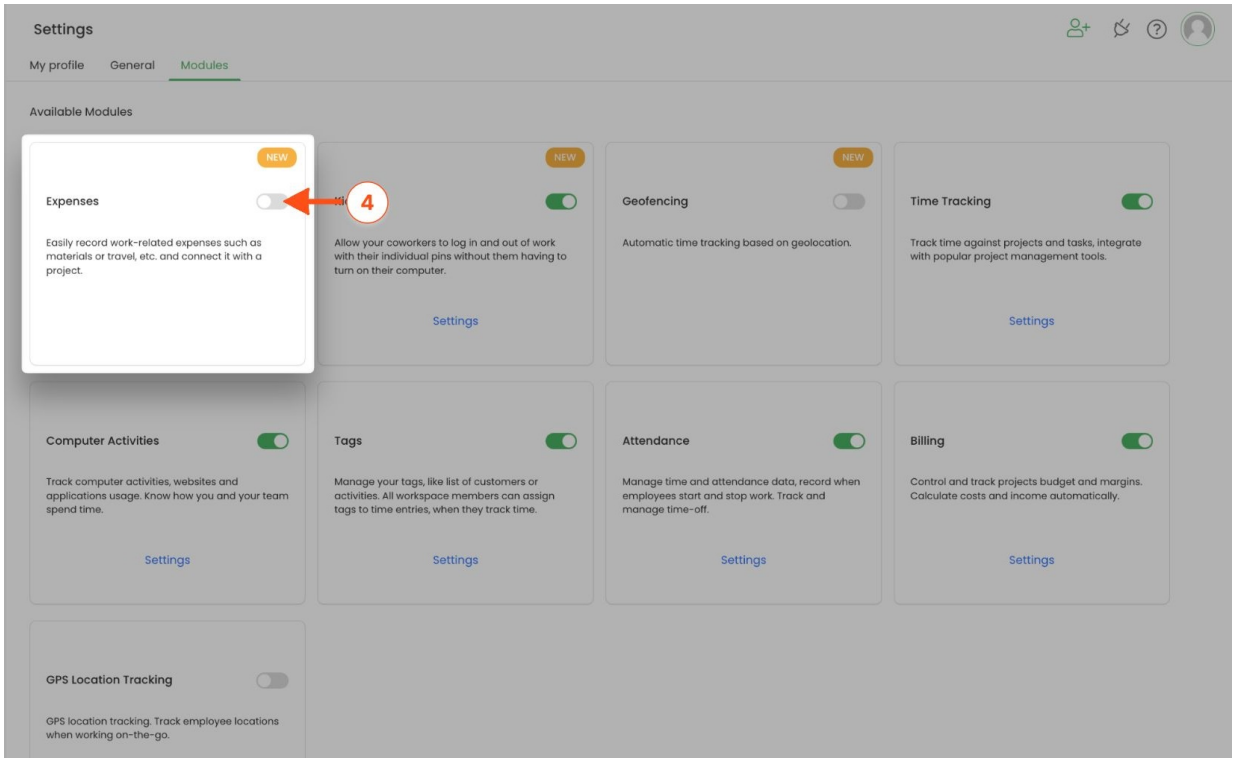
Enable Expenses

Only the Administrator of the account can enable the Expenses feature.

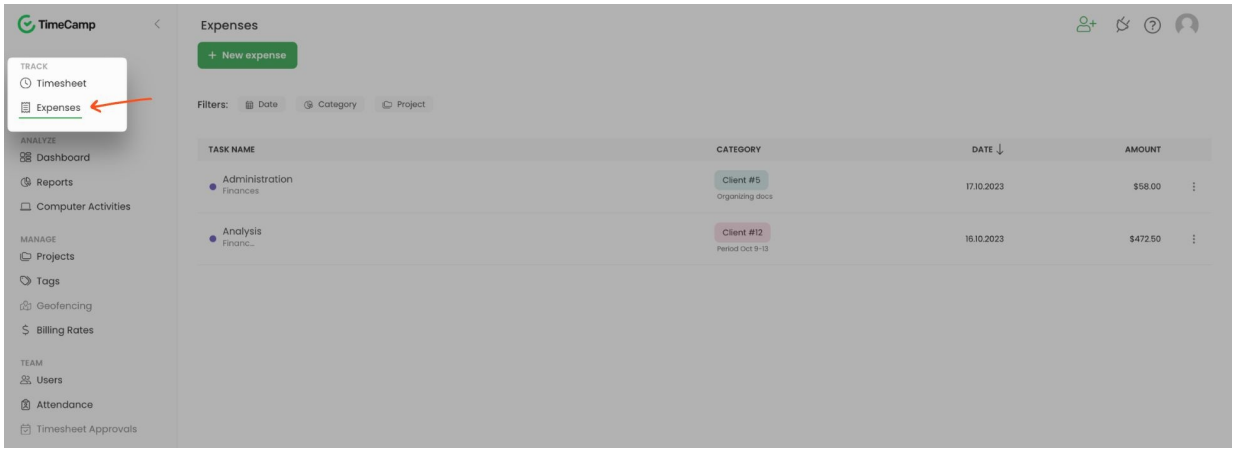
To enable the Expenses feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Expenses** module, and click on the **switch button** to enable Expenses.


Invite people
Emily Admin
documentation@timecamp...
Day
Week
Calendar
Profile settings
Account Settings
Subscription
Log out
to
0h 00m
Start timer


Settings
My profile
General
Modules
3
Available Modules
Time Tracking
Track time against projects and tasks, integrate with popular project management tools.
Settings
Computer Time
Track computer activities, websites and applications usage. Know how you and your team spend time.
Settings
Tags
Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.
Settings
Attendance
Manage time and attendance data, record when employees start and stop work. Track and manage time-off.
Settings
Timesheet Approvals
Manage your employees time and approve their timesheets.
Settings
Billing
Control and track projects budget and margins. Calculate costs and income automatically.
Invoicing
Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp.
Settings
GPS Location Tracking
GPS location tracking. Track employee locations when working on-the-go.



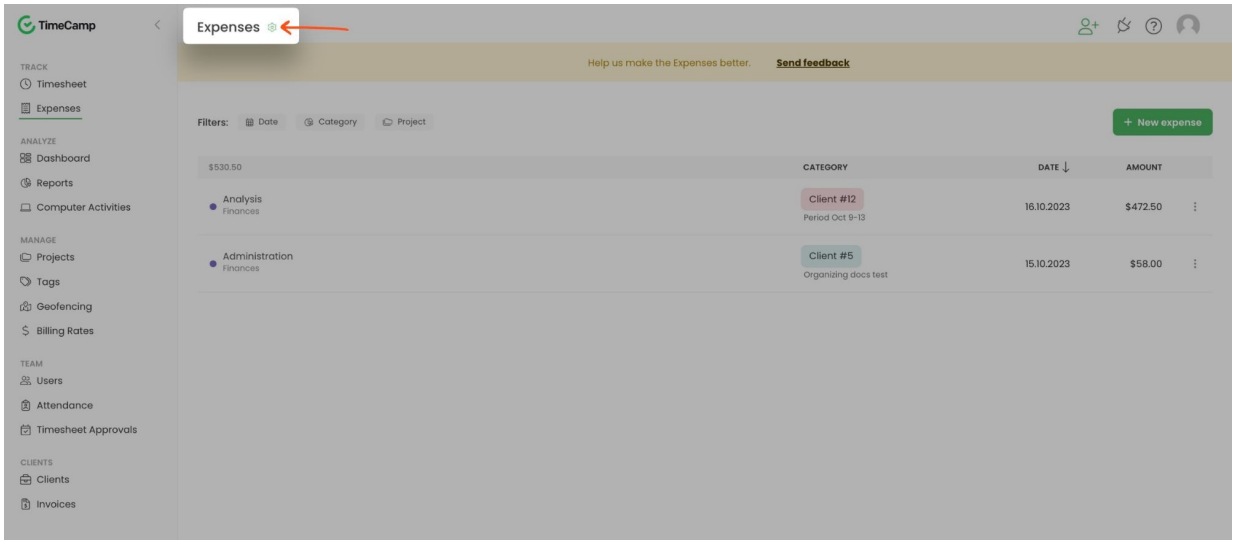
The Expenses section will be added to the left-side menu. If you decided not to use the Expenses module you can simply disable it in the Modules tab.



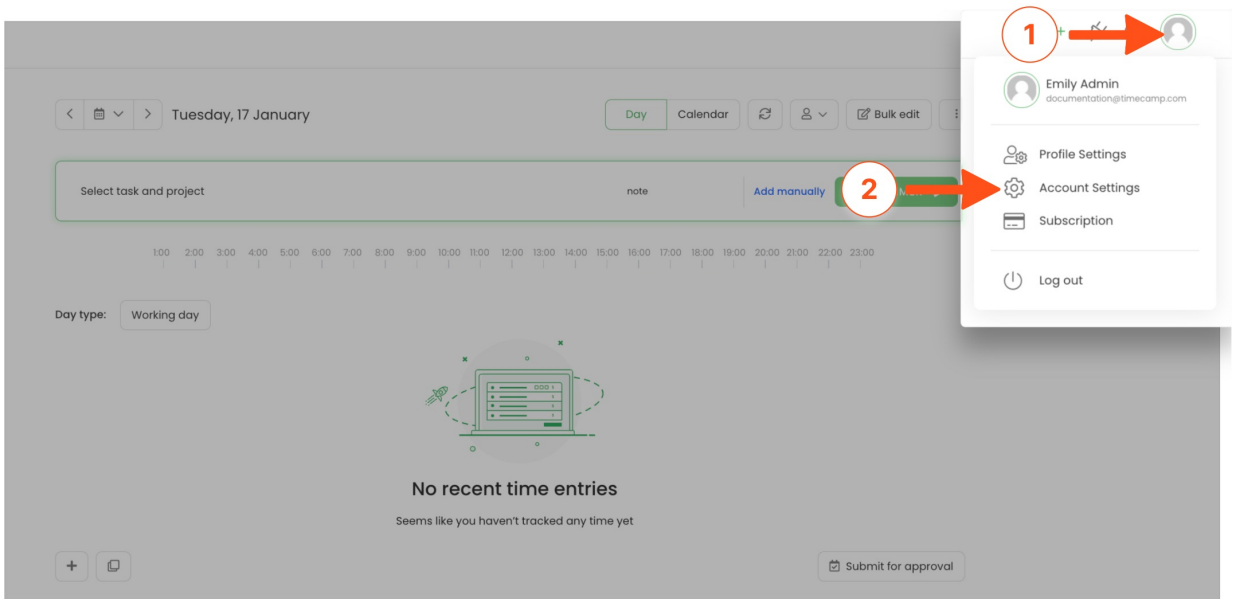
Settings

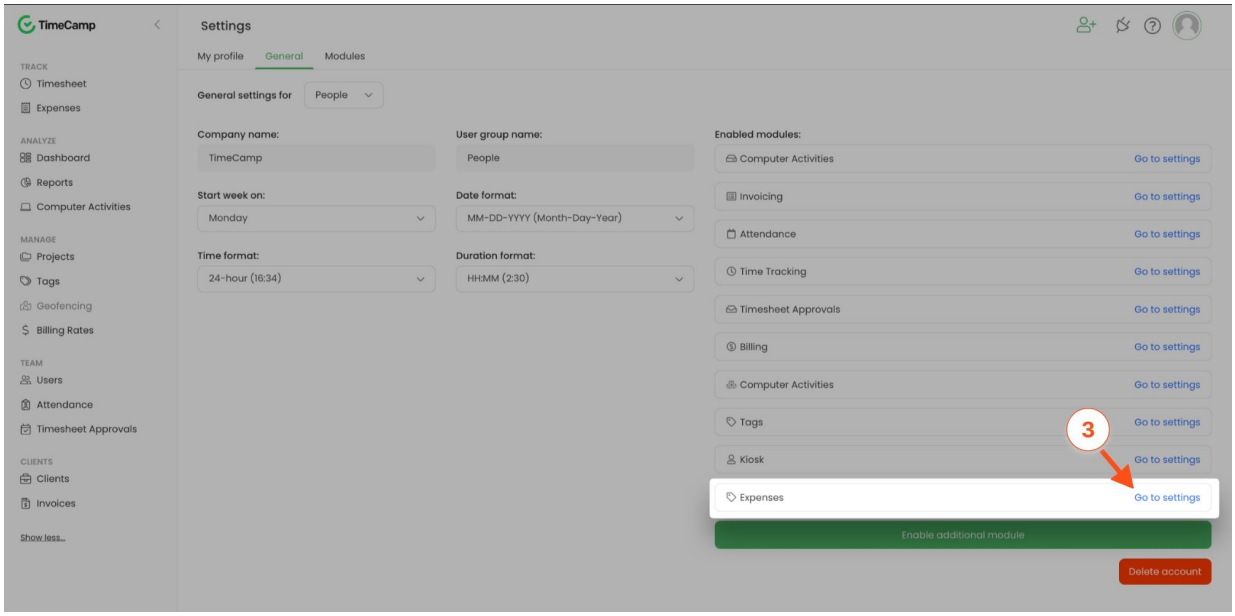
After the module is enabled you can set up Expenses Categories according to your organization's needs.

To open the Expenses settings and set up your account click on the "**gear**" icon next to Expenses.



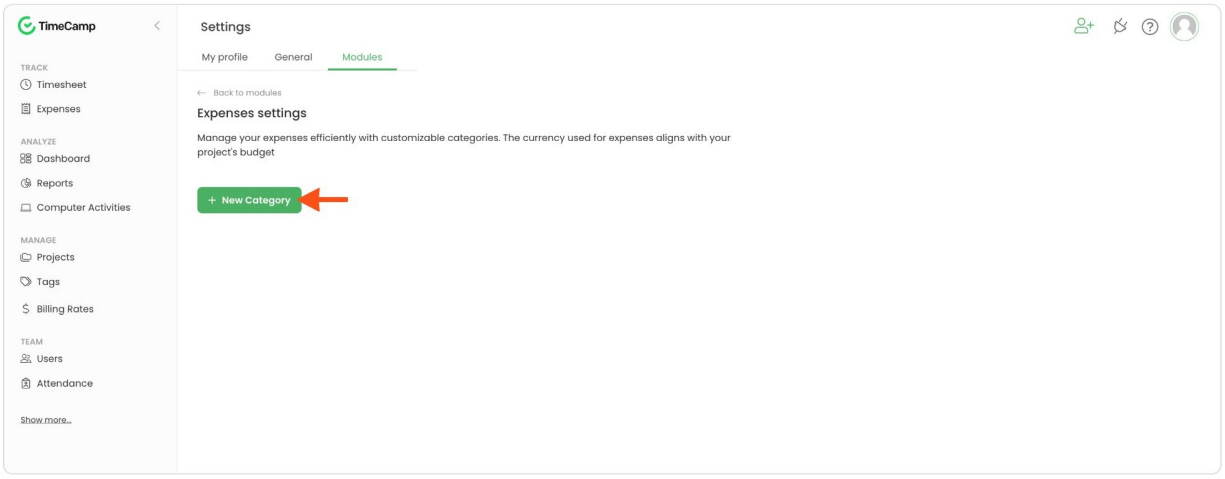
The additional way to access settings is to click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Expenses settings**.





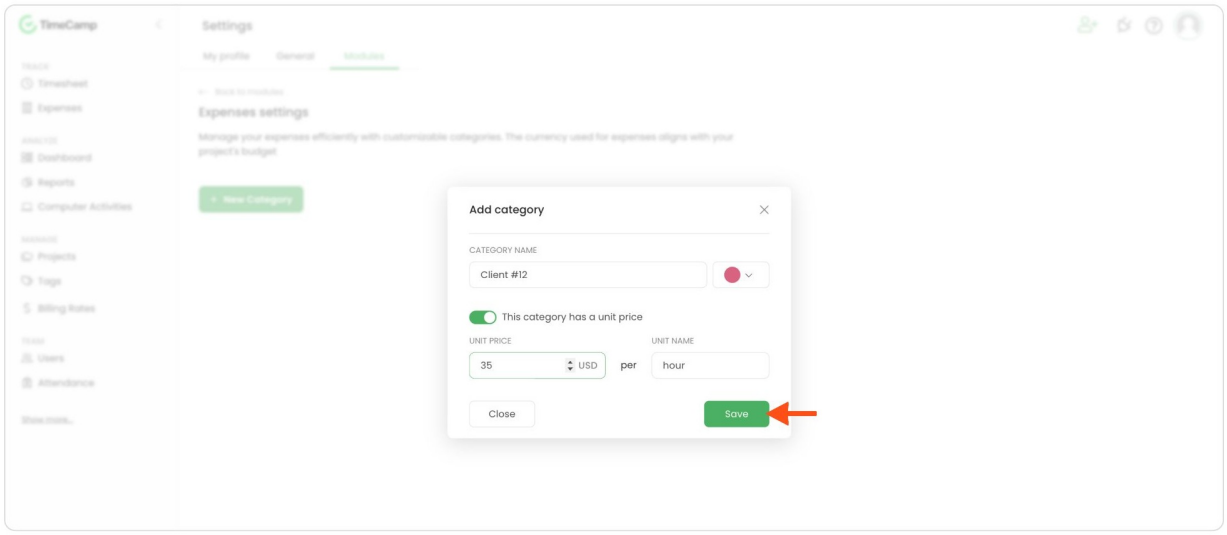
Here you can predefine **Expenses categories** that are required for adding expenses. Categories can be used by all users within the account.

To create a category click on the **New Category** button.



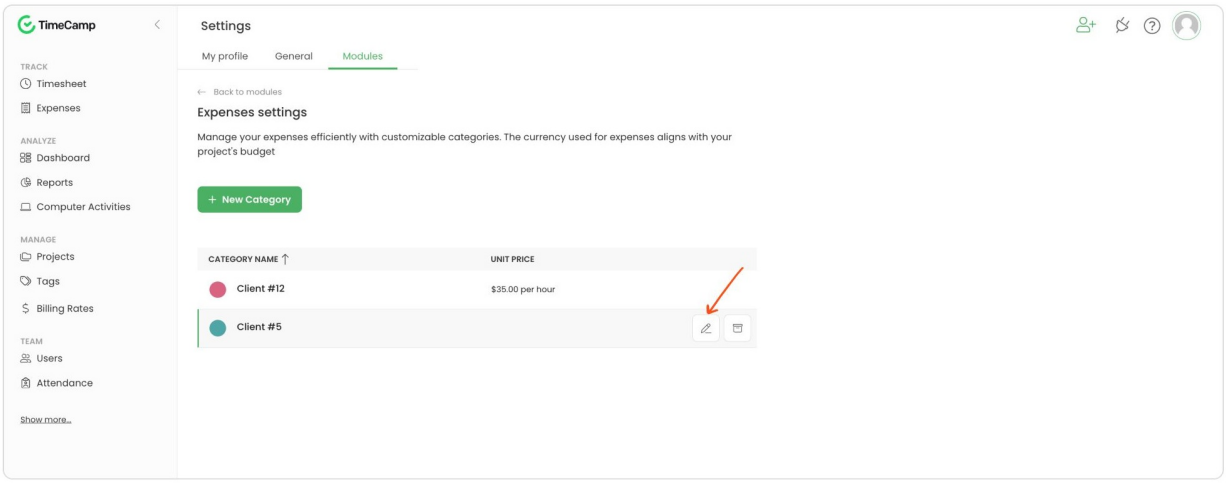
Next input a category **name**, pick a **color** and define if category should have a **unit price**.

If you enable the unit price you can input its **price value** and type the **name of unit you measure** (e.g. hour, mile, product, etc.)

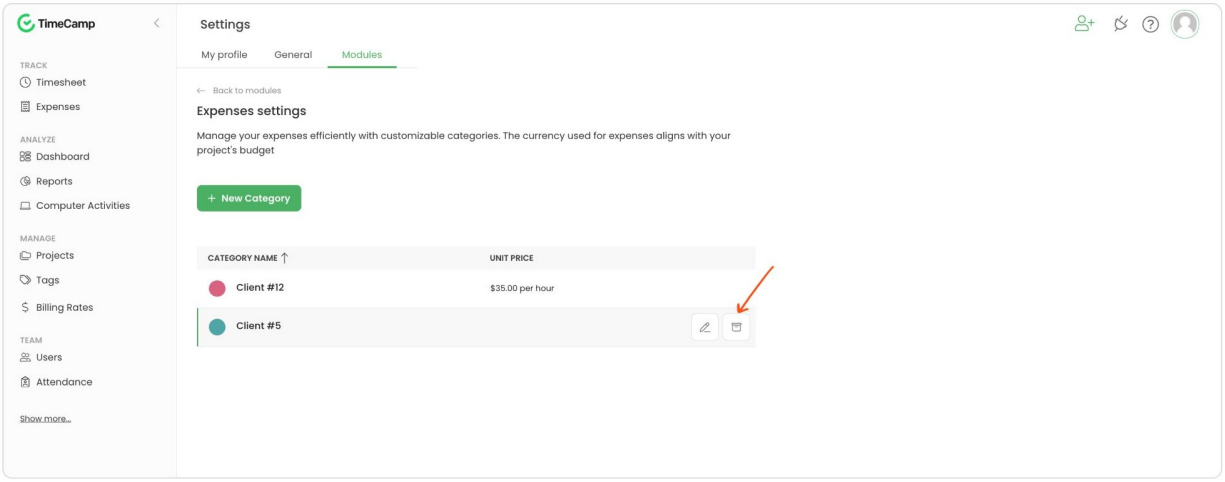


Currency is automatically synced with the default account currency you set in the Billing settings.

Categories can be edited at any time. Simply hover a mouse on a specific category and click on the **Edit** button.



If you wish to remove a specific category from the list hover a mouse on it and click on the **Archive** button. This way category will be removed but all expenses assigned to this category still will be visible on the Expenses list.



Permissions

Permissions in the Expenses section are based on account roles.

> You can learn more about account roles from this article.

In TimeCamp we provide 4 account roles:

- **Administrator**
- **Supervisor**
- **User**
- **Guest**

Administrator - will have access to all expenses added by other Administrators, Supervisors and Users from the group they manage and its subgroups;

Supervisor - will have access to all expenses added by Users from the group they manage and its subgroups;

User - will have access only to expenses they added;

Guest - will be able only to view expenses that belong to projects they are assigned to;