End a Recurring Invoice

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Ending a recurring invoice stops **future invoices** from being generated by that recurring schedule. It does not erase invoices that were already generated.

End the recurring series

1. Go to **Payments → Invoices & Estimates**.
2. Open the recurring-invoice area.
3. Find the customer's active recurring schedule.
4. Open the **More Options (⋮)** menu.
5. Select **End** or **End Recurring Invoice**.
6. Confirm that you selected the correct customer and schedule before completing the action.

Important: voiding one invoice does not end the series

Voiding or canceling a single generated invoice affects that invoice. It does **not** automatically stop the underlying recurring schedule.

If the customer should no longer receive future recurring invoices, make sure the **recurring schedule itself is ended**.

Before ending

Confirm customer identity, which recurring series is being ended, whether the customer has more than one recurring series, and whether there are outstanding invoices that still need attention.

After ending

Review the recurring list or template to verify that it is no longer active. Leave a note on the customer record if Fort Adams procedure requires context about why billing was stopped.

Official reference

HighLevel — Create and Manage Recurring Invoices

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