

## Transcript for IRIS Financials — Removing Entries from Bank Statements Video

This video describes how to remove entries from bank statements imported into IRIS Financials.

This video is accessed from the Removing Entries from 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 a transaction from an imported bank statement.

To find your bank statements, go to **Banks**. Select **Bank Statements**. Select the bank account the statement relates to. And 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.

To display the transactions on the bank statement, select the required date. If any of the transactions you want to remove have a tick displayed next to them, they have been reconciled. Before the transaction 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 you want to remove have been undone, to remove them, select **Edit**. For each transaction, select the transaction line. Then **Delete**. To confirm deletion of the line, select **Save**.