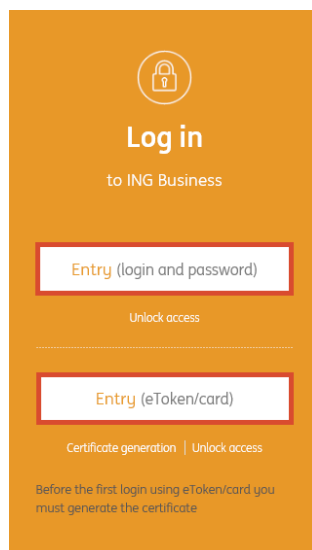# ING Business import files testing guide

The Guide shows how you can use the system feature enabling you to check the correctness of the prepared import files before their final upload into the system.
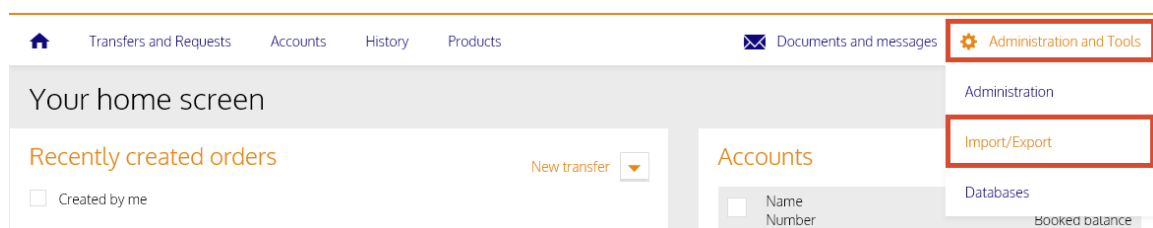
step 1

Go to the **websitehttps://en.ingbank.pl/ing-businessonline** and log in to the ING Business system by selecting the right button depending on your logon method. **Log in (login/password)** or **Log in (eToken/card)**.
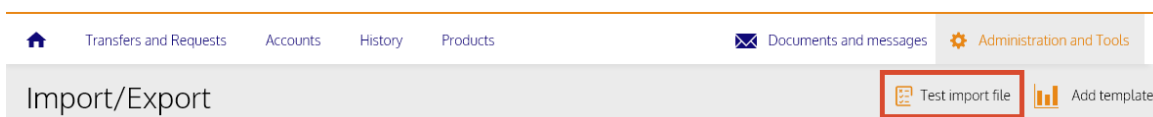
Log in
to ING Business

Entry (login and password)

Unlock access

Entry (eToken/card)

Certificate generation | Unlock access

Before the first login using eToken/card you must generate the certificate

step 2

Go to the **Administration and Tools** tab → **Import/Export**.

Transfers and Requests   Accounts   History   Products   Documents and messages   ⚙ Administration and Tools

Your home screen   Administration

Recently created orders   New transfer ▼   Import/Export

☐ Created by me   Accounts   Databases

☐ Name
Number   Booked balance

step 3

Click the **Test import file button.**

Transfers and Requests   Accounts   History   Products   Documents and messages   ⚙ Administration and Tools

Import/Export   Test import file   📊 Add template

ING

Select the data template type and name. Next, indicate the import file from your computer disk. To activate the test import, click the **Import data** button.

← Test import data ✕

ⓘ [EN] Przetestuj już dziś plik importu dla przelewów z użyciem mechanizmu podzielonej płatności (Split Payment). Zmiany dot. mechanizmu podzielonej płatności obowiązują od 1 lipca 2018.

Data import

Template type	Select type of data to import ▼
Template name	Select import template ▼
	Przeglądaj...

Import data

💡 If the file is correct, you will see the **Result of test import** immediately:

← Result of test import

ⓘ [EN] Przetestuj już dziś plik importu dla przelewów z użyciem mechanizmu podzielonej płatności (Split Payment). Zmiany dot. mechanizmu podzielonej płatności obowiązują od 1 lipca 2018.

Name of imported file	**test.txt**	Hashes ❓	
Template	MultiCash PLI	MD5 of imported file	
Incorrect	**0**	98f24d2fe3108e863a8da093156a43b6	
Correct	**2**	SHA1 of imported file	
Sum	**2**	9396b0ea9592d9b9b9a0ebf42e74d9bd4109484	
Debit sum	**3,730.50 PLN**	1	

✔ Import as simple package

test

✔ Simple package booking with transaction order

Display   ● All records   ○ Only incorrect records   Cancel

Status	Sender Account	Beneficiary's Name Beneficiary's Account	Realization Date	Amount Currency
✅	47 1050 0086 1000 0023 0000 0000	NOWAK ANNA 12 1050 1432 1000 0005 0000 0000	19.06.2018	2,181.20 PLN
Date updated				
✅	47 1050 0086 1000 0023 0000 0000	KWIATKOWSKI KRZYSZTOF 68 1050 1344 1000 0022 0000 0000	19.06.2018	1,549.30 PLN
Date updated				

1   2 ▼ of 2

ING

If there are wrong records in the file, you will see the following message:

> ⚠ Import into a simple package is possible only for files with all correct orders. Please correct imported file and try again. ✕

You will also see the **Result of test import** with the indication of incorrect records in the file and the information on which fields are wrong:

← Result of test import

ℹ [EN] Przetestuj już dziś plik importu dla przelewów z użyciem mechanizmu podzielonej płatności (Split Payment). Zmiany dot. mechanizmu podzielonej płatności obowiązują od 1 lipca 2018.

Name of imported file	**test.txt**
Template	MultiCash PLI
Incorrect	**2** Export incorrect records
Correct	**0**
Sum	**2**
Debit sum	**0.00 PLN**

● Package ? ○ Single records ?

test

☐ Import as model transfer   Enter a pattern name

Display   ● All records   ○ Only incorrect records   Cancel

Status	Sender Account	Beneficiary's Name Beneficiary's Account	Realization Date	Amount Currency
❌	47 1050 0086 1000 0023 0000 0000	NOWAK ANNA 12 1050 1432 1000 0000 0000	19.06.2018	2,181.20 PLN
Date updated				Invalid IDC
❌	47 1050 0086 1000 0023 0000 0000	KWIATKOWSKI KRZYSZTOF 68 1050 1344 1000 0022 0000 0000	19.06.2018	1,549.30 PLN
Date updated			Invalid account number format 68105013441000002200000000	

1   2 ▼ of 2

Should you have any questions, please contact us:

📞 call ING Business Centre: **32 357 00 24** or **801 242 242**

@ or write to us: **bc@ingbank.pl.**

Our relationship managers are available Monday through Friday from **8:00 a.m.** to **6:00 p.m.**

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