# Reversing Billing Activity for Billing Plans

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Contract Reversal** page.  
|      | Click the **Customer Contracts** link.  
|      | ![Customer Contracts](image) |
| 2.   | Click the **Reverse Contract** link.  
|      | ![Reverse Contract](image) |
| 3.   | Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "US001".  
| 4.   | Click in the **Contract** field.  
| 5.   | Enter the desired information into the **Contract** field. Enter a valid value e.g. "CONP001".  
| 6.   | Click the **Search** button.  
|      | ![Search](image) |
| 7.   | Use the **Contract Reversal** page to reverse all accounting entries created for a specific amount-based (price type of amount or percent) contract. You can also reverse billing for an entire contract.  
| 8.   | Select the **Billing Plans** check box if you want to reverse billing for all billing plans associated with this contract. The system generates bills with credit amounts only for billing plans with a method of Percent Complete, Milestone, and Immediate.  
|      | Click the **Billing Plans** option.  
|      | ![Billing Plans](image) |
| 9.   | Click the **Reverse** button to enable the system to reverse revenue plans in a status of In Progress or Complete.  
|      | Click the **Reverse** button.  
|      | ![Reverse](image) |
| 10.  | You have successfully reversed billing activity for a billing plan.  
|      | **End of Procedure.**

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"US001" and "CONP001" are placeholders for actual values.