



goAML Web

New Registration and Web Report Forms

Contents

1	Overview	4
2	New Registration and Change Request Forms	5
2.1	Activating the New Registration and Change Request forms	5
2.2	Submitting a New Registration	5
2.2.1	Selecting Registration Type	5
2.2.2	Filling out a Registration Form	7
2.2.3	Preview and Submit a Registration	8
2.3	Change Requests	9
2.3.1	Submitting New Change Requests	9
2.3.2	Users	12
2.3.3	Organisations	14
2.3.4	Direct Edit	15
2.4	Managing Change Requests	15
2.4.1	New Entity Registrations	15
2.4.2	Change Request Actions and History	16
2.4.3	Change Request Preview	18
2.4.4	Change Request Workflows	20
3	New Web Report Forms	23
3.1	Activating the New Web Report forms	23
3.2	Creating a Web Report	23
3.3	Report Main Page	24
3.3.1	Report Main Page Tab	24
3.3.2	Report Main Page Form	25
3.4	Attachments	27
3.4.1	Attachments Tab	27
3.4.2	Attachments Form	27
3.5	Indicators	28
3.5.1	Indicators Tab	28
3.5.2	Indicators Form	28
3.6	Transactions	29
3.6.1	Transactions List Tab	29
3.6.2	Transactions List	30
3.6.3	Transaction Tab	30
3.6.4	Transaction Form	32
3.7	Activity Reports	37
3.8	Transactions Upload/Download	38
3.8.1	How to Download a Transactions	38
3.8.2	How to Upload Transactions	40
3.8.3	Linking of Accounts	43
4	Forms Customization	45
4.1	Template Sets	45



4.1.1	Create a Template Set	46
4.1.2	Indicators	48
4.1.3	Form Sections	50
4.1.4	Managing Template Sets	53



1 Overview

From release 4.6.0.0 the goAMLWeb application provides an alternative web report form (referred to as the **New Web Forms** or **NWF**) that can be used for manually entering reports.

From release 4.8.0.0 the goAMLWeb application provides an alternative registration form (referred to as the **New Registration Forms** or **NRF**) that is used to submit, verify and approve new Registrations and Change Requests for

The administrator can decide to configure the goAMLWeb application to use either the existing report forms or the New Web Forms but not both, and also separately whether to use the existing registration forms or the New Registration forms but not both.

Whichever report or registration forms are configured for the site these will be the forms used by all users when entering reports, registering or submitting a change request.

Support for the existing report forms and registration forms is limited to security fixes only. All new features and enhancements related to manual reports and registrations will be developed for the New Forms only.

From release 4.9.0.0 only the New Web Forms and the New Registration Forms will be available. If the site was configured to use the old forms before upgrading, the New Forms will automatically be enabled, it will not be possible to disable them.

The main advantage of the new forms is that they are customizable. Fields can be rearranged, hidden or made mandatory. Lookups can be filtered to remove any unwanted values.

For the web reports, several customizations can be created and mapped to report type, Reporting Entity type or a combination of them both.

2 New Registration and Change Request Forms

2.1 Activating the New Registration and Change Request forms

By default, after an upgrade the New Registration Forms are **not** enabled. For all new installations after **4.8.0.0** the New Registration Forms **are** enabled.

To activate the New Web Forms open the following grid **Admin > Settings > Site Configuration** and set the value of **EnableNewRegistrationForms** to **Y**

EnableNewRegistrationForms	Y	Y or N	Edit
Enable the New Registration and Change Request Forms			

Once this setting is activated the new Change Request Forms will be used for changing, approving and previewing user and organisation details.

It is always advisable to restart IIS after making any changes to the site settings.

2.2 Submitting a New Registration

2.2.1 Selecting Registration Type

The button to access the registration selection screen is located under the customizable content of column one on the home page.

Column One customisable content

Register

Please note that in order to get access to the system, you first need to register as a reporting entity under "Register as an Organisation". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.

This content can be customised under the Site Content area "Responsive Home Page Column One"

[Register](#) ←

Contact

For more information on goAML please contact the Request Processing Unit at rpu@unodc.org or phone (+43-1) 26060-4661

This content can be customised under the Site Content area "Responsive Home Page Column Two"

[Email](#)

goPortfolio

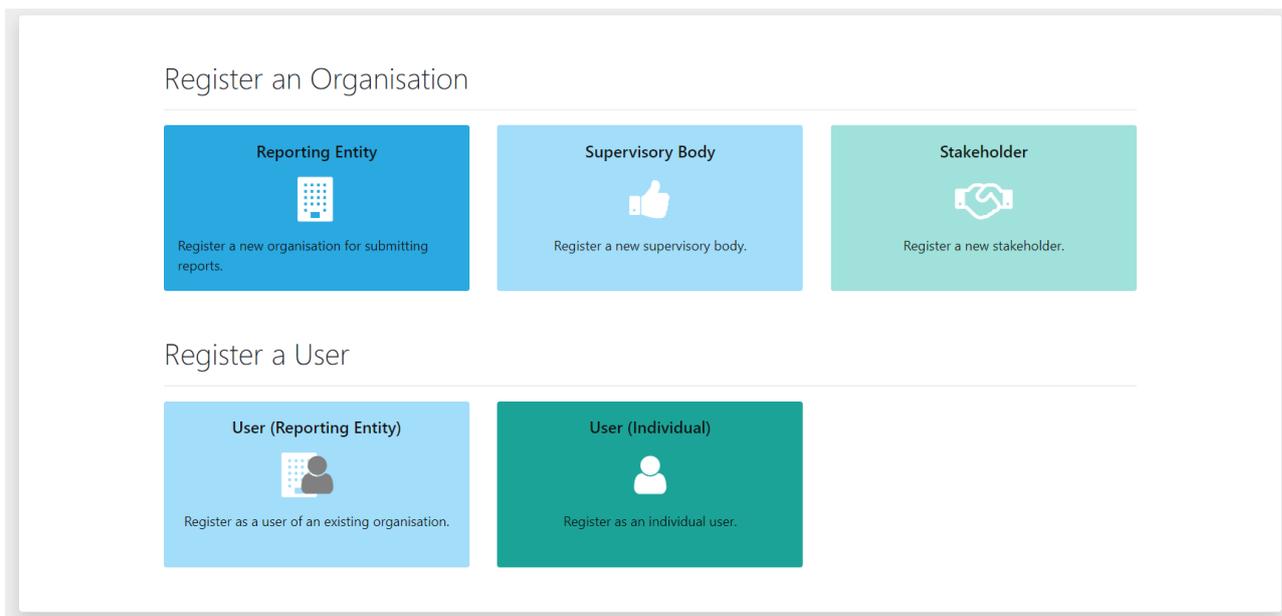
goPortfolio is a set of software products developed to help Member States strengthen their capacity to fight organised crime.

This content can be customised under the Site Content area "Responsive Home Page Column Three"

[More](#)

NRF 1

Selecting this button will open the Registration Selection page shown below



NRF 2

There are 5 cards that will open a registration form for the corresponding registration form. The Header and Descriptions can be customized via the application translations.

You can show or hide the Stakeholder, Supervisory Body or Individual Registration buttons by the following setting in **Admin > Settings > Site Configuration**

▶ ShowIndividualUserRegistration	Y	'N' or 'Y' .	 Edit
▶ ShowStakeholderRegistration	Y	'N' or 'Y' .	 Edit
▶ ShowSupervisoryBodyRegistration	Y	'N' or 'Y' .	 Edit

In order to link to the registration selection page from another site use the link:

<<URL_TO_GOAML_WEB>>/Content/NewWebForm/#!/register

You can also link directly to each individual form by appending the registration type, **however it is not possible to access these links if a user is currently logged in.**

Registration	Link (~ is the path to goAMLWeb root)
Reporting Entity	~/Content/NewWebForm/#!/register/RE
Supervisory Body	~/Content/NewWebForm/#!/register/SUP
Stakeholder	~/Content/NewWebForm/#!/register/SH
User (Reporting Entity)	~/Content/NewWebForm/#!/register/IND_RE
User (Individual)	~/Content/NewWebForm/#!/register/IND

2.2.2 Filling out a Registration Form

After selecting a registration type a form similar to the images below will be shown.

For an Organisation registration there will be 4 tabs in the navigator on the left. **Organisation**, **Administrator**, **Attachments** and **Preview and Submit**

For a User registration there will be 3 tabs in the navigator on the left. **User**, **Attachments** and **Preview and Submit**

NRF 3 – Organisation Registration

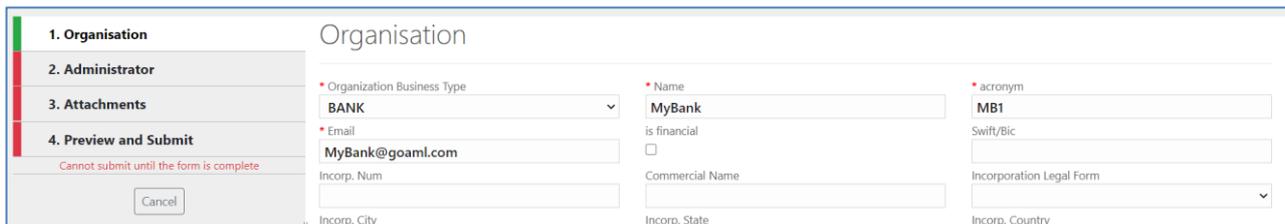
NRF 4 – User Registration

Before the **Preview and Submit** tab is activated each tab above it must be completed and they can be completed in any order. Mandatory fields are marked with an asterisk and highlighted when they are empty. Tooltips also provide further information for the field.

Mandatory fields are marked with an asterisk and highlighted when empty. Tooltips can provide more information about the field.

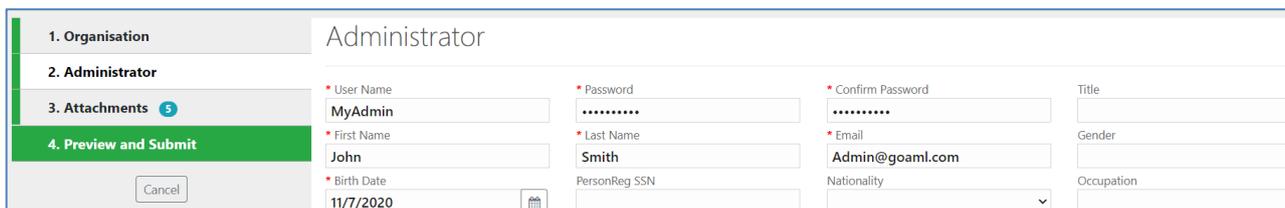
The fields and the collections (Addresses and Phones) are displayed in the same manner as in the web report. [Please follow this link to the section below for more details.](#)

The indicator on the left of each tab shows whether the section is complete. In the image below the **Organisation** tab is complete so the indicator is green



NRF 5

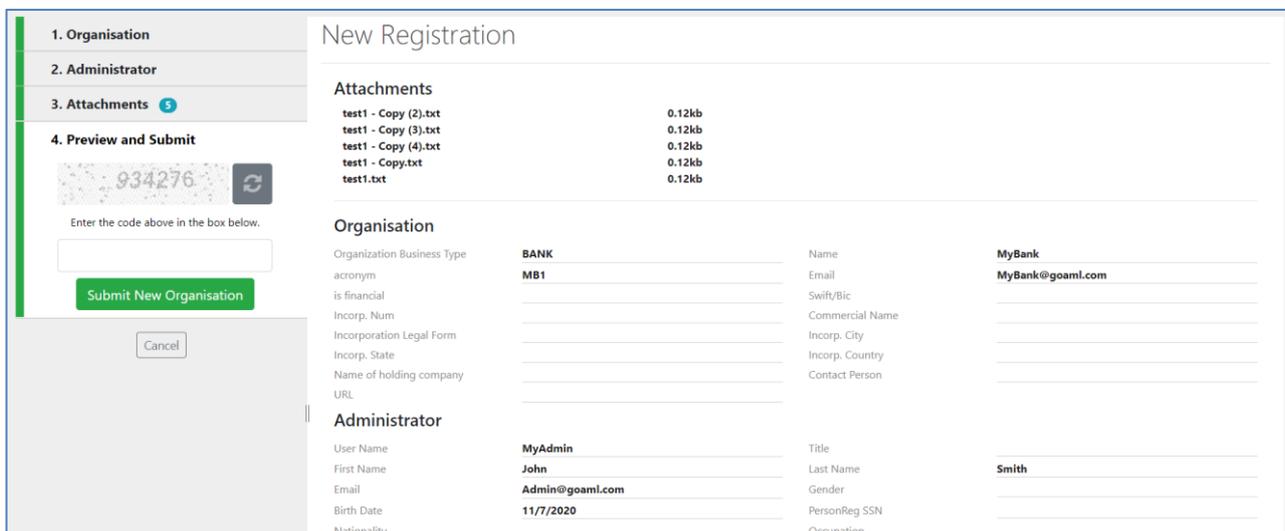
Once all the sections are complete the **Preview and Submit** tab is available.



NRF 6

2.2.3 Preview and Submit a Registration

When the **Preview and Submit** tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.



NRF 7

Once the data is reviewed and the user is ready to submit. The CAPTCHA code needs to be entered that corresponds to the image above it. The select **Submit New Organisation (or Submit New User)**

The registration will be submitted, and the user will see a confirmation screen similar to the image below. The user should take note of the registration number provided as this can be used to reference the change request if they need to contact the FIU.

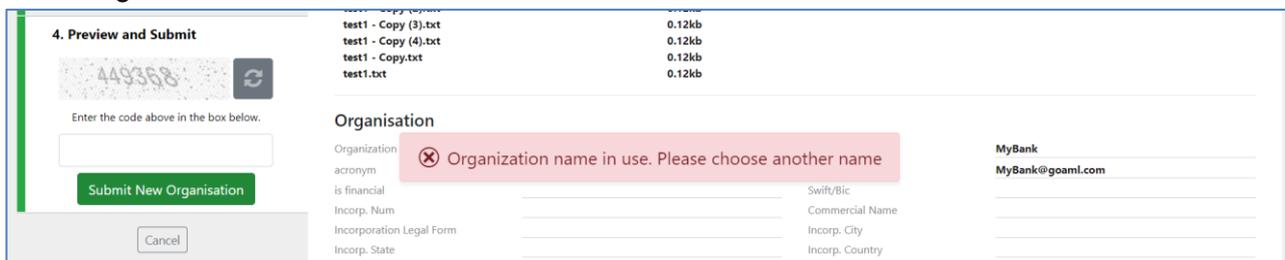
Registration info has been submitted

Please wait for notification of acceptance/rejection by email. Your request has been given the following reference number:

RE_RP001431-11 NOV 2020

NRF 8

If there are any errors, a notification will be displayed so that the user can change the data and submit again.



NRF 9

A Registration is a **New Entity/Person Change Request** and will appear in the **Org Request Management** or the **User Request Management** grid as appropriate.

Change Request Ref.	Type	Request Status	Org Name	Org ID	agency type	User Name	Created On	#
RE_RP001431-11 NOV 2020	New Entity	Waiting for Supervisory Body to Verify	MyBank123		BANK		11/11/2020	
RE_RP001427-11 NOV		Waiting for						

NRF 10

2.3 Change Requests

With the **EnableNewRegistrationForms** setting enabled the Change Request Forms will change to use new forms and preview similar to the registration forms shown above.

2.3.1 Submitting New Change Requests

Most change requests are initiated by a user to update the details for their account or their Reporting Entity. These change request via the menu **My GoAML > My User Details** and **My GoAML > My Org Details**

2.3.1.1 My User Details

If the user has the permission **View My User Details** but NOT **Person Change Request submit change** then they will see a read only view of their details when **My User Details** is selected. An example of this view is shown below:

Request: RE_RP001432-11 NOV 2020

Request Type: **New User**
Request Status: **Activated**

User

Organization ID	205	User Name	MyNewBank
Title		First Name	MyNewBank
Last Name	MyNewBank	Email	MyNewBank@goaml.com
Gender		Birth Date	11/5/2020
PersonReg SSN		Nationality	
Occupation		ID Number	
Passport Number		Passport Country	

Addresses

Type	Business	Address	MyAddress
Town		City	MyCity
Country		Country	SWITZERLAND

NRF 11

If the user has the permission **View My User Details** AND **Person Change Request submit change** then they will see an editable form of their details when **My User Details** is selected.

My User Details

User

Attachments

Submit Request

Organization ID	<input type="text" value="205"/>	* User Name	<input type="text" value="MyNewBank"/>	Title	<input type="text"/>
* First Name	<input type="text" value="MyNewBank"/>	* Last Name	<input type="text" value="MyNewBank"/>	* Email	<input type="text" value="MyNewBank@goaml.com"/>
Gender	<input type="text"/>	* Birth Date	<input type="text" value="11/5/2020"/>	PersonReg SSN	<input type="text"/>
Nationality	<input type="text"/>	Occupation	<input type="text"/>	ID Number	<input type="text"/>
Passport Number	<input type="text"/>	Passport Country	<input type="text"/>		

+ Addresses*

#1

* Type	<input type="text" value="Business"/>	* Address	<input type="text" value="MyAddress"/>	Town	<input type="text"/>	* City	<input type="text" value="MyCity"/>
--------	---------------------------------------	-----------	----------------------------------------	------	----------------------	--------	-------------------------------------

NRF 12

This form can be updated, and the request submitted via the **Submit Request** button.

After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My User Details** until the request is finalised (i.e. either recalled, rejected or approved)

Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001433-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for RE Admin to Verify**

Attachments

User

Organization ID	205	User Name	MyNewBank
Title		First Name	MyNewBank
Last Name	MyNewBank	Email	MyNewBank@goaml.com
Gender		Birth Date	11/5/2020
PersonReg SSN		Nationality	
Occupation		ID Number	1234567
Passport Number		Passport Country	

Addresses

Type	Business	Address	MyAddress
Town		City	MyCityChange <small>MyCity</small>
Zip		Country	SWITZERLAND
State		Comments	

NRF 13

2.3.1.2 My Organisation Details

If the user has the permission **View My Org Details** but NOT **Entity Change Request submit change** then they will see a read only view of the organisation details when **My Org Details** is selected. An example of this view is shown below:

Request: RE_RP001432-11 NOV 2020

Request Type: **New Entity**
Request Status: **Activated**

Organisation

Organization Business Type	BANK	Name	MyNewBank
acronym	MyNewBank	Email	MyNewBank@goaml.com
is financial		Swift/Bic	
Incorp. Num		Commercial Name	
Incorporation Legal Form		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Contact Person	
URL			

Administrator

User Name	MyNewBank	Title	MyNewBank
First Name	MyNewBank	Last Name	MyNewBank
Email	MyNewBank@goaml.com	Gender	
Birth Date	11/5/2020	PersonReg SSN	

NRF 14

If the user has the permission **View My Org Details** AND **Entity Change Request submit change** then they will see an editable form of their Reporting Entity details when **My Org Details** is selected. The Reporting Entity details in the form in **My Org Details** are for the users Reporting Entity that they are registered with, regardless of which entity they maybe logged in as if there are Reporting Entities delegating.

My Org Details

Organisation

Delegate

Attachments

Submit Request

Organization ID	* Organization Business Type	* Name
205	BANK	MyNewBank
* acronym	* Email	is financial
MyNewBankChange	MyNewBank@goaml.com	<input type="checkbox"/>
Swift/Bic	Incorp. Num	Commercial Name
	123456789	
Incorporation Legal Form	Incorp. City	Incorp. State
Incorp. Country	Name of holding company	Contact Person
URL		
+ Addresses		
+ Phones		

NRF 15

This form can be updated, and the request submitted via the **Submit Request** button.

After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My Org Details** until the request is finalised (i.e. either recalled, rejected or approved)

Comments

Actions:

Recall

Change Request History

Request: RE_RP001434-11 NOV 2020

Request Type: **Existing Entity**

Request Status: **Waiting for Supervisory Body to Verify**

Attachments

Organisation

Organization Business Type	BANK	Name	MyNewBank
acronym	MyNewBankChange	Email	MyNewBank@goaml.com
	MyNewBank	Swift/Bic	
is financial		Commercial Name	
Incorp. Num	123456789	Incorp. City	
Incorporation Legal Form		Incorp. Country	
Incorp. State		Contact Person	
Name of holding company			
URL			

NRF 16

2.3.2 Users

Change requests can be raised for other users from the **Active Users** grid by selecting the **+** button in the right-hand side of the grid for that user. The button may not be available depending on the configuration. The following rules apply:

- Users from Delegating Organisations will only appear in the grid if the setting **AllowManagementOfDelegates** is enabled (Admin > Settings > Site Configuration)
- The Add New Change Request button **+** for Users will not be visible if the 3rd Party Portal **Auto Form Population** setting is enabled (Admin > Settings > 3rd Party Portal)

Active Users

Start Date: End Date:

Drag a column header here to group by that column

Org Name	Org ID	User Name	User Status	Created On	#
MyDelegatingBank	206	MyDelegatingBankUser	Active	11/11/2020	<input type="button" value="+"/> <input type="button" value="🔍"/> <input type="button" value="🔄"/>
MyNewBank	205	MyNewBankUser	Active	11/11/2020	<input type="button" value="+"/> <input type="button" value="🔍"/> <input type="button" value="🔄"/>
MyNewBank	205	MyNewBank	Active	11/11/2020	<input type="button" value="+"/> <input type="button" value="🔍"/> <input type="button" value="🔄"/>

Page 1 of 1 (3 items) [1] Page size:

NRF 17

Selecting the **+** button will cause a new pop-up window to open containing the form for the change request as shown below.

User: MyNewBankUser

User

Attachments

Submit Request

Organization ID:

* First Name:

Gender:

Nationality:

Passport Number:

+ Addresses* #1

* Type: * Address: Town: * City:

Zip: * Country: State:

Comments:

* User Name: Title:

* Last Name: * Email:

* Birth Date: PersonReg SSN:

Occupation: ID Number:

Passport Country:

NRF 18

It is not possible to submit a change request for a user who currently has a pending change request. If this is the case the new window will open containing the pending change request and any actions that are available, for example:

Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001437-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for RE Admin to Verify**

Attachments

User

Organization ID	205	User Name	MyNewBankUser
Title		First Name	MyNewBankUser
Last Name	MyNewBankUser	Email	MyNewBankUser@goaml.com
Gender		Birth Date	11/6/2020
PersonReg SSN		Nationality	
Occupation		ID Number	
Passport Number	233423232	Passport Country	AUSTRALIA
	2334232		

Addresses

Type	Operational	Address	HighStreet
Town		City	232332
Zip		Country	SWITZERLAND
State		Comments	

NRF 19

2.3.3 Organisations

Change Requests for other organisations can be raised from the **Active Organisations** page. In order to do this at the bottom of the page there is a select box that contains the list of organisations that are delegating to the reporting entity of the logged in user.

Drag a column header here to group by that column

Org ID	Org Status	Org Name	is delegating	agency type	Created On	#
206	Active	MyDelegatingBank		205 BANK	11/11/2020	
205	Active	MyNewBank		BANK	11/11/2020	

Page 1 of 1 (2 items) Page size: 20

MyDelegatingBank

Change Selected Delegating Organization

Create New Delegating Organization

NRF 20

Selecting a Reporting Entity from this list and then clicking **Change Selected Delegating Organisation** will open the change request for form for that Organisation.

If you are logged in as FIU you will see all of the registered entities in the **Active Organisations** as well as the button for making change requests directly on any of the organisations in the grid.

Org ID	Org Status	Org Name	is delegating	agency type	Created On	#
208	Active	securities commission QAT		Securities Commission	11/11/2020	+ -
207	Active	QASECURITYES COMMISSION		Securities Commission	11/11/2020	+ -
206	Active	MyDelegatingBank	205	BANK	11/11/2020	+ -
205	Active	MyNewBank		BANK	11/11/2020	+ -
204	Active	SUPBODYDEC2020		Supervisory Body	11/10/2020	+ -

2.3.4 Direct Edit

If the user is logged in as an FIU user with administrative permissions, it is possible to edit a change request 'on-the-fly' before it is finalised. In the **User Request Management** or the **Org Request Management** grid there will be an **Edit** button . Selecting this will open the change request in the form so that the details made be changed/corrected before the request is finalised.

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
RE_RP001437-11 NOV 2020	Existing User	Waiting for RE Admin to Verify	MyNewBank	205	MyNewBankUser	11/11/2020	+ -

2.4 Managing Change Requests

2.4.1 New Entity Registrations

Once a change request is submitted it will appear in either the **User Request Management** grid or the **Org Request Management** grid depending on whether the change request was for a Person or an Entity. For Organisation registrations, where an Administrator is also registered, the initial change request is in the **Org Request Management** grid.

Once a new Entity registration is finalised, the Administrator change request is automatically created and finalised at the same time. So for example, after registering **MyNewBank** the following row will appear in the **Org Request Management** grid. But there will be no rows for the associated Administrator in the **User Request Management** grid.

Change Request Ref.	Type	Request Status	Org Name	Org ID	agency type	User Name	Created On	#
RE_RP001432-11 NOV 2020	New Entity	Waiting for Supervisory Body to Verify	MyNewBank		BANK		11/11/2020	+ -

After finalising this request there will be two **Activated** change requests, one in the **Org Request Management** grid, as shown below...

RE_RP001435-11 NOV 2020	New User	Activated	MyNewBank	205	MyNewBankUser	11/11/2020	+ -
-------------------------	----------	-----------	-----------	-----	---------------	------------	-----

...and one in the **User Request Management** grid, as shown below.

RE_RP001432-11 NOV 2020	New User	Activated	MyNewBank	205	MyNewBank	11/11/2020	
-------------------------	----------	-----------	-----------	-----	-----------	------------	--

2.4.2 Change Request Actions and History

In both the User and Organisation Change Request grids, when a action is still pending on a request the **Request Status** column will be shown as a hyperlink.

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
RE_RP001450-11 NOV 2020	Existing User	Waiting for RE Admin to Verify	MyNewBank	205	MyNewBankUser	11/11/2020	

NRF 21

Clicking on the link will open the change request as in the example below.

Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001450-11 NOV 2020

Request Type: **Existing User**

Request Status: **Waiting for RE Admin to Verify**

Attachments

User

Organization ID	205	User Name	MyNewBankUser
Title		First Name	MyNewBankUser
Last Name	MyNewBankUser	Email	MyNewBankUser@goaml.com
Gender		Birth Date	11/6/2020
PersonReg SSN		Nationality	AUSTRALIA
Occupation		ID Number	BadIDNumber
Passport Number	2334231678 2334232232	Passport Country	AUSTRALIA

Addresses

Type	Operational	Address	HighStreet
Town		City	232332
Zip		Country	SWITZERLAND
State		Comments	

Phones

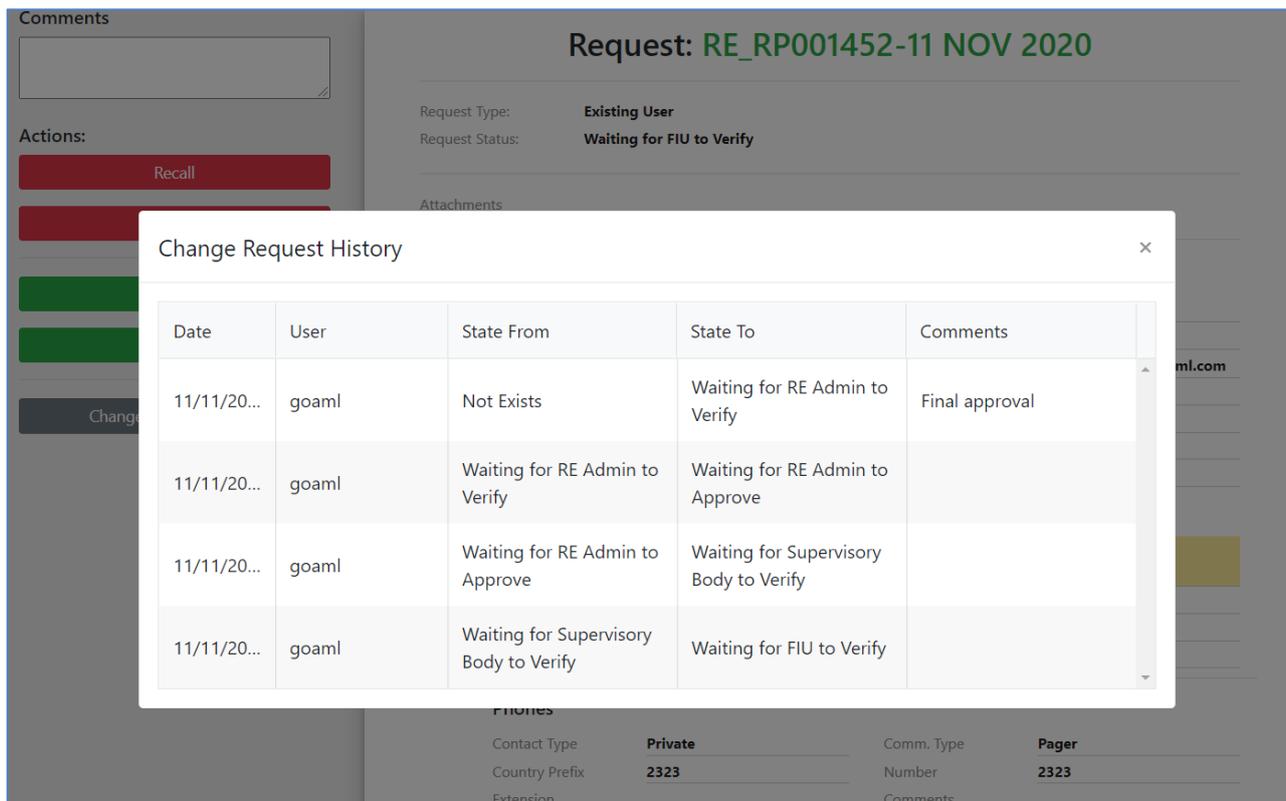
Contact Type	Private	Comm. Type	Pager
Country Prefix	2323	Number	2323
Extension		Comments	

NRF 22

Fields that have changed are highlighted in **yellow**, fields that are new are highlighted in **green** and fields that are deleted are highlighted in **red**

On the left-hand side are the available actions. These actions are determined by the permissions that have been granted to the user. Each action moves the change request along in the workflow. Comments can be assigned to each transition which are logged in the **Change Request history**.

The Change Request History can be viewed by clicking on the **Change Request History** button which will show a dialog in the change request, for example:



The screenshot shows a web application interface. At the top, there is a header for 'Request: RE_RP001452-11 NOV 2020'. Below this, the 'Request Type' is 'Existing User' and the 'Request Status' is 'Waiting for FIU to Verify'. A 'Change Request History' dialog box is open in the foreground, displaying a table with the following data:

Date	User	State From	State To	Comments
11/11/20...	goaml	Not Exists	Waiting for RE Admin to Verify	Final approval
11/11/20...	goaml	Waiting for RE Admin to Verify	Waiting for RE Admin to Approve	
11/11/20...	goaml	Waiting for RE Admin to Approve	Waiting for Supervisory Body to Verify	
11/11/20...	goaml	Waiting for Supervisory Body to Verify	Waiting for FIU to Verify	

Below the dialog box, there are sections for 'Phones' and 'Comments'. The 'Phones' section includes fields for 'Contact Type' (Private), 'Country Prefix' (2323), and 'Extension'. The 'Comments' section includes fields for 'Comm. Type' (Pager) and 'Number' (2323).

NRF 23

When a change request is moved to a final state, the state and the change request number will be shown similar to the image below. Here the change request has been approved which results in state **Activated**. The other possible final states are **Rejected** and **Recalled**

The following change request has been finalised:

Activated

RE_RP001450-11 NOV 2020

Close

NRF 24

2.4.3 Change Request Preview

The user can also preview all change requests in a print-friendly view by clicking on the  button for any row in either of the change requests grids. An example of the preview is given below.

Request: RE_RP001452-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for FIU to Verify**

Change Request History

Date	User	State From	State To	Comments
11/11/2020	goaml	Not Exists	Waiting for RE Admin to Verify	Final approval
11/11/2020	goaml	Waiting for RE Admin to Verify	Waiting for RE Admin to Approve	
11/11/2020	goaml	Waiting for RE Admin to Approve	Waiting for Supervisory Body to Verify	
11/11/2020	goaml	Waiting for Supervisory Body to Verify	Waiting for FIU to Verify	

Attachments

User

Organization ID	205	User Name	MyNewBankUser
Title		First Name	MyNewBankUser
Last Name	MyNewBankUser	Email	MyNewBankUser@goaml.com
Gender		Birth Date	11/6/2020
PersonReg SSN		Nationality	AUSTRALIA
Occupation		ID Number	
Passport Number	2334231678	Passport Country	AUSTRALIA

Addresses

Type	Operational	Address	New Street
Town		City	232332
Zip		Country	SWITZERLAND
State		Comments	

Phones

Contact Type	Private	Comm. Type	Pager
Country Prefix	2323	Number	2323
Extension		Comments	

NRF 25

The above preview was generated while logged in as an FIU user. When logged in as Reporting Entity, the Change Request history will mask any FIU users and replace with the user “**FIU**” as in the example below:

Request: RE_RP001452-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for FIU to Verify**

Change Request History

Date	User	State From	State To	Comments
11/11/2020	FIU	Not Exists	Waiting for RE Admin to Verify	Final approval
11/11/2020	FIU	Waiting for RE Admin to Verify	Waiting for RE Admin to Approve	
11/11/2020	FIU	Waiting for RE Admin to Approve	Waiting for Supervisory Body to Verify	
11/11/2020	FIU	Waiting for Supervisory Body to Verify	Waiting for FIU to Verify	

NRF 26

2.4.4 Change Request Workflows

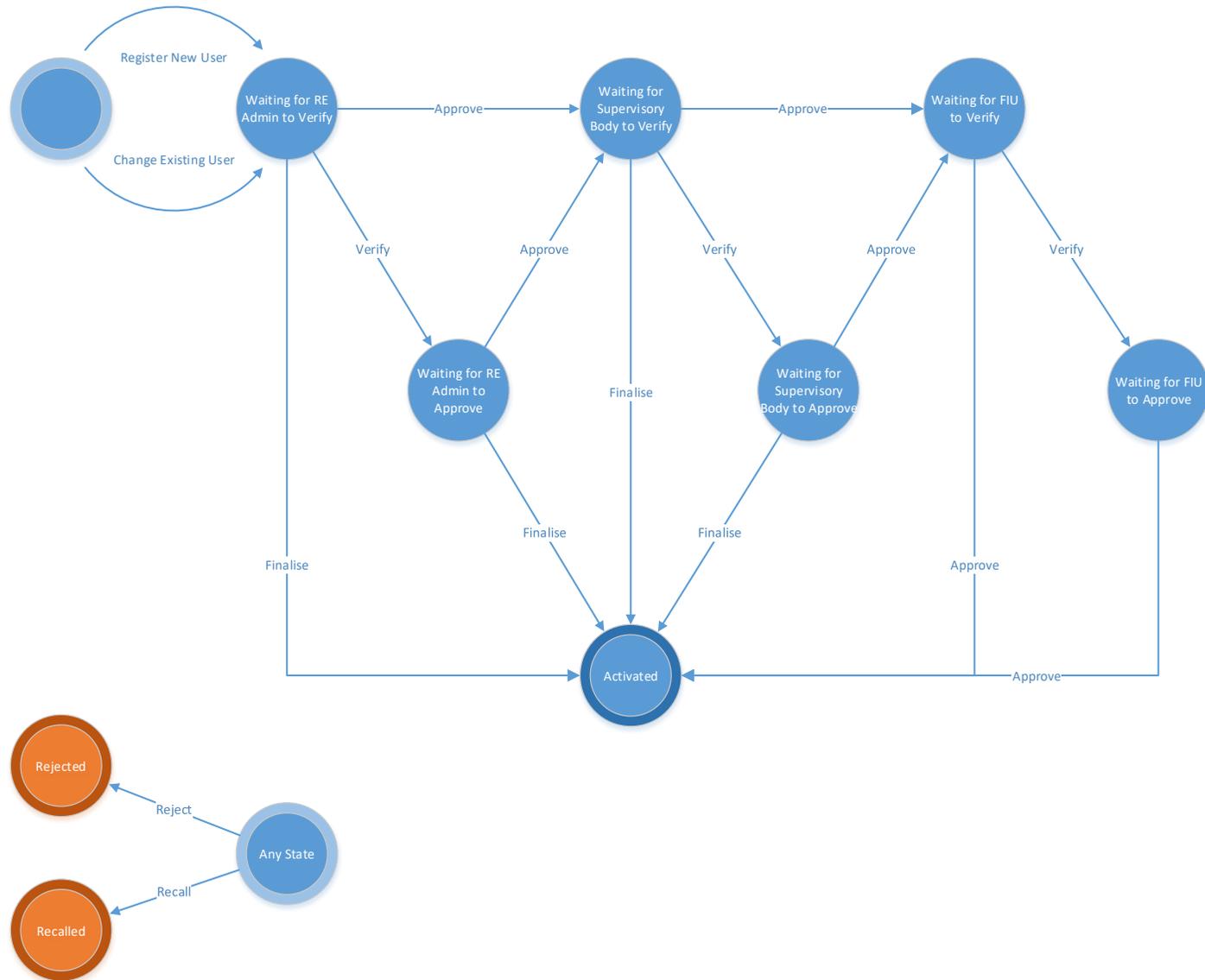
The state transition diagrams show the possible flows of a change request from being created to being **Activated**, **Recalled** or **Rejected**

Each transition represents an Action button that can appear in the Change Request. The permissions a user has determines what Actions the user sees at each state in the workflow. The table below gives some examples:

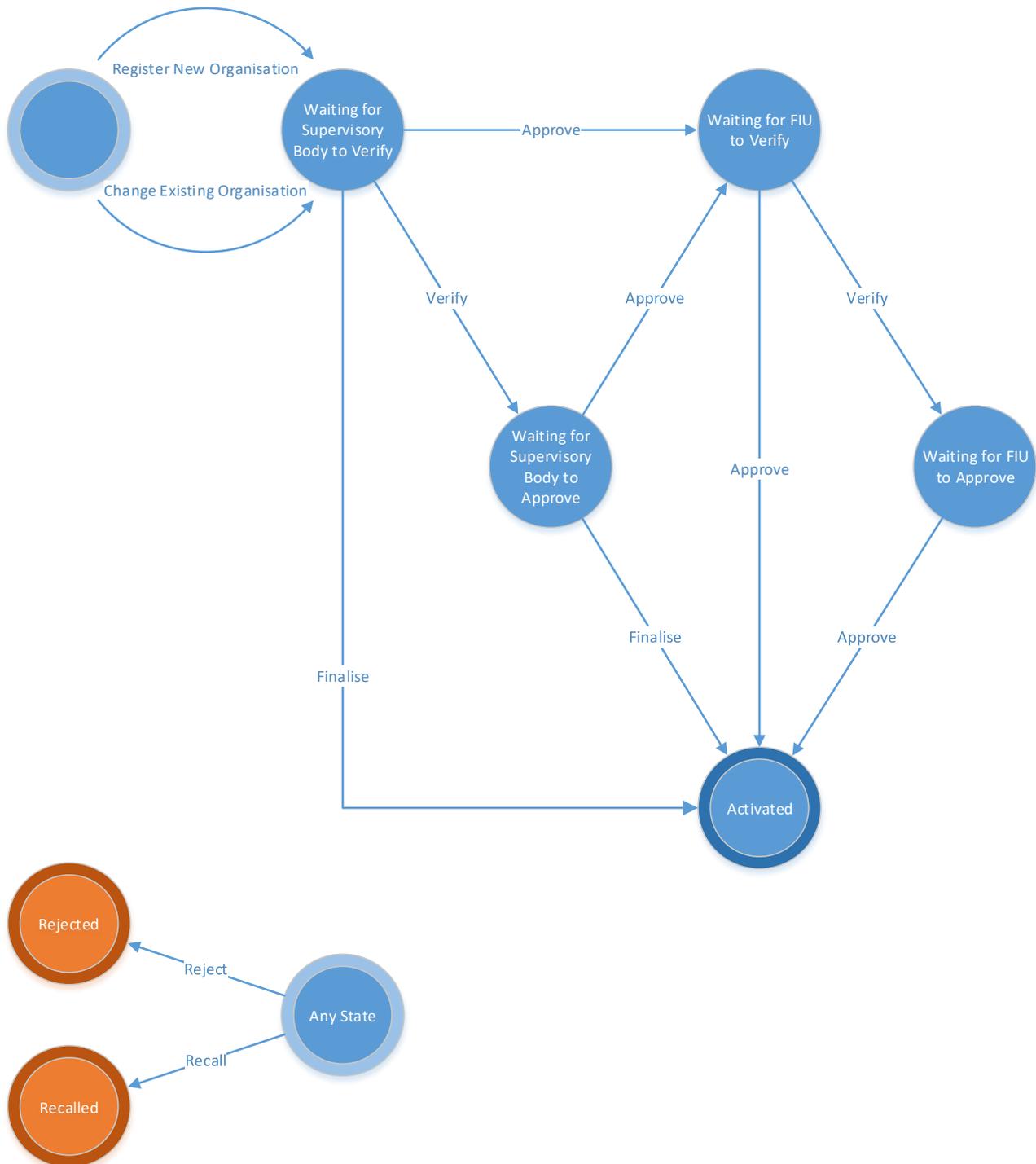
Change Request	Current State	Action	Required Permission
New User Registration	Waiting for RE Admin to Verify	Approve	RE Admin Approve new Person Change Request
Change Existing User	Waiting for Supervisory Body to Approve	Finalise	Sup Body Finalise change Person Change Request
New Entity Registration	Waiting for Supervisory Body to Approve	Finalise	Sup Body Finalise new Entity Change Request
Change Existing Entity	Waiting for FIU to Approve	Reject	FIU Reject change Entity Change Request

Table 1 - Change Request Workflow permission examples

2.4.4.1 User Change Request Workflow



2.4.4.2 Organisation Change Request Workflow



3 New Web Report Forms

3.1 Activating the New Web Report forms

By default, after an upgrade the New Web Forms are **not** enabled. For all new installations after 4.6.0.0 the New Web Forms **are** enabled.

To activate the New Web Forms open the following grid **Admin > Settings > Site Configuration** and set the value of **EnableNewWebForms** to **Y**

▶ EnableNewWebForms	Y	Y or N	 Edit
---------------------	---	--------	------------------------------------------------------------------------------------------

It is always advisable to restart IIS after making any changes to the site settings.

3.2 Creating a Web Report

Manual web reports can be created by opening the menu item **New Reports > Web Reports** from the main menu.

Before a report can be created the report type must be selected as different report types have different fields and layouts. In particular each report type is either a **Transactions Report** or and **Activity Report**. Select the required report type, for example **STR** as shown in the image below and then select **Create Report**

Select a report type to continue

STR
▼

Create Report

Please select a report type and click **Create Report** to continue

Figure 1

3.3 Report Main Page

3.3.1 Report Main Page Tab

The Web Report Form is split into two main areas. On the left is the Navigation panel that allows the user to jump to different areas of the report and to see which areas are still missing or have invalid information. The image below is an example of how the navigation panel is shown for a new Transactions web report.

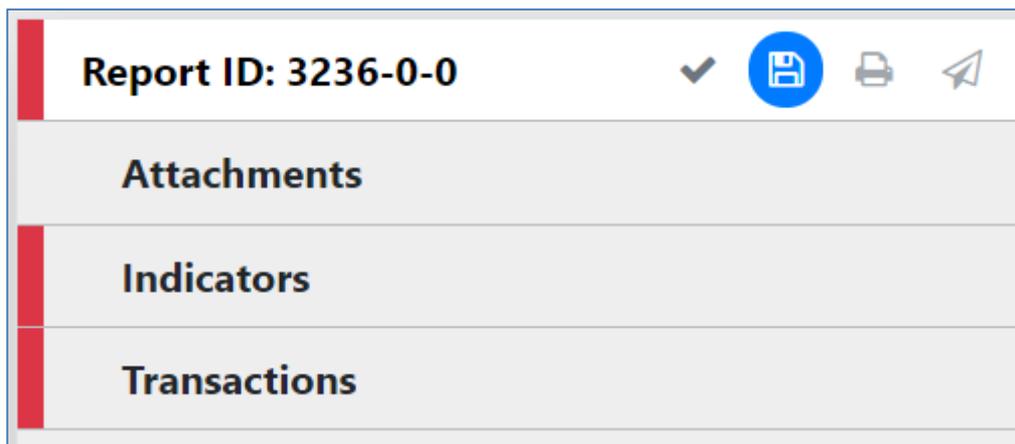
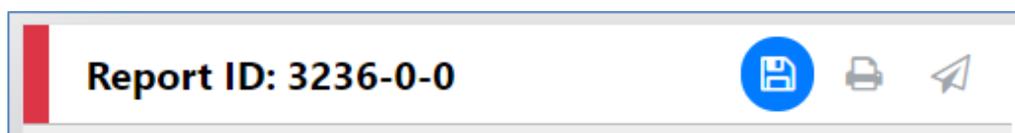


Figure 2

The **Report Tab** in the Navigation Panel is selected by default and is the Report Main Page. In this tab is the report ID and the actions that can be associated with a report.

The **Red** bar on the left of a tab indicates that the data for that tab is incomplete or invalid. Also, for the Report tab, the bar is also red if ANY of the other sections below are red. All of the red bars must be green for the report to be submitted. Tabs without a red or green bar are optional.



NRF 27

Figure 3

Once the whole report is complete and valid the bar on the left of the Report tab will appear green as shown below.

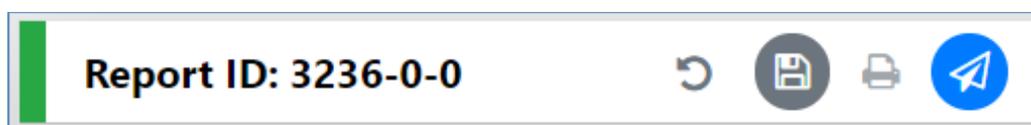


Figure 4

The actions on the **Report Tab** are

	<p>Undo Delete</p> <p>This is only shown after a Delete operation. When clicked the deleted object will be restored.</p>
	<p>Save</p> <p>Saves the report. This can be done at any time and allows the user to reload the report in its current state to be completed later.</p>
	<p>Print Preview</p> <p>This opens the report in a new tab in a print ready format. If there are changes made in the report form since the report was last saved the button will be disabled. Once the report is saved it will be enabled again. This is because the preview shows the report that was last saved, so that there is no discrepancy between what is shown in the form and what is shown in the preview.</p>
	<p>Submit</p> <p>Once the form is complete and valid the bars on the right of each tab will appear green and the submit button will be enabled.</p> <p>Clicking the submit button will show the dialogue below</p> <div data-bbox="384 1171 986 1440" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Submit Report ×</p> <hr/> <p>Once the form is submitted it will be locked for editing, do you want to proceed?</p> <p style="text-align: center;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </p> </div> <p>Once the form is submitted it will not be possible to edit or re-submit the report. Selecting yes will submit the report and return the user to the report type selection screen, The report will now be available in Submitted Reports grid.</p>

3.3.2 Report Main Page Form

The Report Main page shows the Report Headers, the Reporting Person and the Location sections of the Report. The report type is displayed at the top and underneath the **Local Currency Code** as determined by the site wide setting, the **Reporting Entity** and **Reporting Entity ID** are for the RE that the user is logged in as and the **Report ID** for the current report.

CTR - ENG

Local Currency Code: **ZAR**
Reporting Entity: **JohnSmithBank**
Entity ID: **101**
Report ID: **3239-0-0**

Reporting Entity Branch

Reporting Entity Reference

* Reference Date

FIU Reference

Reason

Action

▼ Reporting Person Load current user

Title <input type="text"/>	* First Name <input type="text" value="John"/>	* Last Name <input type="text" value="Smith"/>	Email <input type="text" value="johnsmithbank@goaml.com"/>
Gender <input type="text"/>	* Birth Date <input type="text" value="11/9/2000"/>	SSN <input type="text"/>	Nationality 1 <input type="text"/>
Occupation <input type="text"/>	Passport Number <input type="text"/>	Passport Country <input type="text"/>	

▼ Location

* Type <input type="text" value="Operational"/>	* Address <input type="text" value="123 Hill Road"/>	Town <input type="text"/>	* City <input type="text" value="Bristol"/>
Zip <input type="text" value="BS255RH"/>	* Country <input type="text" value="SWITZERLAND"/>	State <input type="text"/>	

Comments

Figure 5

3.3.2.1 Reporting Person

When a form is first loaded, the **Reporting Person** section is auto-populated with the details of the user you are logged in as

This person object cannot be edited in the same way that other person objects can be. Once the form is saved, the reporting person will stay the same

If another user opens the form, it is not automatically overridden by that user.

However, if you want to change the reporting person details with your own details. Or if you have updated the details that you want reflected in the saved report, click on the **Load Current User** button in the top right of the **Reporting Person** collection.

A confirmation dialog will be displayed asking if you wish to replace this person object with the details of the current user.

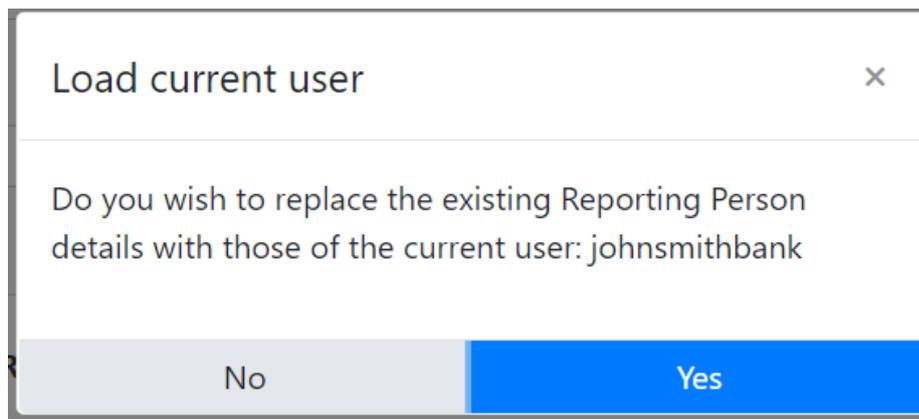


Figure 6

Select **Yes** to make the replacement.

3.4 Attachments

3.4.1 Attachments Tab

Selecting the attachments tab will show the attachments upload form. The total number of attachments uploaded to the report is shown in a badge next to the **Attachments** header.



Figure 7

3.4.2 Attachments Form

The attachments form displays a list of the attachments that have been uploaded for the report. Each attachment can be deleted by clicking the  button and new attachments can be uploaded by clicking the  button in the top right of the form.

Attachments +

File Name	File Size	
_tx_test_2.xml	424	
_NewDate.xml	1511	
_tx_test_1.xml	479	

Figure 8

3.5 Indicators

3.5.1 Indicators Tab

Selecting the indicators tab will show the indicators selection form. The total number of indicators that have been selected for the report is shown in a badge next to the **Indicators** header.



Figure 9

3.5.2 Indicators Form

The indicators form allows the navigation, selection and deletion of Report Indicators associated with the report. To select an indicator, check the box on the left of the indicators code in the main list. For example in the image below, codes **DRUG** and **TAX** have been checked.

Indicators

DRUG x
TAX x

	Code ↑	Indicator
	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AML	Money Laundering
<input checked="" type="checkbox"/>	DRUG	Drug Smuggling
<input checked="" type="checkbox"/>	TAX	Tax Evasion
<input type="checkbox"/>	TERR	Terrorism Financing

Figure 10

The list at the top of the indicators form shows all the selected indicators at a glance. They can be removed as necessary by selecting the **x** next to the code.



The list can be sorted alphabetically (forward A-Z or reverse Z-A) by code or by indicator. This is done by clicking next on the header. A blue arrow will be shown in the header that is sorted and the direction in which they are sorted. The image below shows the default sorting which is by code, forward A-Z.

Code ↑	Indicator
------------------------------------------	-----------

Figure 11

The list can also be filtered by text that is in the code or indicator. The image below shows the list filtered to show all indicators whose code contains the text **ML**

Code ↑	Indicator
<input type="text" value="ML"/> ⌵ ⌶	<input type="text"/> ⌵
<input checked="" type="checkbox"/> AML	Money Laundering

Figure 12

3.6 Transactions

3.6.1 Transactions List Tab

Selecting the Transactions List tab will show the list of Transactions in a grid containing the Transaction Number, Date, Amount and Transmode code for each transaction. The total number of Transactions in the report is shown in a badge next to the **Transactions** header and the total amount of all the values of the transactions in the report are shown on the right of the tab.



Figure 13

The image below is an example of when the mouse pointer is hovered over the Transactions List Tab. This shows the actions that can be done on the transactions list.

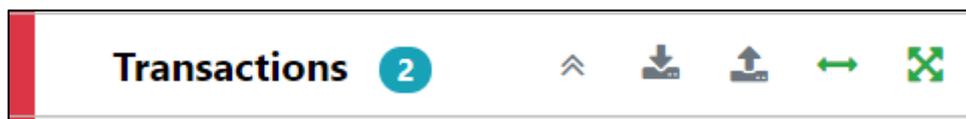


Figure 14

The actions on the transactions list are:

	<p>Expand / Collapse</p> <p>Expand or collapse the transaction trees in the navigator. When the trees are collapse there is only a tab for each transaction in the list under the Transactions List tab.</p>
	<p>Download all the transactions in the report</p> <p><i>See the section below on uploading/downloading transactions</i></p>
	<p>Upload transactions</p> <p><i>See the section below on uploading/downloading transactions</i></p>
	<p>Create a new Bi-Party transaction</p>
	<p>Create a new Multi-party transaction</p> <p>This button will not be visible for Report types that are configured to be Force Bi-Party</p>

3.6.2 Transactions List

Transactions

Status	Number	Date	Local Amount	Transmode Code	
✘	TRNWEB0819 21 NOV 19	11/8/2019	123	ATM	
✘	TRNWEB0820 21 NOV 19	11/7/2019	123	Remittance	

Figure 15

3.6.3 Transaction Tab

Selecting the Transaction tab the transaction form in the editor for that particular transaction. The indicator or shows if the transaction is a Bi-Party or Multiparty and the transaction number and amount are also displayed.

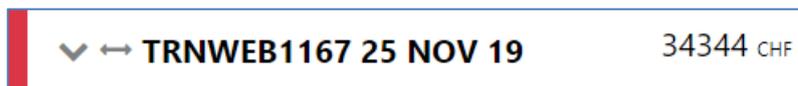


Figure 16

When the mouse pointer is hovered over the transaction tab the actions to download or delete the transactions are displayed.

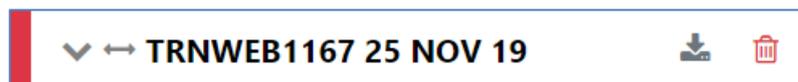


Figure 17

When a transaction is populated, a sub-Tab is created under the Transaction Tab for each **Account, Person** or **Entity** that is added to the transaction. The image below shows a Bi-Party transaction from and Account called *MyAccName* to a Person called *James Smith*. The account contains an Entity called *MyEntityName* which in turn contains director (which is a person object) called *MyDirectorName*. Each of these sub-tabs can be selected to navigate immediately to that object in the transaction.

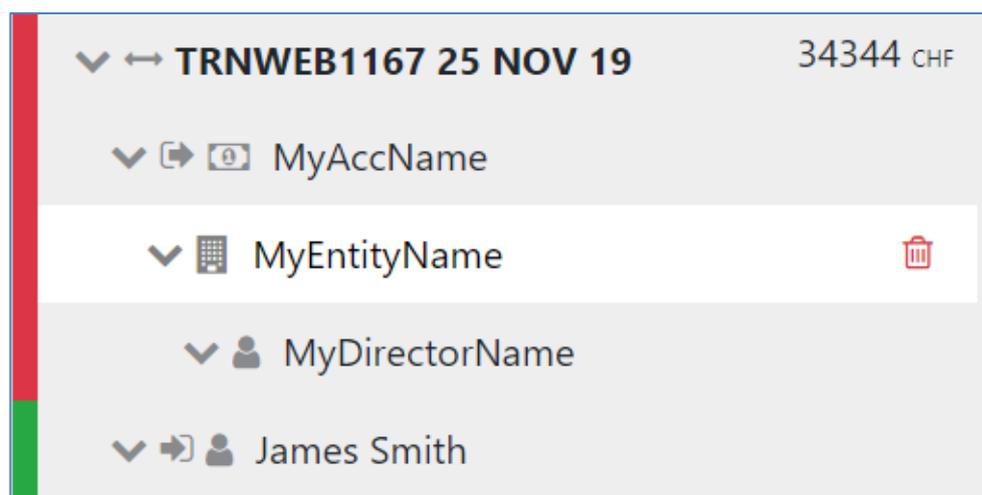


Figure 18

	Expand / Collapse
	Bi-Party Transaction
	Multi-Party Transaction
	From
	To

	Account (account name is shown as title)
	Entity (entity name is shown as title)
	Person including Directors (first name and last name are shown as title)

3.6.4 Transaction Form

Once a transaction is added the Transaction form will be shown. An example of a Bi-Party transaction form is given below. The fields which are mandatory will be displayed in pink with a red outline and depend on how the schema is configured.

Figure 19

Multi-party transactions appear the same except there is a section for **Involved Parties** as shown below instead of the **From** and **To** sections

Figure 20

To add a party to either the **From**, **To** or **Involved Parties** select one of the 6 buttons **Account**, **Account My Client**, **Person**, **Person My Client**, **Entity** or **Entity My Client**

3.6.4.1 Fields

Mandatory fields are shown by a red asterisk next to the field name.

* Address

If there are validation errors on the field the field is highlighted pink and the error is shown in place of the field name.

Address is required!

Hovering the mouse pointer over the field name provides a Tooltip for the field. There may be extra information available here to determine what values should be entered.

First Name Tooltip

* First Name

James Smith

Tooltips also show the error messages if there is not enough room to show them in the form.

Birth Date Tooltip

* Birth Date
The date must not be later than the field: Date of Death

The date must not be later than the ...

11/1/2019



Some fields are mutually exclusive, such as the **institution code** and **swift** in the Account object. Only one of them can be selected and is required. Use the radio buttons on the left of the field to activate the field before entering data.

Institution Code is required!

* Swift

Date fields depend on what culture is selected in the language selector at the top right of the application. For example the two images below show a date field for the **fr-FR** culture code when empty and filled out with 21st November 2019.

Date de la transaction is required!

* Date de la transaction

The second two images below show the same date field but with the **en-US** culture code selected which shows a different placeholder with the date format when the field is empty.

Date is required!

* Date

3.6.4.2 Collections

Some objects contain a collection of other objects, for example Figure 21 below shows some of the collections for a **Person** object.

Clicking on the **+** button on the left of the collection name adds another object to this collection. Once the maximum number of objects have been added the button is greyed out. In the image below the **Employer Address** button is greyed out because only a maximum of 1 object can be added. Whereas the **Addresses** Collection button is still active even though there are 2 two objects already added as there is not limit on the objects for the Addresses collection. If there is a minimum of 1 object required in the collection then the object will be added automatically when the Person, Account or Entity is created. These minimum and maximums vary from system to system and are defined by the administrators.

Figure 21

3.6.4.3 Reuse of objects

Several objects in the web form can be reused to prevent having to repeat filling out the data multiple times. The objects are **Account**, **Person**, **Entity** and **Address**. (and the associated 'My Client' objects)



This is done by selecting the  icon in the top right corner of a reusable object this will open a dialog, like the one shown below for **Persons** below.

First Name	Last Name	Birth Date
John	Smith	
James	Smith	

Buttons: Select, Cancel

Figure 22

Select a row for the object you wish to re-use and then select the **Select** button. The data from the object will be copied into the form from where the dialog was opened.

N.B. Once an object is re-used it is linked. This means that when an object is reused, any changes in either of those objects will be reflected in the other. So for example if a **Person** *John Smith* was re-used in several transactions in the form. If the last name was changed in one of those objects it will be reflected in all of the other instance. The headers of the reusable object are **NOT** copied or linked.

When adding a party to a Transaction the headers of the object are slightly different depending on where the party is being added to the transaction.

For example the three images below show a **Person** object added as a **From**, **To** and **Involved Party** respectively. The headers of the party are shown with a blue dotted line.

These headers are **NOT** copied across when an object is re-used and are specific to that particular party instance.

From - Person

Funds Code is required! Funds Comment Country

+ Foreign Currency

+ Conductor

Title Gender * First Name * Last Name

Middle Name Prefix Birth Date Birth Place

M/d/yyyy

Figure 23

To - Person

Funds Code is required! Funds Comment Country

+ Foreign Currency

Title Gender * First Name * Last Name

Middle Name Prefix Birth Date Birth Place

M/d/yyyy

Figure 24

Person

Role is required! Funds code is required! Country Significance

Funds comment Comments is required!

+ Foreign Currency

Title Gender * First Name * Last Name

Middle Name Prefix Birth Date Birth Place

M/d/yyyy

Figure 25

When objects are re-used, they are linked. There is a linked badge that is shown next to the object buttons along with a number that identifies how many other objects are linked to this one.

> Person	First Name John	Last Name Smith	Birth Date	3	🔄	🗑️
> Person	First Name John	Last Name Smith	Birth Date	3	🔄	🗑️
> Person	First Name John	Last Name Smith	Birth Date	3	🔄	🗑️

Figure 26

In the Navigation panel – selecting a re-used object also identifies which other objects are linked to that one. In the figure below, when the selecting the *John Smith* person, both *John Smith* person objects show an icon indicating there are linked.

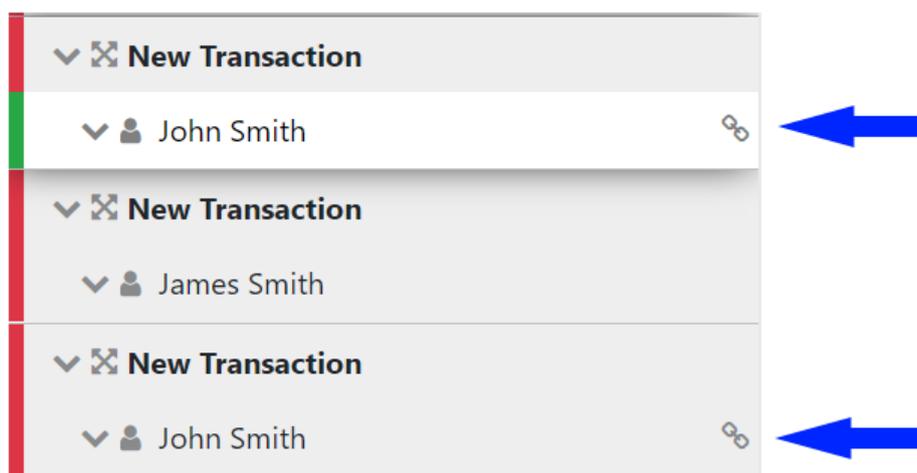


Figure 27

3.7 Activity Reports

Activity Reports are filled out in the same way as Transaction Reports and the objects in the navigator can be selected to jump directly to that object in the form. There are no actions on the Activity tab.

N.B. Activities cannot be downloaded or uploaded like transactions can.

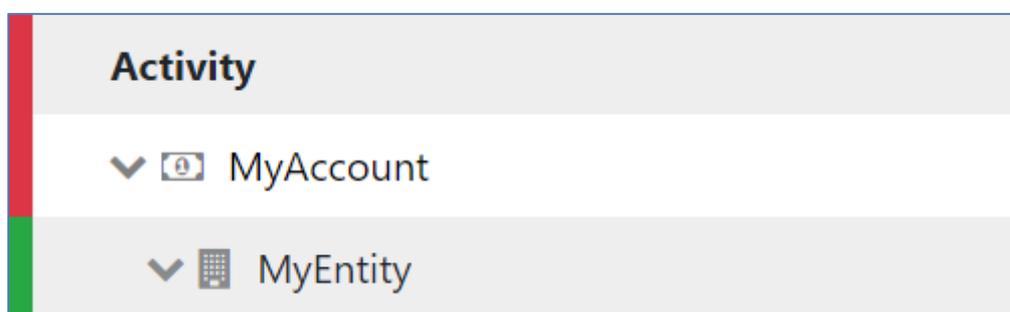


Figure 28

Activity

Report Parties

+  Account +  Person +  Entity

+ Goods and Services

Figure 29

3.8 Transactions Upload/Download

The goAML Web Form provides the ability to upload and download, full and partial transactions as XML files. This allows users to create and re-use templates that can speed up the manual entry of reports.

3.8.1 How to Download a Transactions

Figure 30 shows a goAMLWeb report that has been partially completed. It contains a single multiparty transaction with an Account. It maybe required that the user wishes to submit several multiparty transactions that contain this account and will therefore want to download the transaction as it is so that it can be re-used as a template.

Any transactions can be downloaded, it is not necessary for a transaction to be valid or complete.

In order to download the transaction as XML, hover the mouse over the Transaction in the navigator pane on the left of the report and the download icon  will appear. Hovering over this will show the tooltip **Download Transaction (XML)** or the equivalent translation for the selected culture.

Clicking this button will download the transaction.

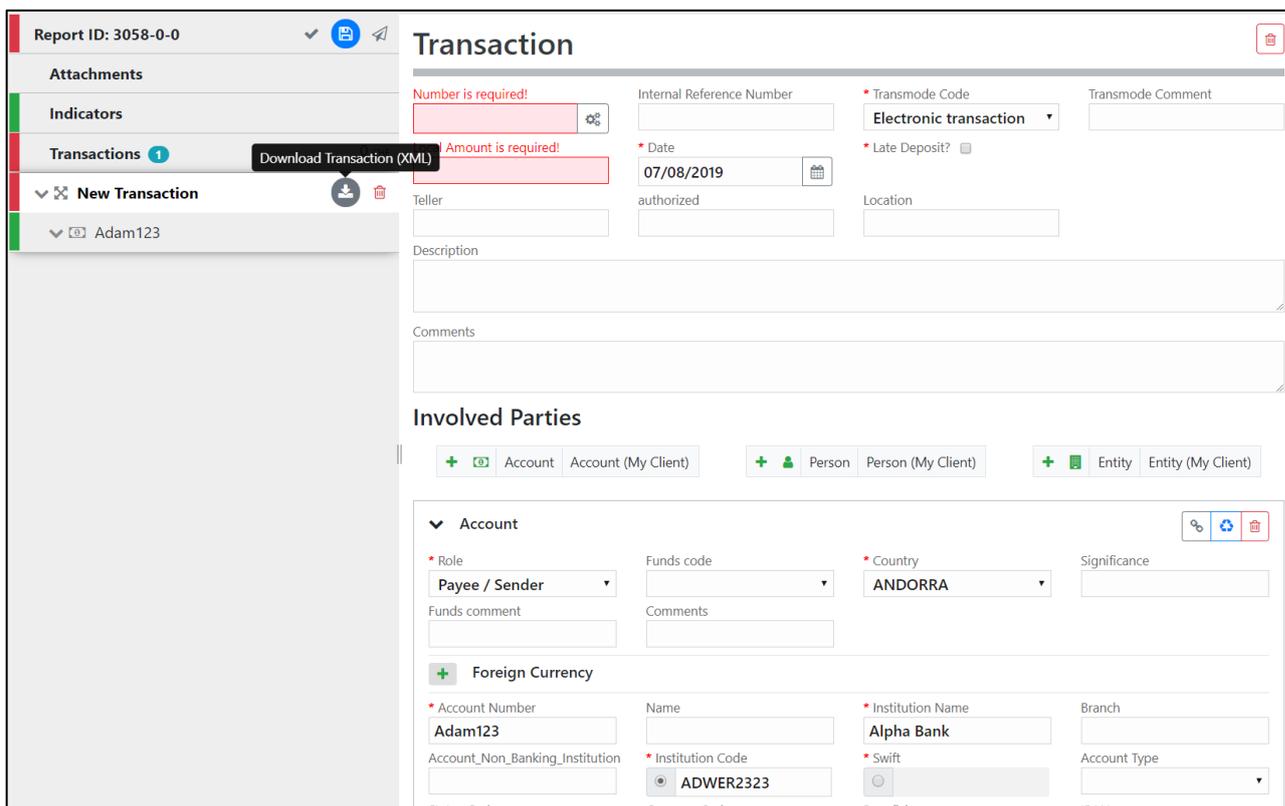


Figure 30

Figure 31 - Downloaded Transaction XML below shows the resulting XML that is downloaded. Only the fields that are provided in the report are given in the XML. Some fields that are mandatory, such as **transactionnumber** are also included, but are provided as an empty tag.

```

<?xml version="1.0"?>
- <reportdata>
  - <transactions>
    - <transaction>
      <transactionnumber/>
      <date_transaction>2019-08-07T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local/>
    - <involved_parties>
      - <party>
        <role>A</role>
        - <account>
          <institution_name>Alpha Bank</institution_name>
          <institution_code>ADWER2323</institution_code>
          <account>Adam123</account>
        </account>
        <country>AD</country>
      </party>
    </involved_parties>
  </transaction>
</transactions>
</reportdata>

```

Figure 31 - Downloaded Transaction XML

Everything inside the **<transaction>** tags follow the structure of the goAML Schema.

The difference between the XML used to download/upload transactions and the schema is that the transactions are *wrapped* in the `<reportdata>` and `<transactions>` tags. This is because multiple transactions can be downloaded or uploaded at once, and so a root element is required (**reportdata**). The group element (**transactions**) is used so that the functionality can be extensible in the future to accommodate other groups of reusable objects such as Persons, Accounts and Entities.

The following XML example shows how multiple transactions will appear when downloaded.

```
<reportdata>
  <transactions>
    <transaction>
      ...
    </transaction>
    <transaction>
      ...
    </transaction>
  </transactions>
</reportdata>
```

All transaction files that are downloaded can be used immediately for uploading as templates for new transactions.

Figure 32 - Download All Transactions shows where to download all the transactions in the report. Hovering the mouse pointer over the **Transactions** header in the left navigator will display the button.

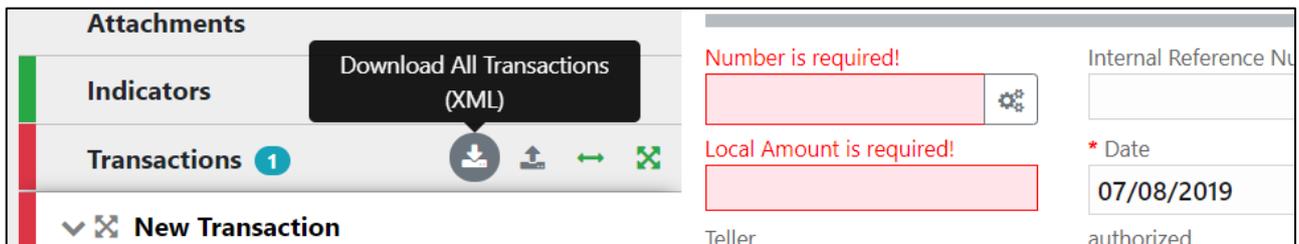


Figure 32 - Download All Transactions

3.8.2 How to Upload Transactions

The first thing to do before uploading transactions is to make sure that the XML is correct.

Each transaction should be inside a `<transaction>` tag and must follow the goAML schema structure, however it does not have to be valid, i.e. the data does not have to be complete or conform to the restrictions of the schema such as mandatory, min/max, decimal etc.

The transactions should then be placed inside `<reportdata>` and `<transactions>` tags as shown in Figure 33 below. It is also possible to upload each transaction individually in separate files however even a single transaction must be contained in these *wrapper* tags for it to be uploaded successfully.

```

- <reportdata>
  - <transactions>
    - <transaction>
      <transactionnumber/>
      <date_transaction>2019-08-07T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local/>
      - <involved_parties>
        - <party>
          <role>A</role>
          - <account>
            <institution_name>Alpha Bank</institution_name>
            <institution_code>ADWER2323</institution_code>
            <account>Adam123</account>
          </account>
          <country>AD</country>
        </party>
      </involved_parties>
    </transaction>
    - <transaction>
      <transactionnumber/>
      <date_transaction>2019-08-10T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local/>
      - <involved_parties>
        - <party>
          <role>A</role>
          - <account>
            <institution_name>Alpha Bank</institution_name>
            <institution_code>ADWER2323</institution_code>
            <account>Adam123</account>
          </account>
          <country>AD</country>
        </party>
      </involved_parties>
    </transaction>
  </transactions>
</reportdata>

```

Figure 33

Once the file is ready for upload, place the mouse over the **Transactions** header in the left hand navigator so that the **Upload Transactions(XML)** button is displayed as shown in Figure 34 and click it to open the file dialog.

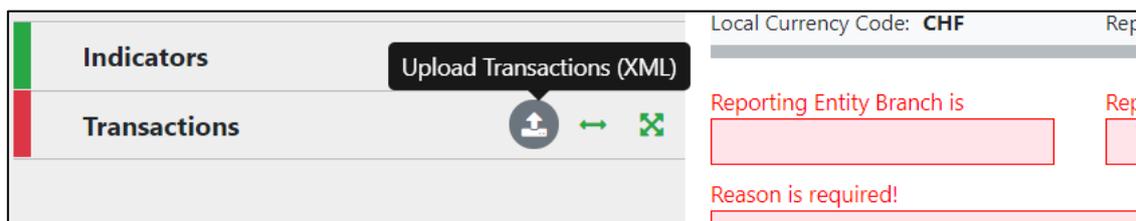


Figure 34

Select the file containing the transactions and click the **Upload** button as shown in Figure 35

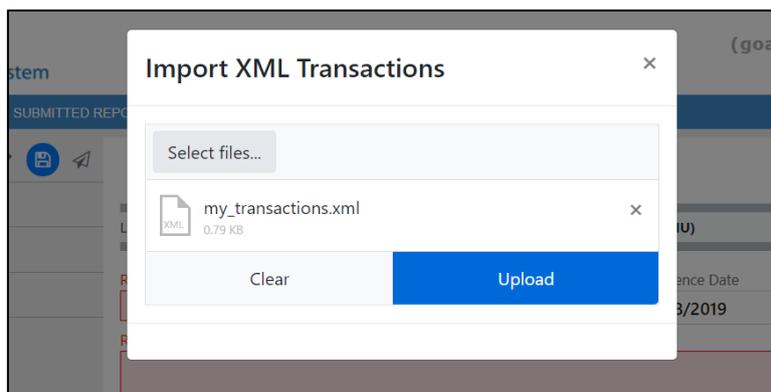


Figure 35

The file will be read and the transactions will be added to the report as shown in Figure 36.

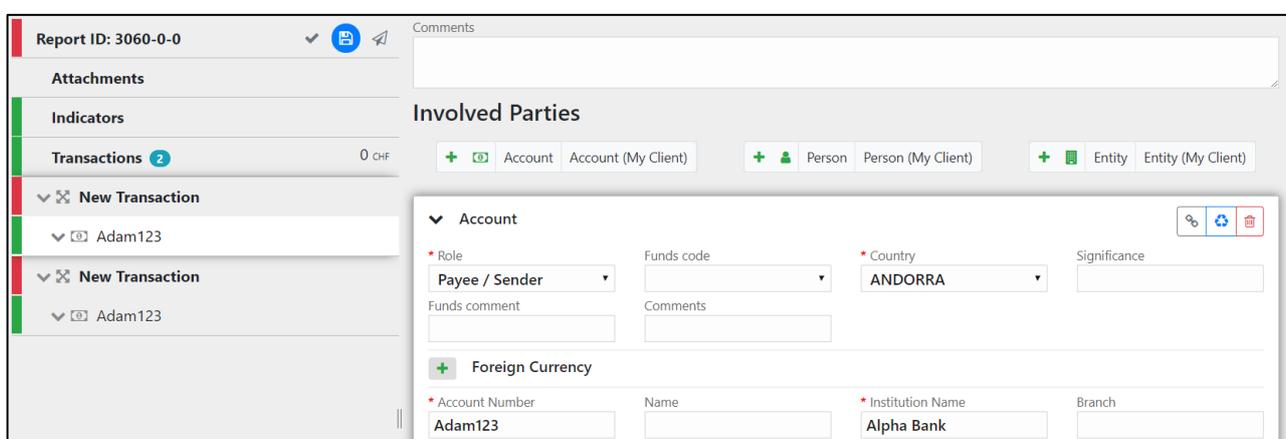
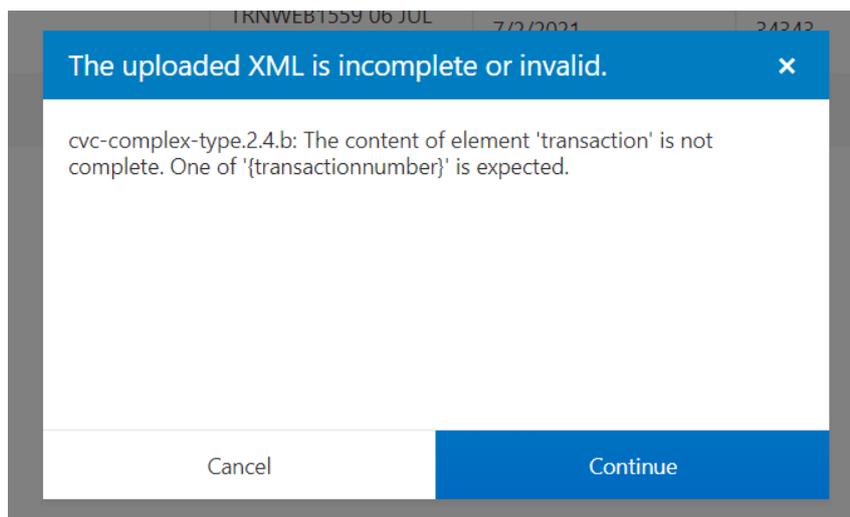


Figure 36

All transactions are added to the report as they are shown in the file. There is no processing on the report or file. For example, if there is an existing transaction in the report with the same number as one in the file, it will result in two transactions in the report with the same number. Any linking of accounts must also be done manually after the transactions have been uploaded.

When uploading a transaction, the system will validate the file and if there are any warnings that the XML is incomplete these will be shown as in the image below. However this is just for reference, or to allow you to make any changes and try again, you can still click **Continue** and the XML will be processed into the report.



3.8.3 Linking of Accounts

After transactions have been uploaded, all objects such as Persons, Accounts and Entities are treated individually, that means that changing the data on one object will not change the data on any of the other objects even if they have the same data.

For Accounts, it is possible to link objects that share a matching **Account Key** so that any changes to one of those Account objects will be reflected in all others. The Account key is based on the *IBAN* ignoring other account information for matching. Lacking the IBAN a combination of *Account Number + Institution Name + Institution Code* or Swift makes up the account key. See “

Forms Customization

The New Registration and Report forms can be customized. This means that fields can be rearranged, hidden (if not mandatory) and forced to be mandatory. Dropdown lists can also be filtered to hide unnecessary items.

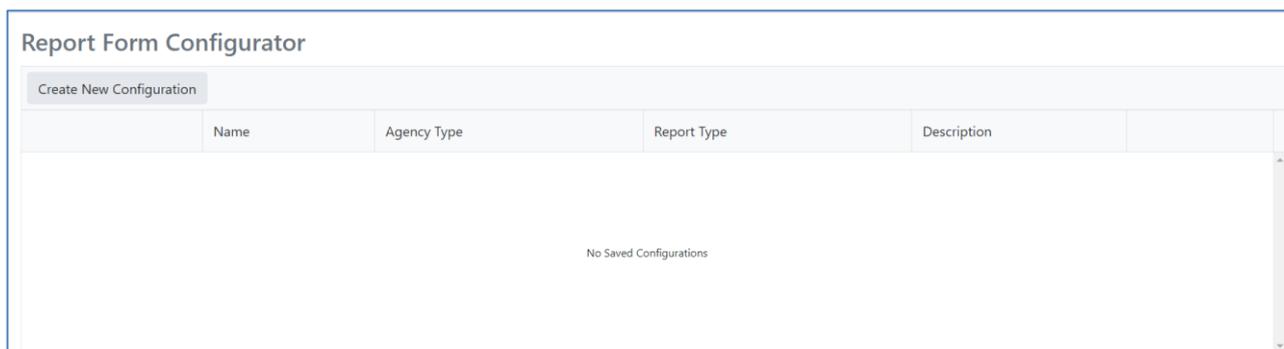
The Report Forms can be customized per Agency Type and Report Type. This means that a Reporting Entity of type **BANK** can see different layouts and fields when filling out different reports (e.g. **CTR**, **STR**) which in turn can be different from the **CTR**'s and **STR**'s that a Reporting Entity of type **Casino** will see.

The Registration Forms can be customized per Registration Type so that Reporting Entities, Supervisory Bodies and Stakeholders can have a different registration form.

The customizations are created via the Report Form Configurator. This is available to FIU users with the **Site Customization** permission under the menu item **Admin > Report Form Configurator**

3.9 Template Sets

The customizations are created in **Template Sets** in the Report Form Configurator. By default, there are no template sets and the configurator will appear as the image below



The screenshot shows the 'Report Form Configurator' interface. At the top left, there is a button labeled 'Create New Configuration'. Below this is a table with the following columns: 'Name', 'Agency Type', 'Report Type', and 'Description'. The table is currently empty, and the text 'No Saved Configurations' is centered within the table area.

Form Configurator 1

When there are no Template Sets the default mappings are used. The default mappings use the schema to determine which fields are mandatory and an internal predefined order for the fields (not necessarily the same as the order of the fields in the schema).

The example that will be used to describe the configuration will be for the **Address** template. The example schema type for **t_address** that will be used is:

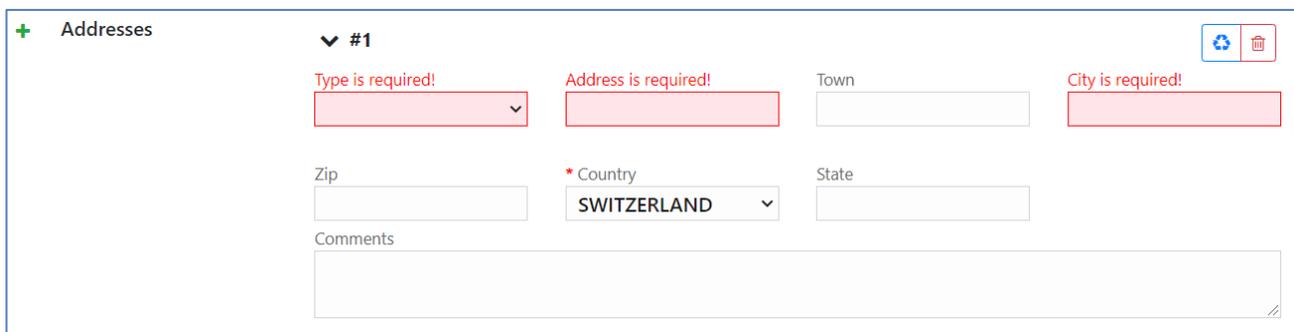
```
<xs:complexType name="t_address">
  <xs:sequence>
    <xs:element name="address_type" type="contact_type" />
    <xs:element name="address">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="100" />
          <xs:minLength value="1" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element minOccurs="0" name="town">
      <xs:simpleType>
```

```

<xs:restriction base="xs:string">
  <xs:maxLength value="255" />
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="city">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:maxLength value="255" />
      <xs:minLength value="1" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element minOccurs="0" name="zip">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:maxLength value="10" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="country_code" type="country_type" />
<xs:element minOccurs="0" name="state">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="255" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element minOccurs="0" name="comments">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="0" />
      <xs:maxLength value="4000" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
</xs:sequence>
</xs:complexType>

```

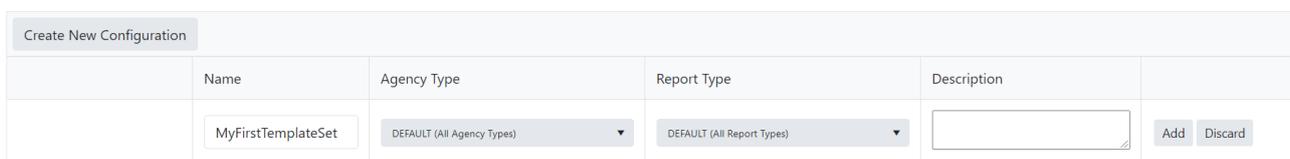
Without any **Template Sets** created, the default view of the **Address** form, based in the schema type above is as shown in the image below.



Form Configurator 2

3.9.1 Create a Template Set

To create a new Template Set click the **Create New Configuration** button



Name	Agency Type	Report Type	Description
MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)	

Then provide a **Name** and select the **Agency Type** and **Report Type** mappings and if necessary a **Description**.

The **Agency Type** and **Report Type** are used to determine when this Template Set is used. Agency Type takes precedence. The table below shows how Template Sets are applied to reports.

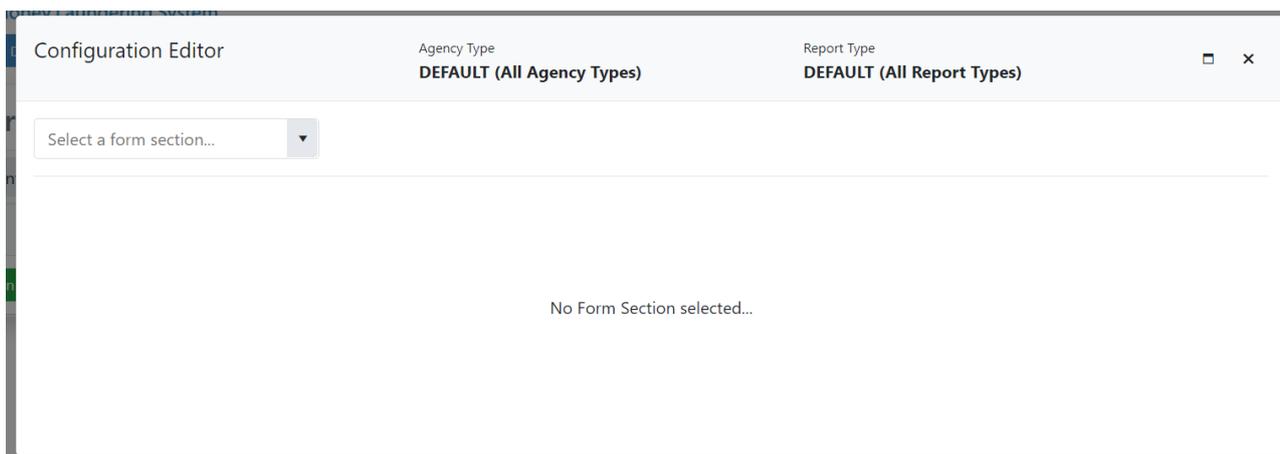
Precedence	Agency Type	Report Type	When it is used
1	Defined (e.g. BANK)	Defined (e.g. STR)	Reporting Entity is type BANK is creating an STR report
2	Defined (e.g. BANK)	DEFAULT	There is no mapping above and the Reporting Entity is type BANK
3	DEFAULT	Defined (e.g. STR)	There is no mapping above and the Report type is STR
4	DEFAULT	DEFAULT	There is no mapping above (all other reports)
-	-	-	If there are no mappings for any of the above, the default system layout is used.
Special case	REGISTRATION	REGISTRATION	Special mapping for Registration and Change Request Templates.

Form Configurator 3 - Agency Type / Report Type mappings

Click **Add**. A new Template Set will be created that is ready for customizations.

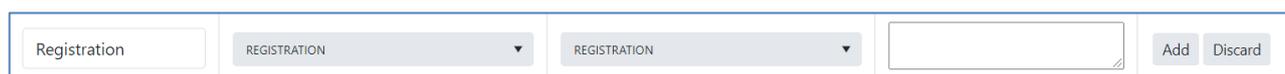
	Name	Agency Type	Report Type	Description	
Edit Configuration 0 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		  

Select the **Edit Configuration** button to bring up the **Configuration Editor** dialog. The dialog is where the individual forms are customized for this particular mapping. The Agency Type and Report Type are displayed in the header and there is a **Form Selection** drop down box.



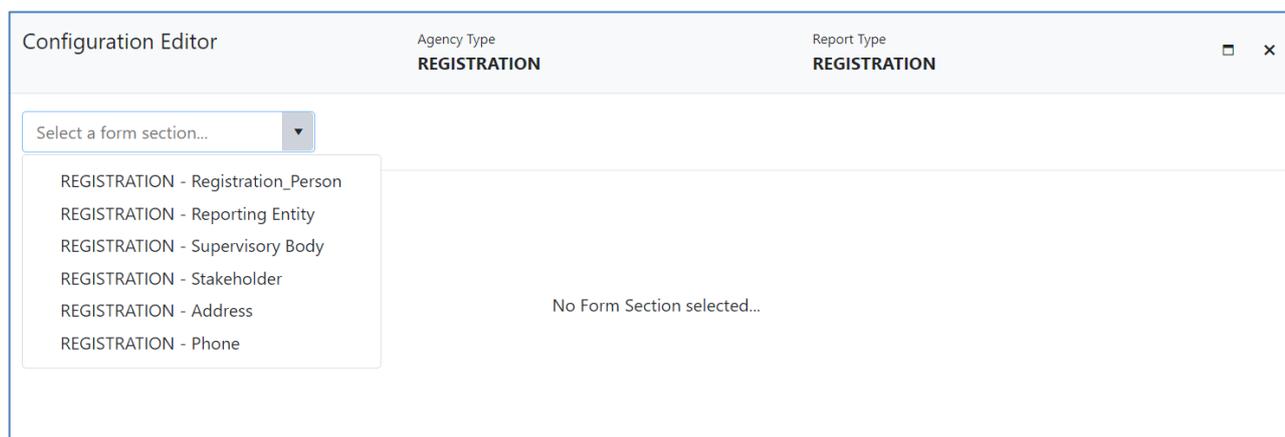
3.9.1.1 Registration and Change Request Template Set

When creating or editing a Template Set, if the Agency Type or Report Type is set to **REGISTRATION** both the Agency Type and Report Type will be set to this value:



This is a special case for the Registration and Change Request Form sections.

When the Form Configurator dialog is opened the Form Section drop down box will show a different set of options that are only for the Registration and Change Request Forms



Form Configurator 4

3.9.2 Indicators

Selecting **Indicators** from the Form Selection drop down will bring up a table showing all the available indicators and all of them will be selected by default.

Configuration Editor Agency Type: DEFAULT (All Agency Types) Report Type: DEFAULT (All Report Types)

Indicators

<input checked="" type="checkbox"/>	Code ↑	Indicator
<input checked="" type="checkbox"/>	001	Account Statement Attached
<input checked="" type="checkbox"/>	002	Account Opening Docs Attached
<input checked="" type="checkbox"/>	AML	Money Laundering
<input checked="" type="checkbox"/>	DRUG	Drug Smuggling
<input checked="" type="checkbox"/>	QATEST1	QATEST1
<input checked="" type="checkbox"/>	QATEST2	QATEST2
<input checked="" type="checkbox"/>	QATEST3	QATEST3
<input checked="" type="checkbox"/>	TAX	Tax Evation
<input checked="" type="checkbox"/>	TERR	Terrorism Financing

Form Configurator 5

If there are indicators that you do not want to show for the current Template Set, simply unselect the indicators and click **Save**

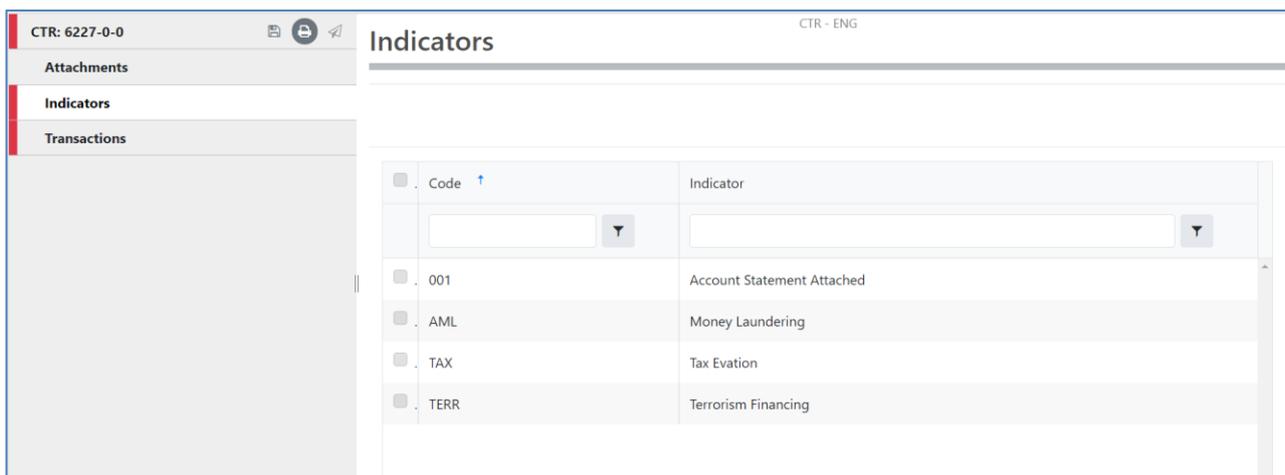
Configuration Editor Agency Type: DEFAULT (All Agency Types) Report Type: DEFAULT (All Report Types)

Indicators

<input type="checkbox"/>	Code ↑	Indicator
<input checked="" type="checkbox"/>	001	Account Statement Attached
<input type="checkbox"/>	002	Account Opening Docs Attached
<input checked="" type="checkbox"/>	AML	Money Laundering
<input type="checkbox"/>	DRUG	Drug Smuggling
<input type="checkbox"/>	QATEST1	QATEST1
<input type="checkbox"/>	QATEST2	QATEST2
<input type="checkbox"/>	QATEST3	QATEST3
<input checked="" type="checkbox"/>	TAX	Tax Evation
<input checked="" type="checkbox"/>	TERR	Terrorism Financing

Form Configurator 6

Now when a report is created that uses this Template Set the list of indicators will be filtered based on those saved in the configurator as shown in the image below.

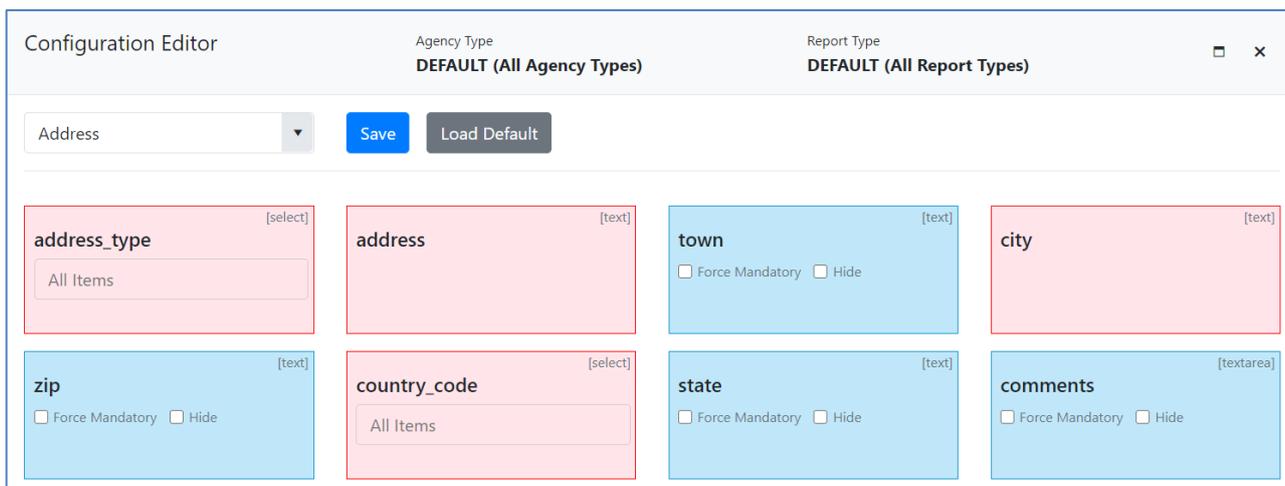


Code	Indicator
001	Account Statement Attached
AML	Money Laundering
TAX	Tax Evasion
TERR	Terrorism Financing

Form Configurator 7

3.9.3 Form Sections

Selecting a Form section other than Indicators shows the fields available for that section in the order that they will be shown in the web report. This example shows **Address** selected and is using the defaults based on the schema type given at the start of this section



Configuration Editor

Agency Type: DEFAULT (All Agency Types) | Report Type: DEFAULT (All Report Types)

Address [dropdown] [Save] [Load Default]

address_type [select] <input type="text" value="All Items"/>	address [text]	town [text] <input type="checkbox"/> Force Mandatory <input type="checkbox"/> Hide	city [text]
zip [text] <input type="checkbox"/> Force Mandatory <input type="checkbox"/> Hide	country_code [select] <input type="text" value="All Items"/>	state [text] <input type="checkbox"/> Force Mandatory <input type="checkbox"/> Hide	comments [textarea] <input type="checkbox"/> Force Mandatory <input type="checkbox"/> Hide

Form Configurator 8

The following buttons are available:

- **Save** - saves the Form Section configuration for the current Template Set
- **Load Default** – loads default configuration for the current Form Section
- **Undo** – (only visible after an unsaved change has been made) – Loads the previously saved configuration for this Form Section.



Address [dropdown] [Save] [Load Default] [Undo]

3.9.3.1 Ordering

Fields can be dragged and dropped to change the order that they appear in the report. It is necessary to save after any changes have been made.

Form Configurator 9

3.9.3.2 Hide

Fields that are not mandatory in the schema can be hidden so that they do not show in the report.

Form Configurator 10

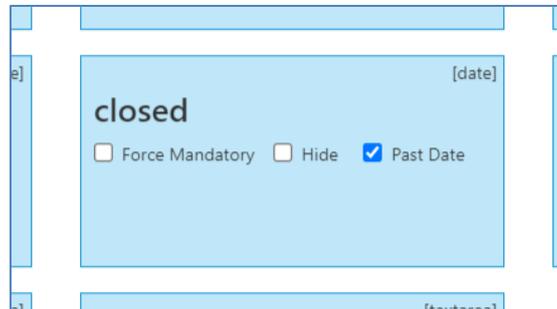
3.9.3.3 Force Mandatory

Fields that are not mandatory in the schema can be *Forced Mandatory* so that they appear as required in the report.

Form Configurator 11

3.9.3.4 Past Date

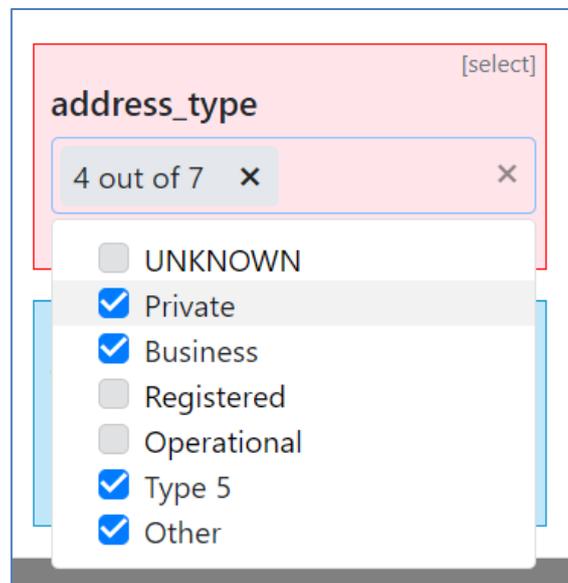
Some Date fields are enforced to be in the *Past Only*. This means that the UI will not allow the user to select a date in the future for this field. This can be overridden (to allow future dates) by unchecking the **Past Date** checkbox



Form Configurator 12

3.9.3.5 Lookup Filter

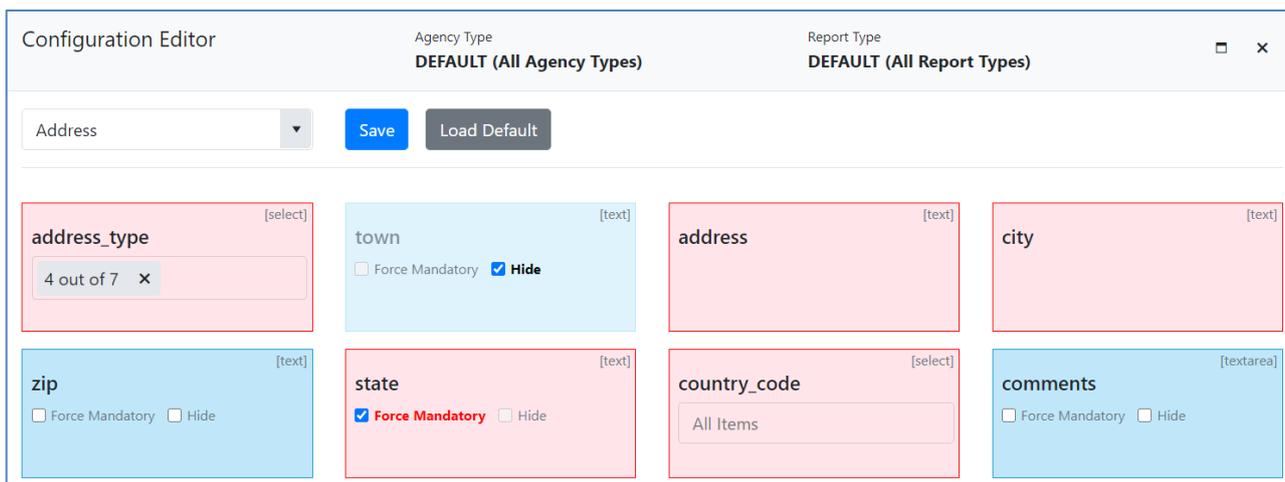
Fields that are associated with a lookup table can have their values filtered so they only show certain values per Template Set.



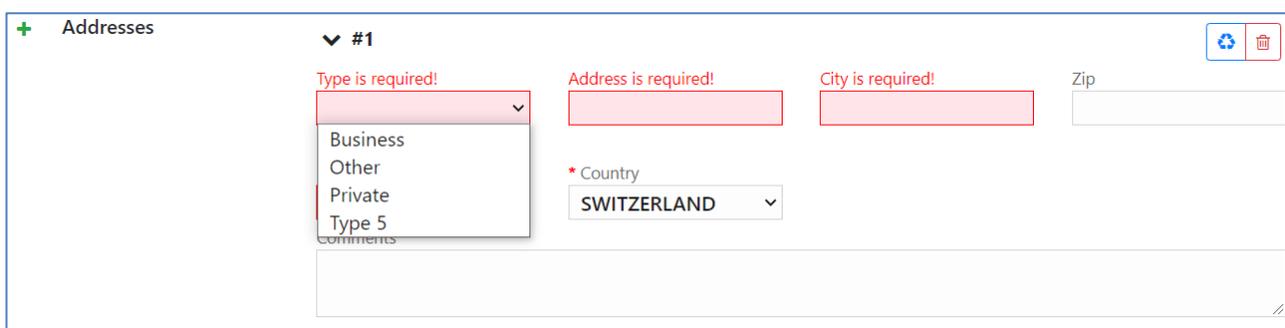
Form Configurator 13

3.9.3.6 Example

The following images show an example of a saved configuration and how it is shown in the report.



Form Configurator 14

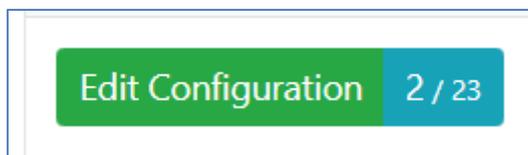


Form Configurator 15

3.9.4 Managing Template Sets

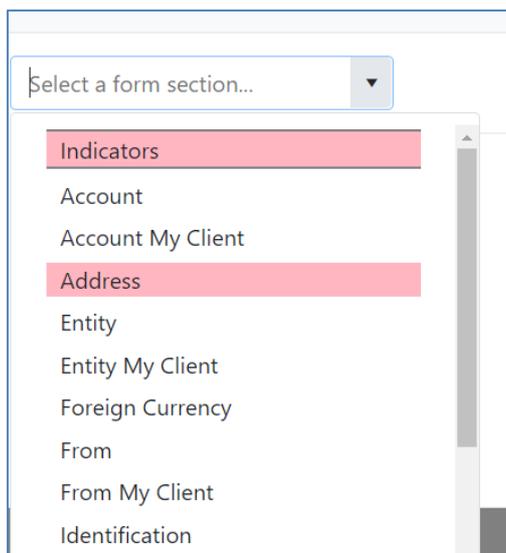
Customizing the Reports can become inherently complex as the combination of template sets, form sections and configurations can become very large very quickly.

The number how many Form Sections have customizations (that is how many are different from the default values) is shown next to the **Edit Configuration** button



Form Configurator 16

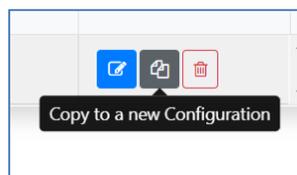
These Form Sections are highlighted in the **Form Section** drop down list in the Configuration Editor



Form Configurator 17

3.9.4.1 Copy Template Sets

The copy template button allows the user to create a direct clone of the current configuration



This will create a new Template Set that contains all the Form Section configurations of the source Template Set. The Agency Type/Report Type will need to be changed so that it is not the same as the source otherwise it cannot be saved.

	Name	Agency Type	Report Type	Description	
This will copy the configuration from: MyFirstTemplateSet	MyFirstTemplateSet (DEFAULT (All Agency Types)	DEFAULT (All Report Types)		Add Discard
Edit Configuration 2 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		  

The new template set will have the same number of customizations in the **Edit Configuration** badge and can now be customized separately.

	Name	Agency Type	Report Type	Description	
Edit Configuration 2 / 23	MyFirstTemplateSet (COPY)	Police Region	DEFAULT (All Report Types)		  
Edit Configuration 2 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		  

Account matching logic” for examples.

For example:

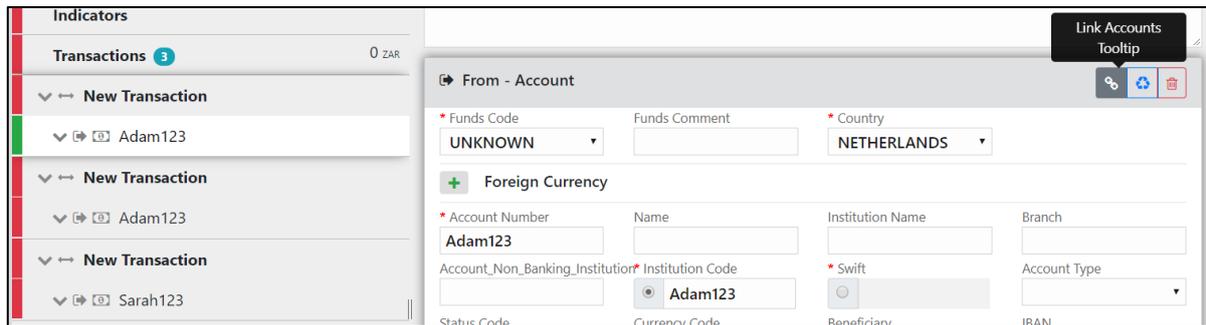


Figure 37

In Figure 37 there are three uploaded transactions each with an Account. The first two Accounts have the same Account number **Adam123**. The first account is selected and highlighted in the editor.

By clicking on the **Link Accounts** button  of the first account, all the information of the first account will be copied to the second account (and any other accounts that have this number). After this any change to either of these accounts will be reflected in the other. The account **Sarah123** is not affected.

The green box in Figure 38 shows the areas that contain the linked account data. The red boxes show **From** and **Foreign Currency** objects which are not part of the **Account** object and are therefore not linked.

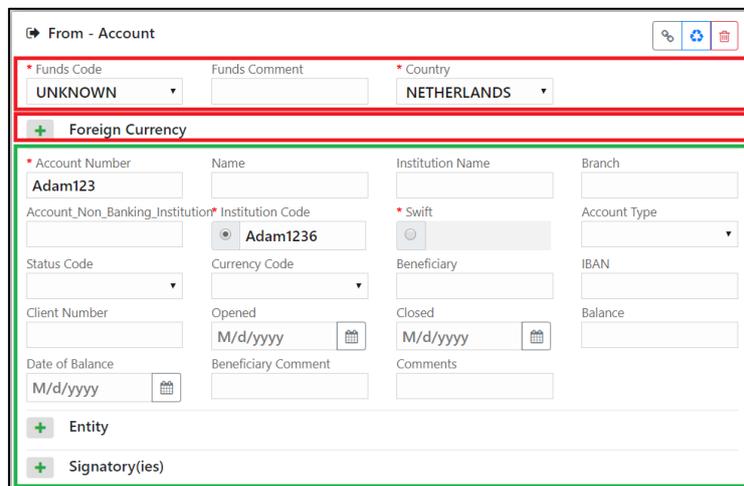


Figure 38

4 Forms Customization

The New Registration and Report forms can be customized. This means that fields can be re-arranged, hidden (if not mandatory) and forced to be mandatory. Dropdown lists can also be filtered to hide unnecessary items.

The Report Forms can be customized per Agency Type and Report Type. This means that a Reporting Entity of type **BANK** can see different layouts and fields when filling out different reports (e.g. **CTR**, **STR**) which in turn can be different from the **CTR**'s and **STR**'s that a Reporting Entity of type **Casino** will see.

The Registration Forms can be customized per Registration Type so that Reporting Entities, Supervisory Bodies and Stakeholders can have a different registration form.

The customizations are created via the Report Form Configurator. This is available to FIU users with the **Site Customization** permission under the menu item **Admin > Report Form Configurator**

4.1 Template Sets

The customizations are created in **Template Sets** in the Report Form Configurator. By default, there are no template sets and the configurator will appear as the image below

Name	Agency Type	Report Type	Description
No Saved Configurations			

Form Configurator 1

When there are no Template Sets the default mappings are used. The default mappings use the schema to determine which fields are mandatory and an internal predefined order for the fields (not necessarily the same as the order of the fields in the schema).

The example that will be used to describe the configuration will be for the **Address** template. The example schema type for **t_address** that will be used is:

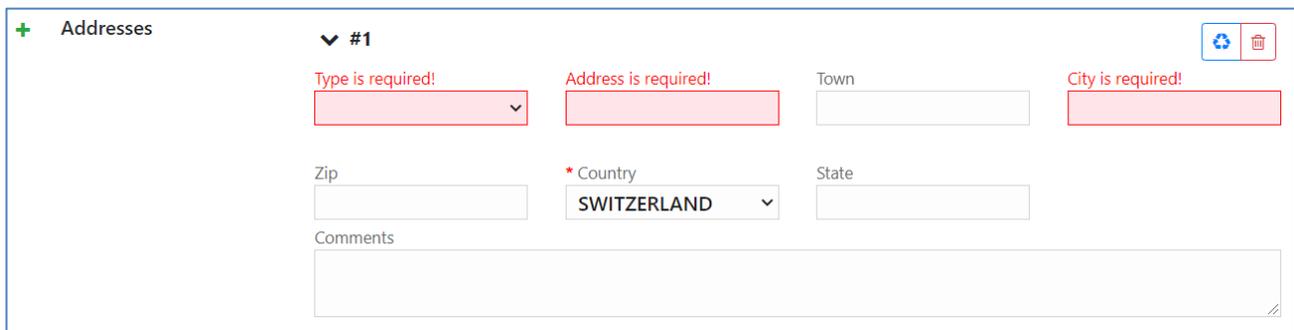
```
<xs:complexType name="t_address">
  <xs:sequence>
    <xs:element name="address_type" type="contact_type" />
    <xs:element name="address">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="100" />
          <xs:minLength value="1" />
        </xs:restriction>
      </xs:simpleType>
    </xs:element>
    <xs:element minOccurs="0" name="town">
```

```

<xs:simpleType>
  <xs:restriction base="xs:string">
    <xs:maxLength value="255" />
  </xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="city">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:maxLength value="255" />
      <xs:minLength value="1" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element minOccurs="0" name="zip">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:maxLength value="10" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element name="country_code" type="country_type" />
<xs:element minOccurs="0" name="state">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1" />
      <xs:maxLength value="255" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
<xs:element minOccurs="0" name="comments">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="0" />
      <xs:maxLength value="4000" />
    </xs:restriction>
  </xs:simpleType>
</xs:element>
</xs:sequence>
</xs:complexType>

```

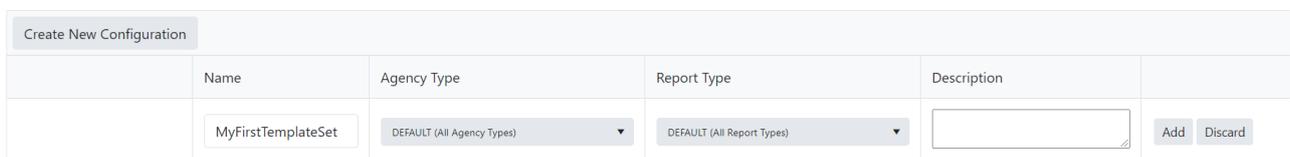
Without any **Template Sets** created, the default view of the **Address** form, based in the schema type above is as shown in the image below.



Form Configurator 2

4.1.1 Create a Template Set

To create a new Template Set click the **Create New Configuration** button



Name	Agency Type	Report Type	Description
MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)	

Then provide a **Name** and select the **Agency Type** and **Report Type** mappings and if necessary a **Description**.

The **Agency Type** and **Report Type** are used to determine when this Template Set is used. Agency Type takes precedence. The table below shows how Template Sets are applied to reports.

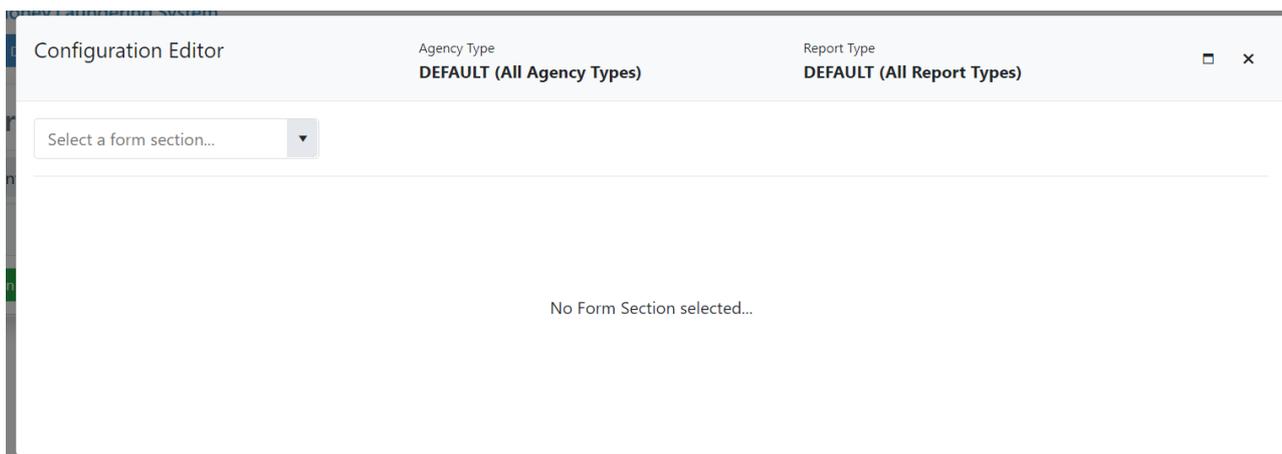
Precedence	Agency Type	Report Type	When it is used
1	Defined (e.g. BANK)	Defined (e.g. STR)	Reporting Entity is type BANK is creating an STR report
2	Defined (e.g. BANK)	DEFAULT	There is no mapping above and the Reporting Entity is type BANK
3	DEFAULT	Defined (e.g. STR)	There is no mapping above and the Report type is STR
4	DEFAULT	DEFAULT	There is no mapping above (all other reports)
-	-	-	If there are no mappings for any of the above, the default system layout is used.
Special case	REGISTRATION	REGISTRATION	Special mapping for Registration and Change Request Templates.

Form Configurator 3 - Agency Type / Report Type mappings

Click **Add**. A new Template Set will be created that is ready for customizations.

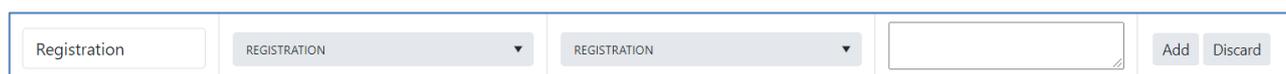
	Name	Agency Type	Report Type	Description	
Edit Configuration 0 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		  

Select the **Edit Configuration** button to bring up the **Configuration Editor** dialog. The dialog is where the individual forms are customized for this particular mapping. The Agency Type and Report Type are displayed in the header and there is a **Form Selection** drop down box.



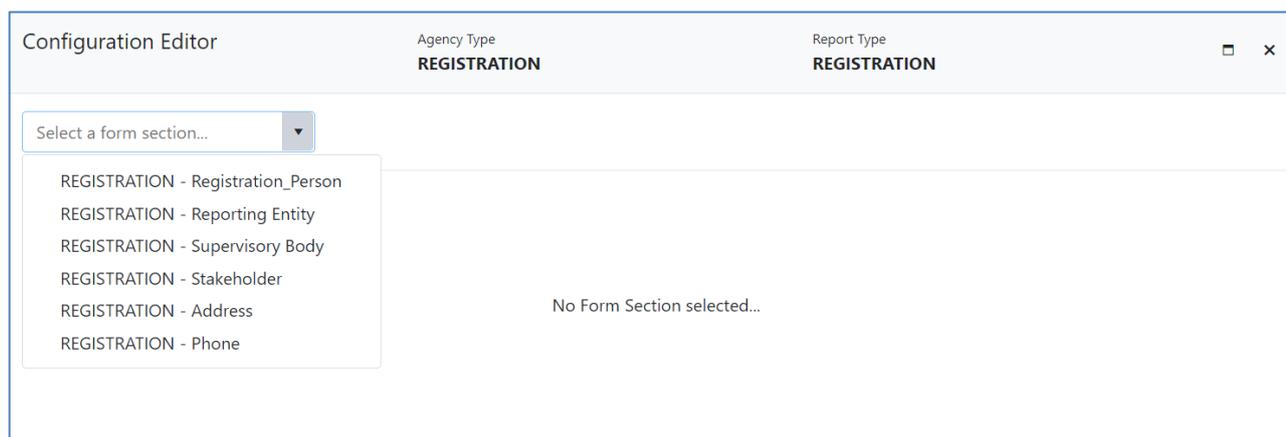
4.1.1.1 Registration and Change Request Template Set

When creating or editing a Template Set, if the Agency Type or Report Type is set to **REGISTRATION** both the Agency Type and Report Type will be set to this value:



This is a special case for the Registration and Change Request Form sections.

When the Form Configurator dialog is opened the Form Section drop down box will show a different set of options that are only for the Registration and Change Request Forms



Form Configurator 4

4.1.2 Indicators

Selecting **Indicators** from the Form Selection drop down will bring up a table showing all the available indicators and all of them will be selected by default.

Configuration Editor Agency Type: **DEFAULT (All Agency Types)** Report Type: **DEFAULT (All Report Types)**

Indicators

<input checked="" type="checkbox"/>	Code ↑	Indicator
<input checked="" type="checkbox"/>	001	Account Statement Attached
<input checked="" type="checkbox"/>	002	Account Opening Docs Attached
<input checked="" type="checkbox"/>	AML	Money Laundering
<input checked="" type="checkbox"/>	DRUG	Drug Smuggling
<input checked="" type="checkbox"/>	QATEST1	QATEST1
<input checked="" type="checkbox"/>	QATEST2	QATEST2
<input checked="" type="checkbox"/>	QATEST3	QATEST3
<input checked="" type="checkbox"/>	TAX	Tax Evation
<input checked="" type="checkbox"/>	TERR	Terrorism Financing

Form Configurator 5

If there are indicators that you do not want to show for the current Template Set, simply unselect the indicators and click **Save**

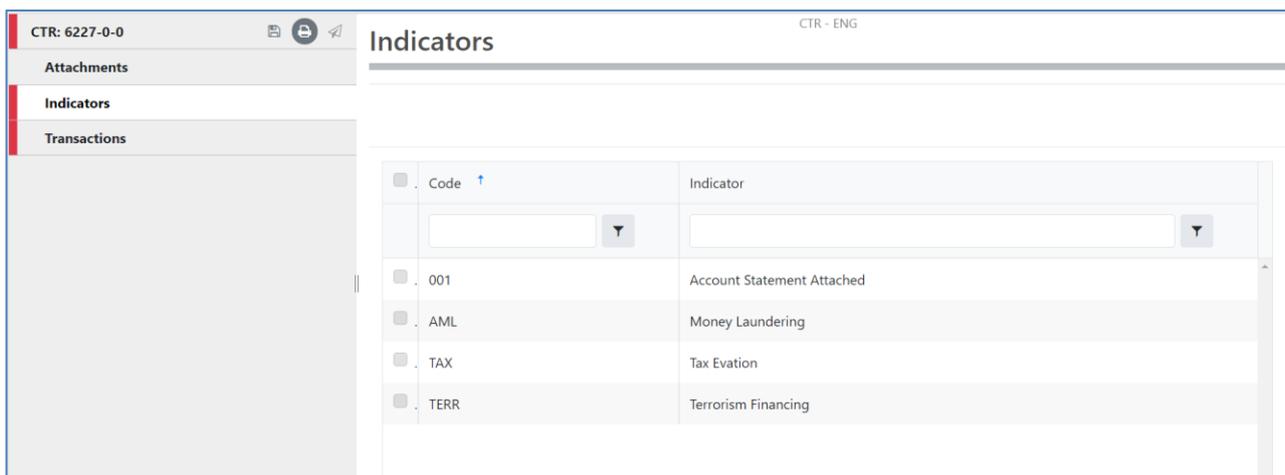
Configuration Editor Agency Type: **DEFAULT (All Agency Types)** Report Type: **DEFAULT (All Report Types)**

Indicators

<input type="checkbox"/>	Code ↑	Indicator
<input checked="" type="checkbox"/>	001	Account Statement Attached
<input type="checkbox"/>	002	Account Opening Docs Attached
<input checked="" type="checkbox"/>	AML	Money Laundering
<input type="checkbox"/>	DRUG	Drug Smuggling
<input type="checkbox"/>	QATEST1	QATEST1
<input type="checkbox"/>	QATEST2	QATEST2
<input type="checkbox"/>	QATEST3	QATEST3
<input checked="" type="checkbox"/>	TAX	Tax Evation
<input checked="" type="checkbox"/>	TERR	Terrorism Financing

Form Configurator 6

Now when a report is created that uses this Template Set the list of indicators will be filtered based on those saved in the configurator as shown in the image below.

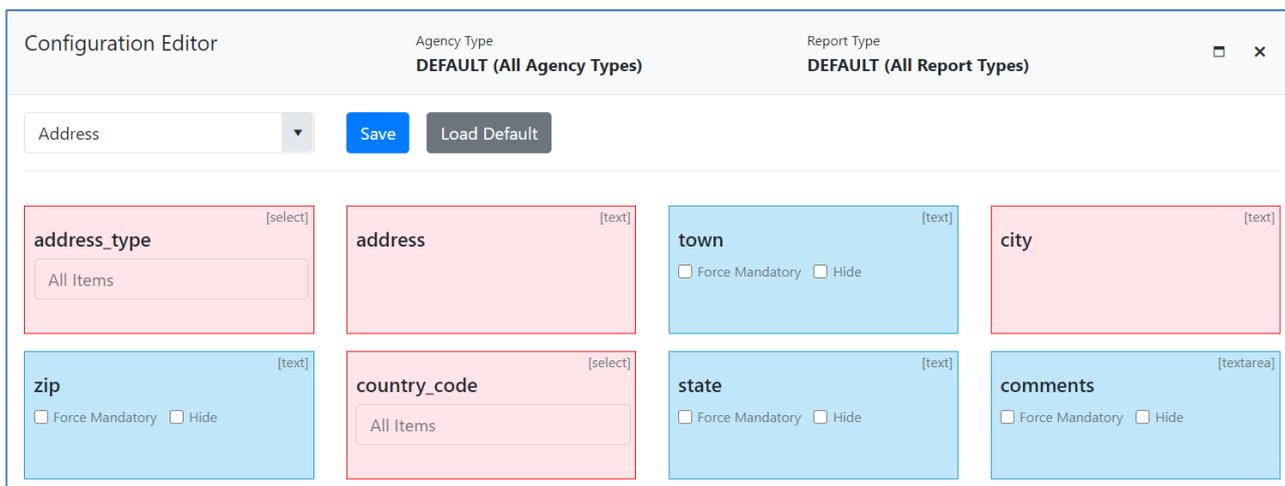


Code	Indicator
001	Account Statement Attached
AML	Money Laundering
TAX	Tax Evasion
TERR	Terrorism Financing

Form Configurator 7

4.1.3 Form Sections

Selecting a Form section other than Indicators shows the fields available for that section in the order that they will be shown in the web report. This example shows **Address** selected and is using the defaults based on the schema type given at the start of this section



Form Configurator 8

The following buttons are available:

- **Save** - saves the Form Section configuration for the current Template Set
- **Load Default** – loads default configuration for the current Form Section
- **Undo** – (only visible after an unsaved change has been made) – Loads the previously saved configuration for this Form Section.



4.1.3.1 Ordering

Fields can be dragged and dropped to change the order that they appear in the report. It is necessary to save after any changes have been made.

Form Configurator 9

4.1.3.2 Hide

Fields that are not mandatory in the schema can be hidden so that they do not show in the report.

Form Configurator 10

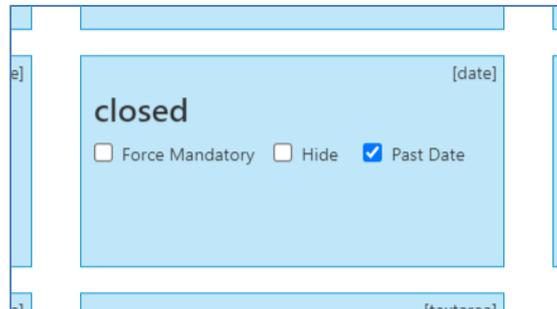
4.1.3.3 Force Mandatory

Fields that are not mandatory in the schema can be *Forced Mandatory* so that they appear as required in the report.

Form Configurator 11

4.1.3.4 Past Date

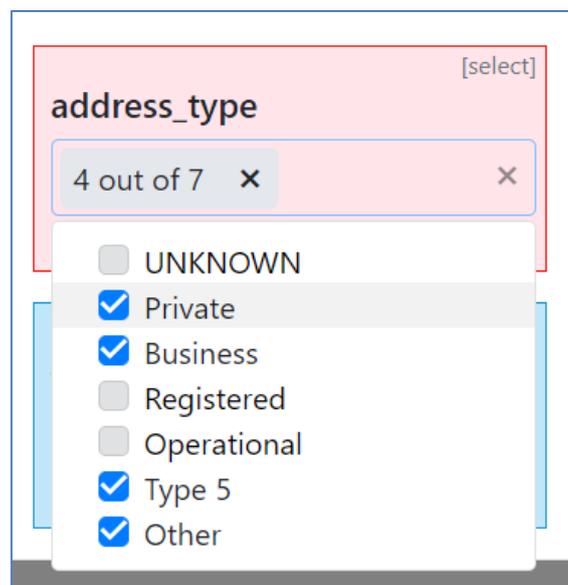
Some Date fields are enforced to be in the *Past Only*. This means that the UI will not allow the user to select a date in the future for this field. This can be overridden (to allow future dates) by unchecking the **Past Date** checkbox



Form Configurator 12

4.1.3.5 Lookup Filter

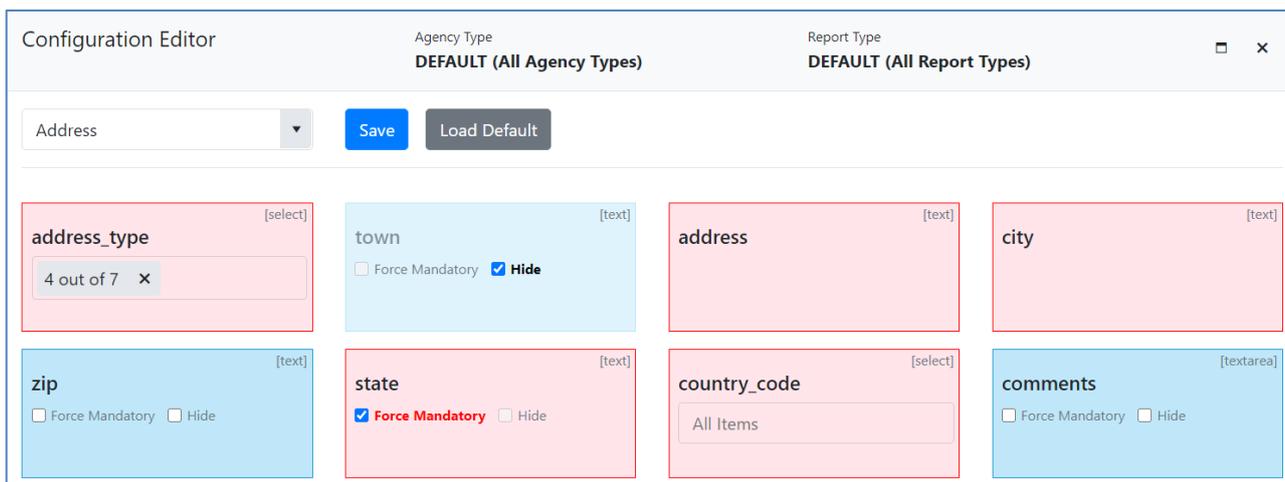
Fields that are associated with a lookup table can have their values filtered so they only show certain values per Template Set.



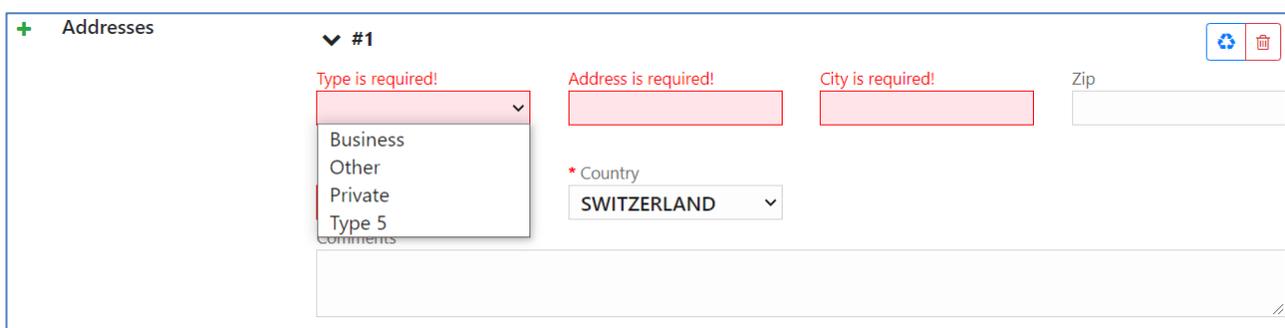
Form Configurator 13

4.1.3.6 Example

The following images show an example of a saved configuration and how it is shown in the report.



Form Configurator 14

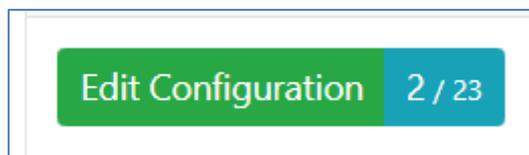


Form Configurator 15

4.1.4 Managing Template Sets

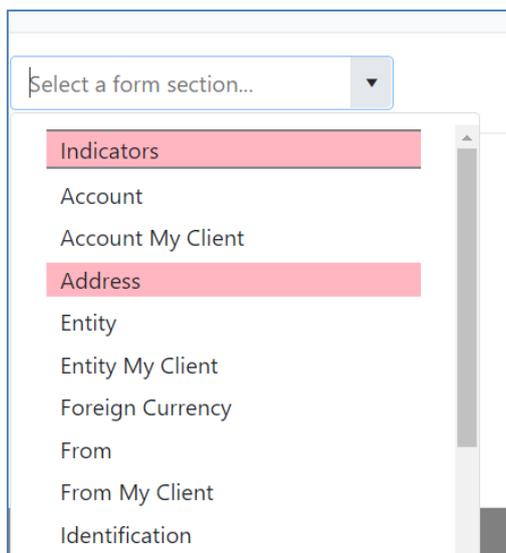
Customizing the Reports can become inherently complex as the combination of template sets, form sections and configurations can become very large very quickly.

The number how many Form Sections have customizations (that is how many are different from the default values) is shown next to the **Edit Configuration** button



Form Configurator 16

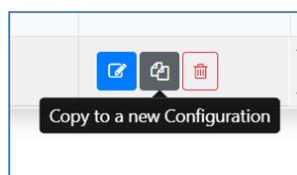
These Form Sections are highlighted in the **Form Section** drop down list in the Configuration Editor



Form Configurator 17

4.1.4.1 Copy Template Sets

The copy template button allows the user to create a direct clone of the current configuration



This will create a new Template Set that contains all the Form Section configurations of the source Template Set. The Agency Type/Report Type will need to be changed so that it is not the same as the source otherwise it cannot be saved.

	Name	Agency Type	Report Type	Description	
This will copy the configuration from: MyFirstTemplateSet	MyFirstTemplateSet (DEFAULT (All Agency Types)	DEFAULT (All Report Types)		Add Discard
Edit Configuration 2 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		

The new template set will have the same number of customizations in the **Edit Configuration** badge and can now be customized separately.

	Name	Agency Type	Report Type	Description	
Edit Configuration 2 / 23	MyFirstTemplateSet (COPY)	Police Region	DEFAULT (All Report Types)		
Edit Configuration 2 / 23	MyFirstTemplateSet	DEFAULT (All Agency Types)	DEFAULT (All Report Types)		

Appendix I. Account matching logic

<i>Ideal account matching based on the IBAN</i>		result
IBAN: DE91 1000 0000 0123 4567 89 Account Number: 11111 Institution Name: BankA	IBAN: DE91 1000 0000 0123 4567 89 Account Number: 11111 Institution Name: BankA	Match
IBAN: DE91 1000 0000 0123 4567 89 Account Number: 11111 Institution Name: BankA	IBAN: DE91 1000 0000 0123 4567 89 Account Number: 22222 Institution Name: BankB	Match
IBAN: DE91 1000 0000 0123 4567 89 Account Number: 11111 Institution Name: BankA Institution Code: BABA	IBAN: DE91 1000 0000 0123 4567 89 Account Number: 22222 Institution Name: BankB Institution Code: BABC	Match
<i>Fallback account matching based on combination of account data</i>		result
Account Number: 11111	Account Number: 11111	Match
Account Number: 11111 Institution Name: BankA	Account Number: 11111 Institution Name: BankA	Match
Account Number: 11111 Institution Code: BABA	Account Number: 11111 Institution Code: BABA	Match
Account Number: 11111 Swift: ABC	Account Number: 11111 Swift: ABC	Match
Account Number: 11111 Institution Name: BankA Institution Code: BABA	Account Number: 11111 Institution Name: BankA Institution Code: BABA	Match
Account Number: 11111 Institution Name: BankA Institution Code: BABA Swift: ABC	Account Number: 11111 Institution Name: BankA Institution Code: BABA Swift: XYZ	Match
Account Number: 11111 Institution Name: BankA Swift: ABC	Account Number: 11111 Institution Name: BankA Swift: ABC	Match
Account Number: 11111 Institution Name: BankA Swift: ABC	Account Number: 11111 Institution Name: BankA Swift: XYZ	No match
Account Number: 11111 Institution Name: BankA Institution Code: BABA Swift: ABC	Account Number: 11111 Institution Name: BankA Institution Code: BABC Swift: ABC	No match
Account Number: 11111 Institution Name: BankA Swift: ABC	Account Number: 11111 Institution Name: BankB Swift: XYZ	No match
Account Number: 11111 Institution Name: BankA	Account Number: 11111 Institution Name: BankB	No match
Account Number: 11111	Account Number: 22222	No match