

Accounts

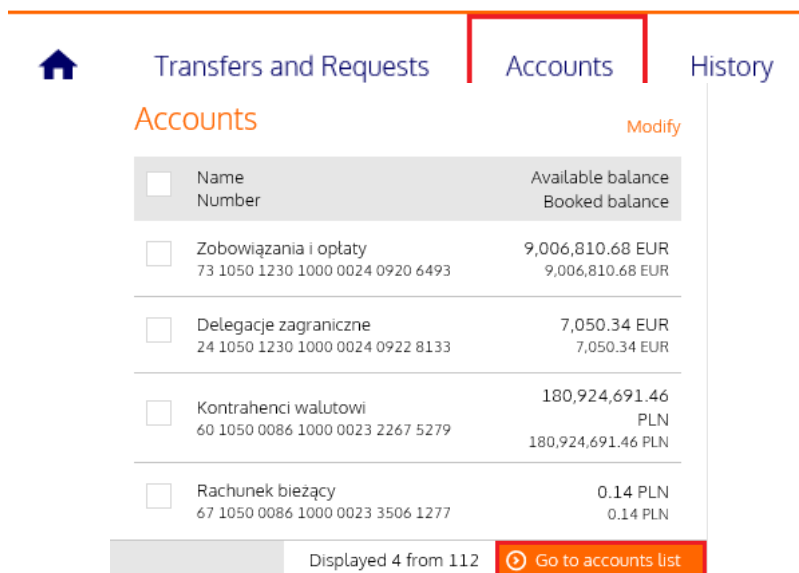
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I. How to view the accounts

Go to the view of accounts in one of the four ways:

- Chose **Accounts** in the main menu:

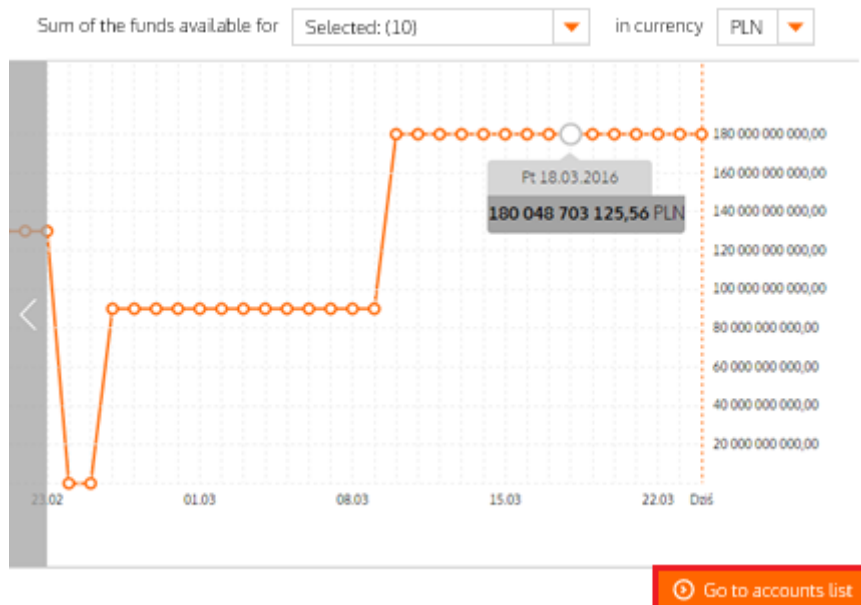


Accounts		Modify
☐	Name Number	Available balance Booked balance
☐	Zobowiązania i opłaty 73 1050 1230 1000 0024 0920 6493	9,006,810.68 EUR 9,006,810.68 EUR
☐	Delegacje zagraniczne 24 1050 1230 1000 0024 0922 8133	7,050.34 EUR 7,050.34 EUR
☐	Kontrahenci walutowi 60 1050 0086 1000 0023 2267 5279	180,924,691.46 PLN 180,924,691.46 PLN
☐	Rachunek bieżący 67 1050 0086 1000 0023 3506 1277	0.14 PLN 0.14 PLN
Displayed 4 from 112		Go to accounts list

- In the **Accounts** module click **Go to accounts list**:

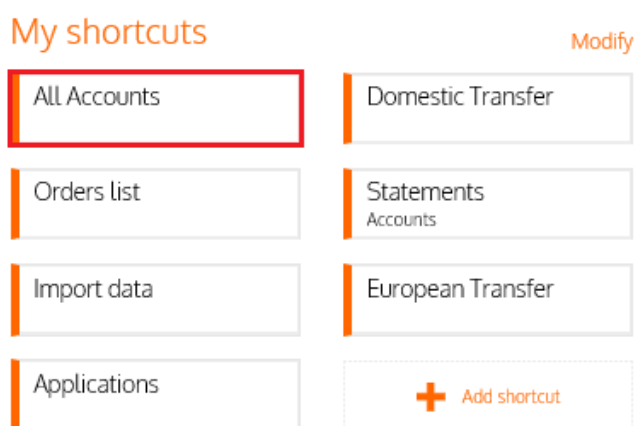
If the module is not visible on your home screen and you would like to add it, refer to the User Guide [Adjusting ING Business home screen to your needs](#).

- In the **Chart** module click **Go to accounts list**.



If the module is not visible on your home screen and you would like to add it, refer to the User Guide [Adjusting ING Business home screen to your needs](#).

→ Choose **Accounts list** from **My shortcuts**:



If you want to add the Accounts list to Your shortcuts, refer to the User Guide [My shortcuts – how to add or remove the home screen shortcut](#).

II. ACCOUNTS VIEW OPTIONS

Company accounts can be displayed in two ways – as a list or as tiles. Users with access to 5 accounts at maximum can decide which view to apply. Users with access to more than 5 accounts will always see a list of accounts.

→ **Tile View:**

Accounts New account Export List view

BUDŻET 60 1050 1520 1000 0000 0000 0000

Balance available	2,223.24 PLN
Current balance	2,223.24 PLN
Blocked amount	0.00 PLN

PDF 10.11 [History](#) Domestic transfer ▼

WYDZIELONY RACHUNEK DOCHODÓW 50 1050 1520 1000 0000 0000 0000

Balance available	22,191.74 PLN
Current balance	22,191.74 PLN
Blocked amount	0.00 PLN

PDF 10.11 [History](#) Domestic transfer ▼

ZFŚS 20 1050 1520 1000 0000 0000 0000

Balance available	85,658.14 PLN
Current balance	85,658.14 PLN
Blocked amount	0.00 PLN

PDF 10.11 [History](#) Domestic transfer ▼

→ **List View:**

Accounts New account Export Tiles view

Enter search text Q Filters

☐	Name / Number	Current balance	Available balance	Statement	3 of 3
Grupa ogólna					
☐	BUDŻET 60 1050 1520 1000 0000 0000 0000	2,223.24 PLN	2,223.24 PLN	PDF 10.11 History	Domestic transfer ▼
☐	WYDZIELONY RACHUNEK DOCHOD... 50 1050 1520 1000 0000 0000 0000	22,191.74 PLN	22,191.74 PLN	PDF 10.11 History	Domestic transfer ▼
☐	ZFŚS 20 1050 1520 1000 0000 0000 0000	85,658.14 PLN	85,658.14 PLN	PDF 10.11 History	Domestic transfer ▼
Current balances sum PLN ▼		110,073.12 PLN	Data synchronize at 13:15:09 24.11.2017		

1 3 of 3

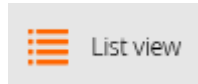
III. Context actions

Actions displayed as icons with the link in the right hand side of the screen are called context actions. The following context actions are possible on the **Accounts** screen:

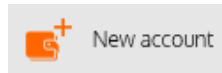
- **Tile View** – click the icon to display company accounts as tiles.



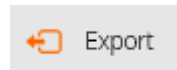
- **List View** – click the icon to view a list of accounts



- **New account** – click the icon to activate a new bank account opening request form



- **Export** – click the icon to export the history of account operations or bank statements as .xml files or MT940/942 messages.



IV. Account search engine

To find an account, enter part of its name, some number digits or balance. On the list of accounts you will view those which contain the characters entered by you.

Accounts



If you can see the **Search** button next to the search field, click it for the system to start searching through the list.

V. List filters

Click **Filters** to expand the items you want to use to search through the accounts list.

Filters

Account type

All

▼

Group

All

▼

Currency

All

▼

 Restore Defaults

You may search through the list by **account type**, **group**, or **currency**. To delete the filtering conditions selected for the accounts list, click **Restore Defaults**.

VI. Table header

- Click the **checkbox** to the left of the header to tick or tick off items on the list.

☒	Name / Number	Current balance	Available balance	Statement
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- Click the header of the selected column to sort data in the descending or ascending order.

Name ▲ / Number

▲ Current balance

- To the right of the list header you can choose the maximum number of items to be displayed on one screen.

5 ▼
10
20
30
50
100
200
500

VII. Table verse actions

- **Effect a transfer:** click the button to the right of the company account verse to choose the type of transfer you want to make. By clicking the item on the drop-down list you will activate the transfer form with the pre-populated debit account number field.

Domestic transfer ▼
European transfer
Foreign payment order
Internal transfer
Social Insurance
Administratio transfer
Tax transfer

- **Go to history:** click the orange link **History** to go to the transactions history for that account.

In the tile view:

 10.11 | **History** | Domestic transfer ▼

In the list view:

☐	BUDŻET 60 1050 1520 1000 0000 0000 0000	2,223.24 PLN	2,223.24 PLN	 10.11	History	Domestic transfer ▼
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- **Download statements:** click the icon in the **Statement** column to download the latest account statement. Next to the icon, there is a date of the recently generated statement.

 29.02

- **Download statements – group action:** tick the checkbox for one or a few accounts at the same time to download bank statements for selected items. Decide whether you want to download your bank statements as PDF files or MT940/942 messages.



You may download bank statements for the last day only or the latest bank statement which was generated for the account/accounts checked. Hover over the exclamation mark and move the mouse onto the selected option.



- **Account details:** If you use the list view, click the selected verse to display additional information about the account.

☐	BUDŻET 60 1050 1520 1000 0000 0000 0000	2,223.24 PLN	2,223.24 PLN	10.11	History	Domestic transfer
Owner FUNDACJA UL.HAFFNERA 3, 40-201 WARSZAWA		Account type Current account	Blocked amount 0.00 PLN		Details	

- Click the link **Details** (if you use the list view) or the account (if you use the tile view) to go to the screen with account data. On the details screen you will be able to:
- change the account name,
 - view if the account is interest-bearing,
 - whether there is a frozen amount in the account
 - check the account opening date

←

Accounts - account details

Account data

Account name	BUDZET (Change)
Number	60 1050 1520 1000 0000 0000 0000
Group	Grupa ogólna
Account type	Current account
Company name	FUNDACJA
Company address	UL.HAFFNERA 30, 40-201 WARSZAWA
Open date	15.05.2010
Current balance	2,223.24 PLN
Balance available for 24.11.2017	2,223.24 PLN
Available amount	2,223.24 PLN
Balance exceeded	0.00 PLN
Blocked amount	0.00 PLN

Interest rate / interest

Positive balance interest	0.00 %
Due interest	0.00 PLN
Negative balance interest	0.00 PLN
Interest capitalization date	31.12.2017
Synchronization	14:08, 24-11-2017

Statements

HistoryDomestic transfer

– to download the statement – At the screen bottom you may expand the list of the latest bank statements generated for that account. Click See all to go to the list of all Bank Statements.

Statements			
Statement date	Statement number	Closing balance	Status
10.11.2017	149	2,223.24 PLN	Download
!accountsDetails.displayed! 1 !accountsDetails.of! 1			See all

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.