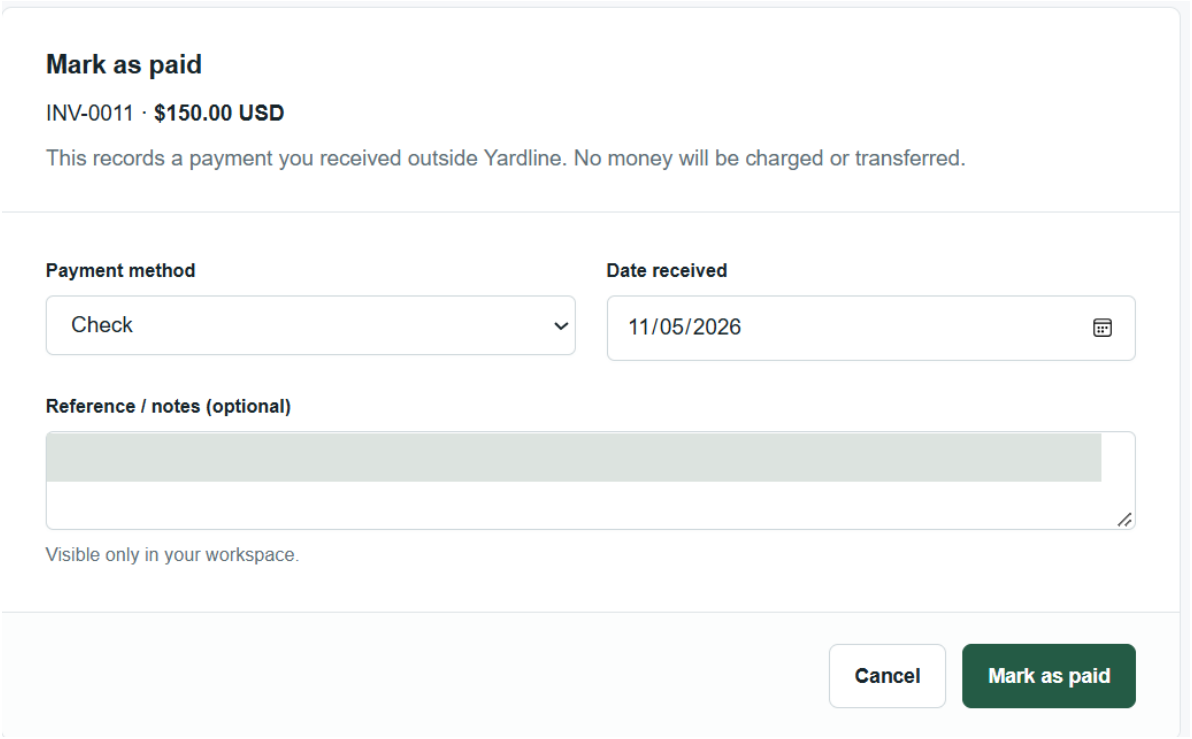
Recording Payments

Record money already received outside Yardline. Online card collection is currently disabled; recording a payment never charges or transfers money.

Record an offline receipt

1. Open Invoices and select the Sent, Unpaid invoice. Verify the customer and full invoice amount against the payment received.
2. Select Mark as paid. Choose Payment method: Cash, Check, Bank transfer / Zelle, or Other.
3. Enter Date received and optional Reference / notes. Notes are visible only inside your workspace.
4. Select Mark as paid to save the receipt. If you see an error, check the invoice before retrying.



The payment form records an existing receipt. The private reference value is removed.

What to expect: This workflow records the full invoice amount. It is not a partial-payment, refund, or money-transfer tool. An active online payment attempt can make manual recording unavailable.

Recording Payments

Confirm the paid status

5. Wait for Payment recorded. This invoice is paid. Check the Paid badge and that no amount is due.
6. Review the recorded method and date on the invoice. The customer version shows the payment status without your private receipt notes.
7. If the receipt was recorded incorrectly, contact support@yardline.xyz. Do not record another payment or assume the form reverses money.



The invoice total shows Paid and no amount due.

What to expect: The receipt remains recorded in Yardline. Collect actual funds through your agreed offline method; customers cannot currently pay by credit card through Yardline.