Recurring Invoice Statuses

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Recurring invoice templates can have different statuses.

Draft

The recurring invoice has been created but has not been activated. This is the best stage for reviewing and correcting products, prices, dates, and billing frequency.

Scheduled

The recurring invoice is set to begin in the future. Treat a scheduled template as committed billing. If something material is wrong, review the available actions before trying to modify it.

Active

The recurring invoice is currently generating invoices according to its schedule. To permanently stop future invoices, **end the recurring schedule**.

Canceled

The series will not generate additional invoices. It remains available for reference.

Completed

The recurring series reached its configured ending condition.

Important distinction

The status of the **recurring template** is different from the payment status of an individual invoice generated by that template.

A customer might have an active recurring schedule while one generated monthly invoice is still unpaid, paid, voided, or otherwise handled separately.

Official reference

[HighLevel — Create and Manage Recurring Invoices]

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