Transcript for IRIS Financials — Importing Bank Statements Video

This video describes how to import bank statements into IRIS Financials.

This video is accessed from the Importing Bank Statements Video topic:

- [IRIS Financials version 7](#)
- [IRIS Financials version 7, Charity Edition](#)
- [IRIS Financials version 7, DfE Edition](#)
- [IRIS Financials version 7, School Edition](#)

Transcript

Welcome to IRIS Financials. In this video, we'll show you how to import a bank statement into IRIS Financials.

Before starting, download and save a copy of your bank statement. If you open the saved bank statement, make sure it's closed before beginning the import, as IRIS Financials can't import open files. To open the **Bank Statement Import Wizard** in IRIS Financials, go to **Banks**, then select **Bank Statement Import**. Select **Browse**, then from the folder where you saved the bank statement, select the file. Check the selected file is correct, then select **Next**.

Because each bank issues their statements in a different layout, to help IRIS Financials understand the information on your bank statement, for example, the date is in column A, the value in column G, and so on, you must choose the correct statement definition file.

If you have imported a bank statement before, select the required statement definition file from the list. If importing for the first time or from a new bank, select **Browse** and choose the correct statement definition file. The definition files are provided during your implementation. To find the file, go to the **PSF** folder and then select **Statement Definition**. If the statement definition files are not in the folder, they might have been moved by someone in your organisation. If you're not sure where to find the file, ask your System Administrator. If you've changed banks or you can't locate the statement definition file, contact our support team who can supply the file you need. Select the required statement definition file, then select **Next**. The transactions to be imported are displayed. Check the details are correct then select **Import**.

If you need to change the file being imported select **Back**.

To stop the import, select **Cancel**.

A tick icon is displayed against each successfully imported line. To complete the import, select **Finish**. The bank statement details are then available in IRIS Financials to be reconciled.