

Transfer search in ING Business

Use the User Guide if you have rights to view orders in the ING Business system.

You can search for transfers in the following places in the system:

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I. Orders list

To find the order fast, you can use one of the following features on the orders list screen:

Orders list

New transfer Templates Data import Export

Enter search text

Filters Advanced

Accounts

All

Order type

All

Status

All

Date

realization

In time

date range

10-11-2017 - 24-11-2018

Amount

from - to

Currency

All

☐ only "Featured portably"

Restore Defaults Search

Sum of loads in PLN 10,000,949,696.00 Number 16

Sum of loads in HUF 548,705 Number 1

Sum of loads in GBP 19,840.00 Number 1

☐ Realization date	Beneficiary	Payment title Order type	Amount Currency	Status	10 of 18
☐ 02.05.2018	FIRMA C SP.J. PL30 1050 0086 1000 0023 6740 8727	test Internal transfer	6,543.00 PLN	accepted BantMag	Sign and send
☐ 23.03.2018	Kurier Euro-Azja PL78 1050 1038 1000 0023 0151 1156	Dostawa miedzynarodowa Foreign transfer	548,705 HUF	loaded	Sign and send

SEARCH ENGINE

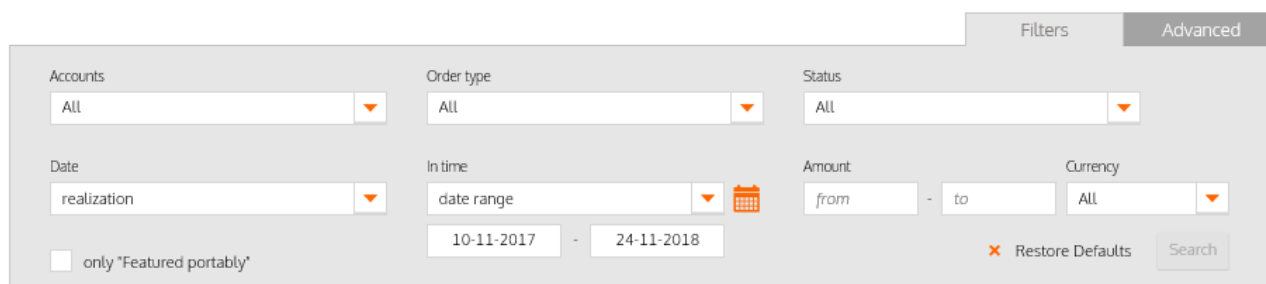
If you remember any characteristic feature of the transfer, e.g. name of the business partner, transfer details or amount, enter at least three consecutive characters into the search engine at the upper left corner. This will help you to view only the transfers containing the phrase entered by you.

A search bar with a magnifying glass icon on the left and the placeholder text "Enter search text" in orange.

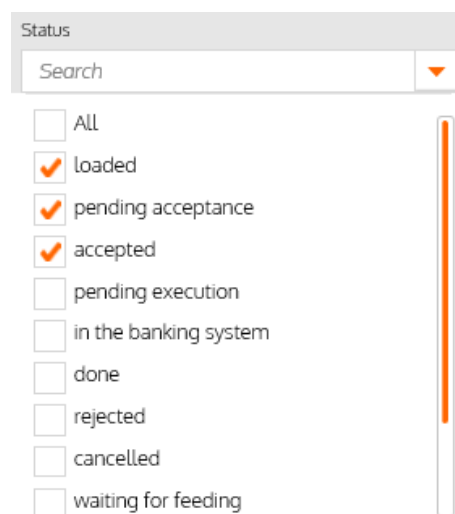
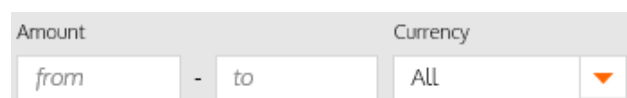
Click off next to the search field to search the phrase entered by you.

SIMPLE FILTER

Use filter parameters to find the requested order.

A filter interface with two tabs: "Filters" and "Advanced". Under "Filters", there are several dropdown menus: "Accounts" (set to "All"), "Order type" (set to "All"), "Status" (set to "All"), "Date" (set to "realization"), "In time" (set to "date range" with a calendar icon), and "Amount" (set to "from" and "to"). There is also a "Currency" dropdown set to "All". Below these, there is a checkbox for "only *Featured portably*", a "Restore Defaults" button with a red 'x' icon, and a "Search" button. The "In time" section shows a date range from "10-11-2017" to "24-11-2018".

Expand the list next to the field and select the requested item

An expanded dropdown menu for the "Status" filter. It has a search bar at the top with the word "Search". Below it is a list of status options, each with a checkbox: "ALL", "loaded" (checked), "pending acceptance" (checked), "accepted" (checked), "pending execution", "in the banking system", "done", "rejected", "cancelled", and "waiting for feeding". A vertical scrollbar is on the right side of the list.A close-up of the "Amount" and "Currency" filter fields. The "Amount" field has "from" and "to" sub-fields. The "Currency" field is a dropdown menu currently set to "All".

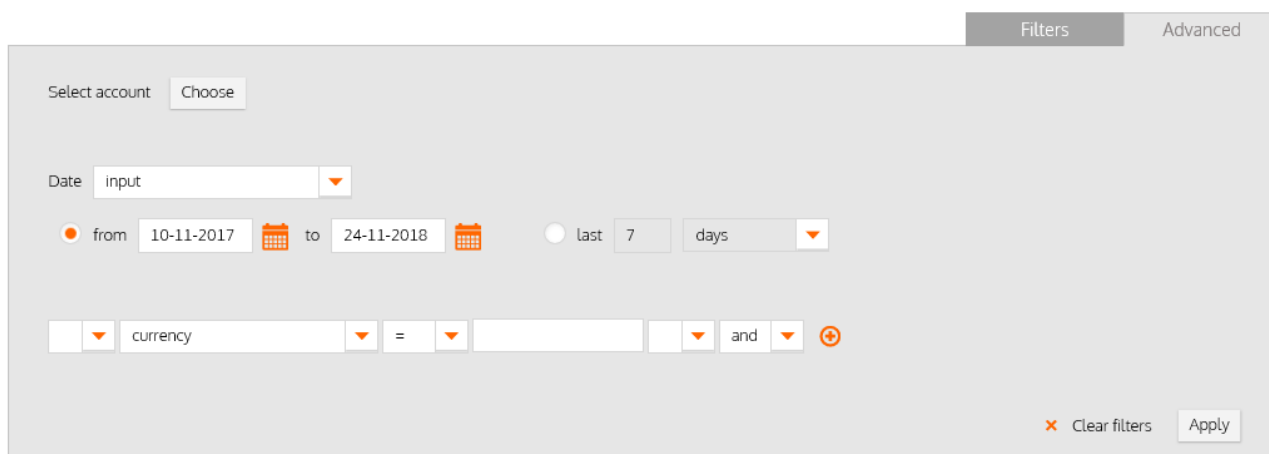
or enter into the field the values selected by you.

If you see the **Search** button at the lower right corner of the filter, click it to search through data with the use of the filter criteria chosen by you.

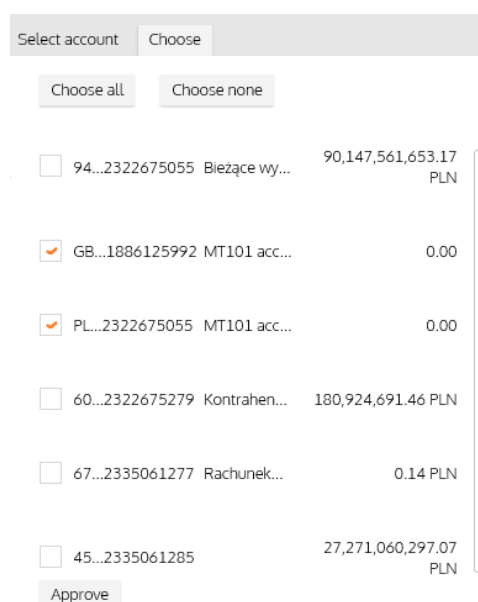
To clear the filter criteria, click **Restore Defaults**.

ADVANCED FILTER

Click the filter tab **Advanced** to go to the advanced data filter criteria.



- You must choose the account – click **Choose** to the left of the filter and tick the accounts which data you want to browse through and **Approve** to have the accounts uploaded by the filter.



Select account	Choose
☐	94...2322675055 Bieżące wy... 90,147,561,653.17 PLN
☒	GB...1886125992 MT101 acc... 0.00
☒	PL...2322675055 MT101 acc... 0.00
☐	60...2322675279 Kontrahe... 180,924,691.46 PLN
☐	67...2335061277 Rachunek... 0.14 PLN
☐	45...2335061285 27,271,060,297.07 PLN

- When you use advanced search fields, click the **plus** icon  to have them added to the filter criteria. If you add the filter criterion, you will see a separate filter criterion:



- To modify the selected fields, click the **cogwheel icon** 
- To remove the selected filtered fields, click the **basket icon** 
- To apply the selected filter criteria, click **Apply**.

TABLE SORTING

Click the table header to sort table data in the ascending or descending order.

☐	Realization date	Beneficiary	Payment title Order type ▲	Amount Currency	Status
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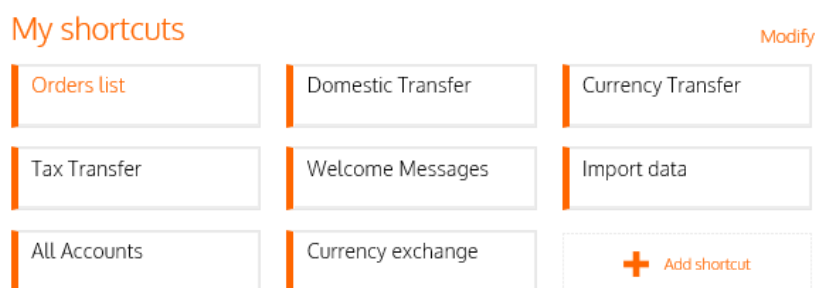
Next to the column name with pre-defined sorting, you will see an up  or down arrow icon. 

II. Home screen modules

On the home screen you can search for the order using the following modules:

MY SHORTCUTS MODULE

Click the **Orders list** shortcut in the **My shortcuts** module to view the full list of company orders.



When you go to the Orders list from Your shortcuts, data will be filtered by the processing date. Use the solutions discussed under [item 1](#) to find the requested instruction as fast as possible.

ORDERS MODULE (CREATED BY ME AND OTHERS)

The Orders module displays the last 8 transfers or batches of transfers inputted into the system.

Recently created orders					
☒ Created by me New transfer ▼					
Realization date	Beneficiary Title	Debited account Order type	Amount Currency	Status	
15.12	Artykuły biurowe sp... Test	94...2322675055 Domestic transfer	654,000.00 PLN	cancelled	
08.12	Igor Business druga transakcja	94...2322675055 Domestic transfer	50,000.00 PLN	loaded	
14.12	Artykuły biurowe sp... faktura nr. 789/2017	94...2322675055 Domestic transfer	95,264.00 PLN	loaded	
17.11	 Wynagrodzenia Orders: 1	Domestic orders pack...	5,100.00 PLN	cancelled	
08.12	Adam Nowak Wynagrodzenie za listopad	94...2322675055 Domestic transfer	6,231.00 PLN	loaded	
01.12	Wynajem lokali Opłata za wynajem	94...2322675055 Domestic transfer	8,452.00 PLN	loaded	
22.11	Agencja reklamowa Kampania reklamowa	35...2362448348 Domestic transfer	85,000.00 PLN	loaded	
29.11	Energia elektryczna s... F234/2017	94...2322675055 Domestic transfer	15,625.00 PLN	loaded	
Displayed 8				 See all	

- Tick the **Created by me** option to view solely the instructions inputted by you.
- Tick off the **Created by me** tab to view all transfers entered into the system.
- Click the link **See all** at the bottom of the table to go to the **Orders list**. Data on the list have been filtered by the transfer input date.

To add the Orders module to the home screen, use the User [Guide Adjusting ING Business home screen to your needs](#).

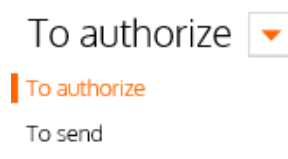
TO AUTHORISE/ TO SEND

Depending on the pre-set criteria, the **Orders** tab will show batches of transfers or transfers:

- **To authorise** – to be signed off and sent
- **To send** – batches or transfers only to be sent.

To authorize ▼		New transfer ▼	
14 Orders		1 Applications	0 Messages
☐	Realization date	Details Amount	
☐	22.11	Agencja reklamowa Kampania reklamowa 85,000.00 PLN	Sign and send ▼
☐	17.11	Igor Business Zaliczka 5,000.00 PLN	Sign and send ▼
☐	17.11	Artykuły biurowe sp. z... Faktura 150.00 PLN	Sign and send ▼
☐	29.11	Energia elektryczna sp... F234/2017 15,625.00 PLN	Sign and send ▼
☐	01.12	Wynajem lokali Opłata za wynajem 8,452.00 PLN	Sign and send ▼
		Displayed 5 from 14	See all

Expand the module header to go from the view of orders to authorise to the orders which have to be sent only.



The **Orders** tab displays them in the following order:

1. Batches of instructions with the processing date today,
2. Transfers with the processing date today,
3. Batches of transfers with the past processing date,
4. Transfers with the past processing date,
5. Batches of transfers with the future processing date,
6. Transfers with the future processing date.

The module can display 5 items at maximum – click link See all under the table to go to the **Orders list** discussed above.

When you go to the **Orders list** from the view:

- **To authorise** – the Orders list filter will pre-define the order status criterion **entered** and **pending acceptance**
- **To send** – the Orders list filter will pre-define the order status criterion **accepted**.

To add the modules To authorise/ To send to your home screen, refer to the User's Guide [Adjusting ING Business home screen to your needs](#).

III. Transfers and requests



Use one of the two places in the tab to search for the order:

TRANSFERS AND ORDERS MODULE

It displays 5 batches or transfers at maximum.

Transfers and Orders			New transfer
Enter search text			Filters
☐	Realization date	Beneficiary / Title / Details	Status
☐	22.11	Agencja reklamowa Kampania reklamowa Domestic tra... 85,000.00 PLN	loaded Sign and send
☐	17.11	Artykuły biurowe sp. z o. o. Faktura Domestic tra... 150.00 PLN	loaded Sign and send
☐	17.11	Igor Business Zaliczka Domestic tra... 5,000.00 PLN	loaded Sign and send
☐	29.11	Energia elektryczna sp. z o. o F234/2017 Domestic tra... 15,625.00 PLN	loaded Sign and send
☐	01.12	Wynajem lokali Opłata za wynajem Domestic tra... 8,452.00 PLN	loaded Sign and send
Displayed 5 from 18			See all

To easily find the requested item, you can use:

- **Search engine** – if you remember any characteristic feature of the transfer, e.g. name of the business partner, transfer details or amount, enter at least three consecutive characters into the search engine. You will find the orders with the phrase you have entered.

Transfers and Orders

New transfer 

Enter search text 

Filters

Enter the requested phrase into the search engine field and then click the mouse next to the field to display search results.

→ **Filters** – click the filters tab to view the filter criteria. Set the filter criteria to find the instruction as fast as possible.

When you have not found your transfer in the table, click the link See all under the table. You will go to the Orders list. The Orders list filter will pre-set the processing date only. You may change it of course as well as other filter parameters.

Filters

All types of orders  All statuses 

Realization date ☒ from 10-11-2017  to 24-11-2018 

☐ last 7 days 

ORDERS REQUIRING ATTENTION MODULE

This module summarises the key statuses for company orders:

Orders requiring attention	
0	16 To authorize / To send
Rejected	0 Waiting for payment
last 30 days	0 Orders with future execution date

Rejected

The area to the left of the module displays the number of orders rejected over the last month. Click the link **Rejected** to go to the Orders list filtered by:

- order status – rejected,
- processing date – last month.

To authorise/ to send

This area shows the sum of two instruction types:

- **To authorise** – batches of transfers and transfers to be signed off and sent,
- **To send** – batches of transfers or transfers to be sent only.

Click one of the two links to go to the Orders list:

- **To authorise** – the Orders list filter will pre-set the order status criterion **entered** and **pending acceptance**
- **To send** – the Orders list filter will pre-set the order status criterion **accepted**.

Pending funds

These are orders which were sent for processing but there are no sufficient funds on the debit account to cover the order amount. Every two hours, the bank system will be checking whether there are sufficient funds on the account to process the instruction. If we are not able to process the instruction by 19:00, the transfer will be rejected.

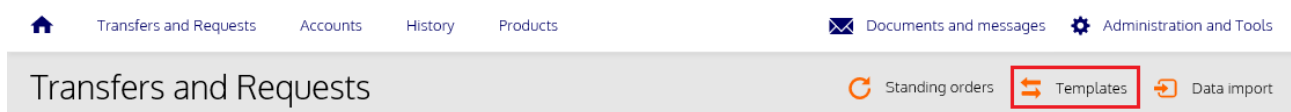
Click the link **Pending funds** to go to the Orders list filtered by the order status (pending funds).

Orders sent with the future processing date

These are instructions sent for processing, but will be processed in the future.

Click the link **Instructions sent with future processing date** to go to the Orders list filtered by:

- processing date – from tomorrow to one year onwards,
- order status – **waiting for processing and in the bank system**.



IV. List of transfer templates

Go to the tab **Transfers and Requests** and choose the context action **Templates**.

You will go to the Orders list saved at the company as templates. To easily find the requested template, use the following:

- **Search engine** – if you remember any characteristic feature of the transfer, e.g. name of the business partner, transfer details or amount, enter at least three consecutive characters into the search engine over the filter. This will help you to view only the transfers containing the phrase entered by you.

Templates

Enter search text
Q

Click the mouse next to the search window to search the entered phrase.

→ **Filters** – click the filter tab to expand them. Set the filter criteria to find the order as fast as possible.

Filters

All accounts

Order type

all

Group

All

Authorized

all

✖

 Restore Defaults

When you find the requested transfer, click **Realization** to approve it and send it.

☐	Order name Group	Beneficiary	Payment title Order type	Amount Currency	Authorized	50 of 889
☐	ZUS 1 testowo	MARZYB 68 1010 1023 0000 2613 9540 0000	8077671110 P33071... ZUS (National Insurance Agency)	0.01 PLN	Yes	Realization

V. History

History shows credit and debit entries on the company accounts. Here you will find transfers which have already been processed. You can go to History through:

→ **History tab**



→ **Accounts tab** – click the link **History** for a given account to go to History with data filtered by the account number from which you entered this screen.

Accounts

Statements

New account

Funds initiation

Export

Enter search text

Filters

☐	Name / Number	Current balance	Available balance	Statement	10 of 94
Grupa ogólna					
☐	Current Account 09 1050 0086 1000 0023 3622 6515	0.00 PLN	0.00 PLN	PDF 03.12	History

When looking for the booked transfer, use the following:

→ **Search engine** – if you remember any characteristic feature of the transfer, e.g. name of the business partner, transfer details or amount, enter at least three consecutive characters into the search engine over the filter to view only these transfers that contain the phrase entered by you.

← History

Enter search text

Click the mouse next to the search field to search the phrase entered by you

- **Filters** – click the filter tab to expand it. Set the filter criteria to find the order as fast as possible. Just like on the Orders list, you can use the **simple filter** or the **advanced filter**.

Filters

Advanced

All accounts

▼

Operation type

All

▼

Date booking

date range

▼

18-11-2017

-

24-11-2017

Amount from

0.00

to

0.00

✕

Restore Defaults

Filters

Advanced

Select account

Choose

Date

booking date

▼

Operation type

All

▼

☐

from

18-11-2017

to

24-11-2017

☒

last

7

days

▼

▼

transaction's code 4 signs

▼

=

▼

▼

and

▼

⊕

✕

Clear filters

Apply

When you find the requested transfer, click Confirmation to the right of the item to download and save a transfer confirmation on your PC.

☐	10.11.2017	ING BANK ŚLĄSKI S.A. 10 5012 30-8 0422 1011 0301	Oplata za prowadzenie rachunku	-4.49 EUR 7,050.34 EUR	Confirmation
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Should you have any questions call ING Business Centre: 32 357 00 24 or 801 242 242 or write to us at: bc@ingbank.pl. Our advisors are available on business days Monday through Friday from 8 a.m. to 6 p.m.