

Download of more bank account statements from ING Business

Use this user guide if you want to download more than one bank statement from the ING Business system at the same time.

Visit the website <https://en.ingbank.pl/ing-businessonline> and log in to the ING Business system by selecting the right option depending on your login method:

- **Entry (login/password)** or
- **Entry (eToken/card)**.

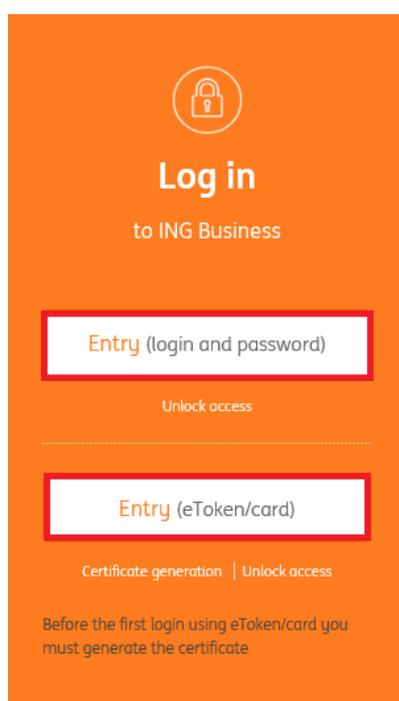


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A. Generation of Bank statements from the Accounts List

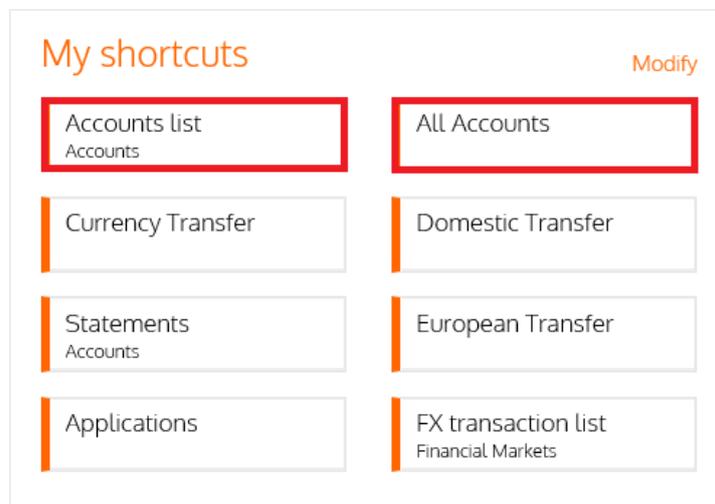
STEP 1

Go to the Accounts List:

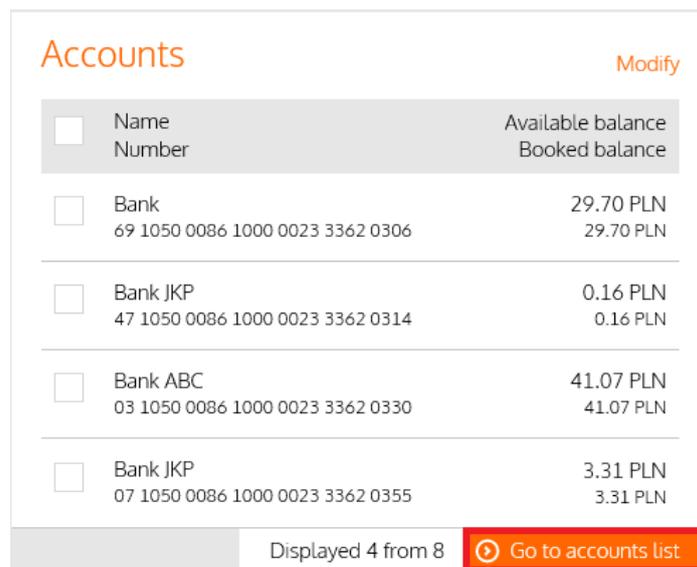
- by clicking the **Accounts** tab,



- from the homepage module **My shortcuts**, by clicking the tile **Accounts List** or **All Accounts**.



- From the homepage module **Accounts**, by clicking the button **Go to Accounts List**



STEP 2

Tick the checkboxes next to the accounts for which you wish bank statements to be downloaded.

The screenshot shows the 'Accounts' management interface. At the top, there are navigation links for 'Statements', 'New account', 'Funds initiation', and 'Export'. Below is a search bar and filter controls for 'Account type', 'Group', and 'Currency'. A table lists three accounts: Bank GHI, Bank JKP, and Bank ABC. Each account has a checked checkbox, a 'Download statements PDF' button, a 'Download statements MT940' button, and a 'History' link. The table also shows current and available balances in PLN.

Name / Number	Current balance	Available balance	Statement
<input checked="" type="checkbox"/> Bank GHI 69 1050 0086 1000 0023 3362 0306	29.70 PLN	29.70 PLN	PDF 31.08 History
<input checked="" type="checkbox"/> Bank JKP 47 1050 0086 1000 0023 3362 0314	0.16 PLN	0.16 PLN	PDF 12.10 History
<input checked="" type="checkbox"/> Bank ABC 03 1050 0086 1000 0023 3362 0330	41.07 PLN	41.07 PLN	PDF 26.04 History

STEP 3

Select the right button depending on the format in which you wish the bank statements to be downloaded:

- **Download statements (pdf)** or
- **Download statements (MT940).**

This close-up shows the 'Download statements PDF' and 'Download statements MT940' buttons highlighted with red boxes. The interface also shows 'Selected 3' and a 'Move to group' dropdown menu.

Then, mark which bank statements you want to download: **recently generated** or **only from last working day**.

A modal dialog box titled 'Which statements do you want to download?' is displayed over the 'Download statements MT940' button. It offers two options: 'Recently generated' and 'Only from last working day'.

You will see a green message informing you that the generation of bank statements has started.

A green notification banner with a checkmark icon and a close button (X) reads: 'We generate the bank statements selected by you. The files will be available in the tab: Statements - Files to download'.

When the files generation is in progress, you may use the system freely and download the files when convenient for you.

B. Generation of bank statements from the list of bank statements

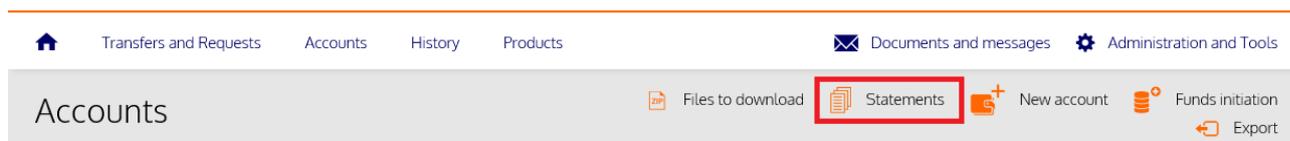
STEP 1

Enter the List of Statements.

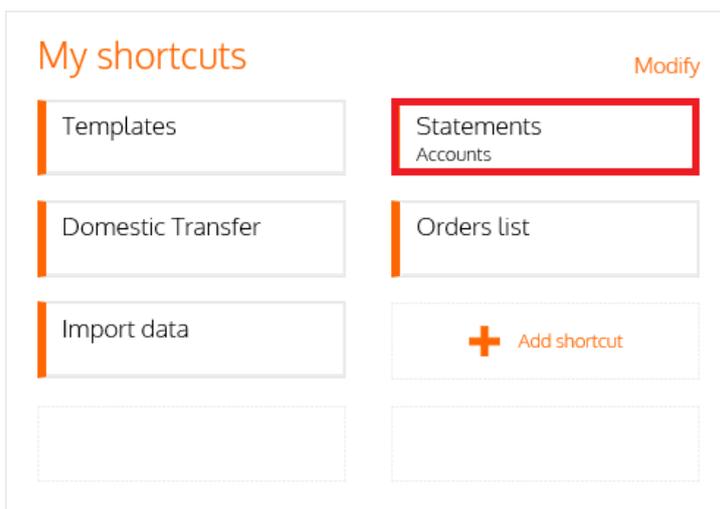
- Go to the tab **Accounts** or **History**,



and then click the button Statements.



- Use the module My shortcuts by clicking the tile **Statements**.



STEP 2

Find the bank statements that are of interest to you by setting the filters adequately – account and/or date picker. Tick the checkboxes next to the statements you wish to generate.

STEP 2

On the list **Files to download**, you will see the files with the adequate status:

- **New** – when the file is still being generated,
- **Ready to download** – when the file has already been generated and may be downloaded,
- **Downloaded** – when the file has been generated and downloaded at least once.

← Pliki do pobrania

Nazwa pliku	Data wygenerowania	Status
Wyciągi PDF 20180518095037	18.05.2018 09:50	New
Wyciągi PDF 20180518091053	18.05.2018 09:10	Ready to download
Wyciągi PDF 20180517134119	17.05.2018 13:41	Ready to download
Wyciągi MT940 20180516102924	16.05.2018 10:29	Downloaded
Wyciągi MT940 20180516094522	16.05.2018 09:45	Downloaded

The below list includes 5 generated files at maximum from last 2 days.

To download the generated files, click the button **Ready to download** or **Downloaded**. The statements will be downloaded into a compressed folder .zip that needs to be unzipped on your computer.

The list contains up to five generated files from the last two calendar days. If you generate more than five files during that time, they will be overwritten on the oldest ones from the list.

Should you have any questions, please call ING Business Centre: 32 357 00 24 or 801 242 242 or write to us at: bc@ingbank.pl. Our relationship managers are available Monday through Friday from 8:00 a.m. to 6:00 p.m.