Welcome to TimeCamp Help!

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Invoice Expenses

Each expense can be added to the invoice. Only Administrators and Project Managers with permission to create invoices can access this functionality.

Keep in mind the expense should be added as **Billable** in order to be invoiced.

To invoice expenses navigate to the Invoicing tab on the left side menu.

C TimeCamp	Timesheet 👌 🖗 🖓 🗖	
	C	
88 Dashboard (% Reports >	What are you working on? note Add manually START TIMER	
Computer Activities > MANAGE ^ ID Projects	Day type: Working day + 🗊 🗭	
Tags		
S Billing Rates		
Timesheet Approvals	0 °	
CUENTS ^ Clients Invoices : Show more	No time logged today Start a timer or add them manually to change that!	

Next, click on the green New invoice button and select an option to create an invoice Based on project hours.

TRACK	Invoices					≙+ ¢ ⑦ ∩
Expenses		November ~ 2023 ~				Invoices V Annage Clients
ANALYZE 88 Dashboard	Based on project hours	issue Date ∽	Total	Status	Description	Actions
Reports Computer Activities	Empty	Total paid:	None			
MANAGE		Total due:	None			
Derojects						
\$ Billing Rates						
TEAM & Users						
Attendance						
Timesheet Approvals CLIENTS						
Clients						
Show more_						
Show.more_						

It is not possible to include expenses to an Empty template.

TimeCamp 🤇	You must choo	ose client or create a ne	w one for this invoice.							
	Address Client ad	New invoice based	on timesheets					×		
		Finances Administration						Time entries		
	Invoice nun	Analysis Bookkeping Compilance						Tags Tasks & tags		
	Last used	Tag filters						Projects & tags		
	PO Number	🛇 Select a tag			~					
	Optional	Include billable	expenses							
		Preview								
	Services	TASK	NOTE		DURATION		COST PER HOUR	TOTALCOST		
	Туре	Ongoing	2024-03-15 0	8:00	3:00		\$56.00	\$168.00		
	+ Add Servic	Analysis	2024-03-15 11	:30	1:15		\$56.00	\$70.00		
	Products	Administration	2024-03-15 13	3:00	3:00		\$56.00	\$168.00		
	Туре	Proview expenses								
	+ Add Prod.	CATEGORY	TASK	NOTE		AMOUNT	PRICE PER UNIT	TOTAL PRICE		
		AUTO Service	R&D			\$0.00		\$500.00		
	Notes or Te									
	Sample t	Cancel) days of receiving this	invoice			Create empty invoice	Create based on time	Sub	otal 0.0

Select projects, adjust timesframes and turn on the option to Include billable expenses.

This way all expenses assigned to selected projects within the timeframe you set will be automatically included to an invoice.

It is not possible to edit expense details in the invoice view.

To learn more about creating invoices check this article.