# Transcript for IRIS Financials — Dealing with Duplicate Bank Statements Video

This video describes how to prepare move duplicate bank statements imported into IRIS Financials.

This video is accessed from the Dealing with Duplicate 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 remove bank statements that have been imported more than once.

To find your bank statements, go to **Banks**. Select **Bank Statements**. Select the bank account that the statement relates to. Select **OK**. Every bank statement imported is displayed.

To identify bank statements, each has its own sheet number and the date of the earliest transaction on the statement is displayed. If more than one sheet has the same date, it is a duplicate and must be removed. To find duplicate statements, we recommend checking from the most recent date and work back. To display the transactions on the statement, select the required date. If any transactions have a tick next to them, they have been reconciled. Before the duplicate statement can be removed, you must undo the reconciliation with the transaction document in IRIS Financials. To undo the reconciliation, select the required line. Select **View Reconciliation**. The transaction and the document it's matched to are displayed. Select **Undo Reconciliation**. To confirm, select **Yes**. To return to the bank statement, select **OK**.

When all the reconciled transactions have been undone, remove the bank statement. Select the sheet. Then **Delete**. To confirm deletion of the duplicate statement, select **Save**.