

How do I remove cash receipts that were misposted?

You can back the Cash Receipts out using a Negative Cash Receipt:

The screenshot shows a software interface with two overlapping windows. The background window is titled 'Cash Receipts Posting - (New Check)'. It has a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu bar is a 'Check Information' section with the following fields: Amount (500.00), Date (10-28-2020), Number (Correction), and Bank Number. There are 'Save' and 'Cancel' buttons. Below this is a table with columns 'I.D. / Acct. No.' and 'Name / Acct. Desc.'. The table has several rows, with the last two rows labeled 'Distribution Total' and 'Balance'. The foreground window is titled 'A/R Cash Receipts Posting'. It has an 'I.D.' field with the value '726122' and a search icon. To the right, it shows 'Tuition Plan Month' and 'Current Grade 10'. Below this is a section for 'A/R Accounts' and 'Debit Accounts'. It contains several rows of data: 'Tuition Amt.' with a value of '(500.00)' and a 'Balance' button; 'Other Charges' with a value of '0.00' and a 'Balance' button; 'Enrollment Dep.' with a value of '0.00', a 'Balance' button, and a 'Next Year' checkbox; 'Other Enrollment Dep.' with a value of '0.00', a 'Balance' button, and a 'Next Year' checkbox; and 'Prepay Amt.' with a value of '0.00' and a 'Balance' button. At the bottom of this section, it shows 'Total Applied' with a value of '(\$500.00)'. Below this is a 'Previous Balances' section with a table: 'Tuition' \$3.00 and 'Other' \$239.79. There are 'Reference' and 'Pay Ref.' fields, both containing the value 'Correction'. At the bottom right, there are 'OK' and 'Cancel' buttons.

I.D. / Acct. No.	Name / Acct. Desc.
	Distribution Total
	Balance

A/R Accounts	Debit Accounts
Tuition Amt.	(500.00) Balance
Other Charges	0.00 Balance
Enrollment Dep.	0.00 Balance <input type="checkbox"/> Next Year
Other Enrollment Dep.	0.00 Balance <input type="checkbox"/> Next Year
Prepay Amt.	0.00 Balance

Previous Balances	
Tuition	\$3.00
Other	\$239.79