goAML Web Portal

End-User Guide

Document Version 2.1

Updated for goAML Web Portal

v5.5.3.5645

19th June 2025

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1. Version History

Version	Description	Date
1.0	Created a new web user guide for goAML web portal version 4.9	03/03/2022
2.0	Updated the web user guide to reflect the upgraded goAML web portal version 5.4. **What's** new. - New Responsive User Interface - New Message Board - Improved Web Forms - Security Improvements	11/09/2024
2.1	Updated the web user guide to reflect the upgraded goAML web portal version 5.5.3.5645 **What's** new. - Security Improvements - Recovery Codes - Pg. 05 - New Message board Features - Pg. 61 - Statistics - Pg. 71	19/06/2025

2. Introduction

The scope of this document is to assist the reporting entity and the end user in being able to register to the FIAU goAML Web Portal. The FIAU web portal will provide the reporting entity the possibility to;

- Register the obliged Maltese entity with FIAU Malta, the MLRO as the responsible main contact and the required personnel to assist with the reporting obligations.
- Administer the registered obliged entity and manage the permission of the respective compliance team.
- Securely communicate with the FIAU in both directions via the secure message board to address any RFIs and other message topics.
- To submit suspicious reports according to the information at hand via the web forms or by uploading through previously prepared XML files based on the FIAUs XSD.
- Provide statistical information of the reports submitted.

3. Login

3.1 Logging in to goAML

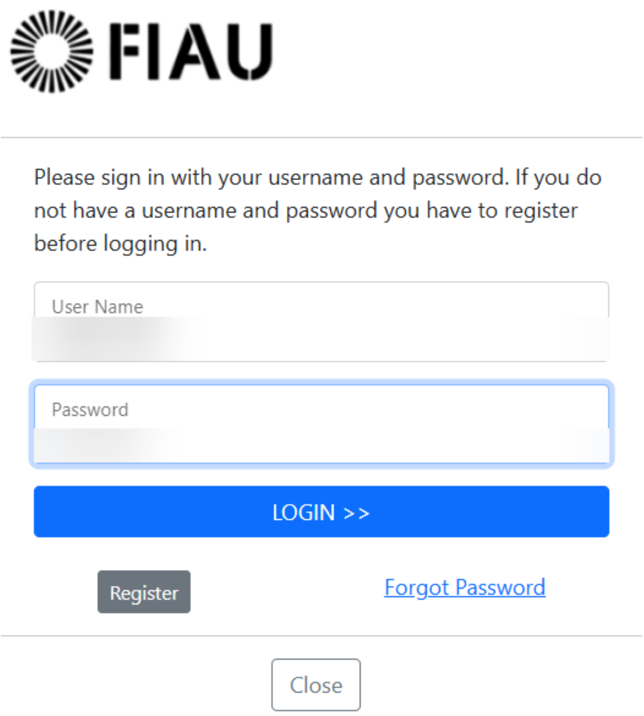
To access the goAML web portal and manage your submissions or profile, follow these steps:

Navigate to:
https://goaml.fiaumalta.org/PROD/Identity/Account/Login

Login Credentials:

- **Username:** *[Insert your registered username]*
- **Password:** *[Insert your password]*

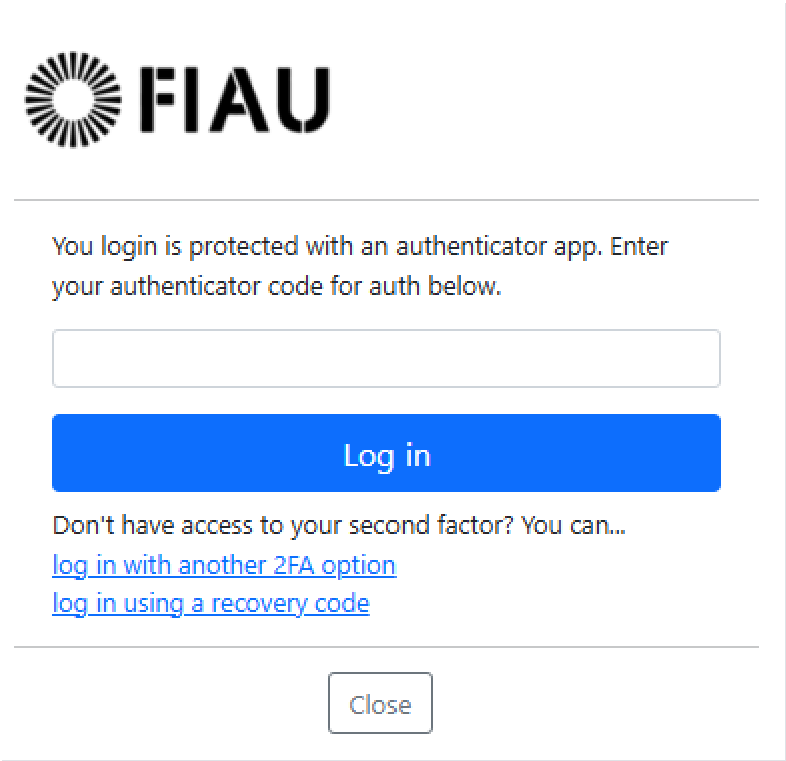
Once you enter your login credentials, you'll be prompted to complete the Two-Factor Authentication (2FA) setup if this is your first time logging in.



2.2 Two-Factor Authentication (2FA)

As part of goAML version 5.5.1, all users are required to configure 2FA on first login. This enhancement improves portal security but still includes the use of email for authentication/fallback purposes.

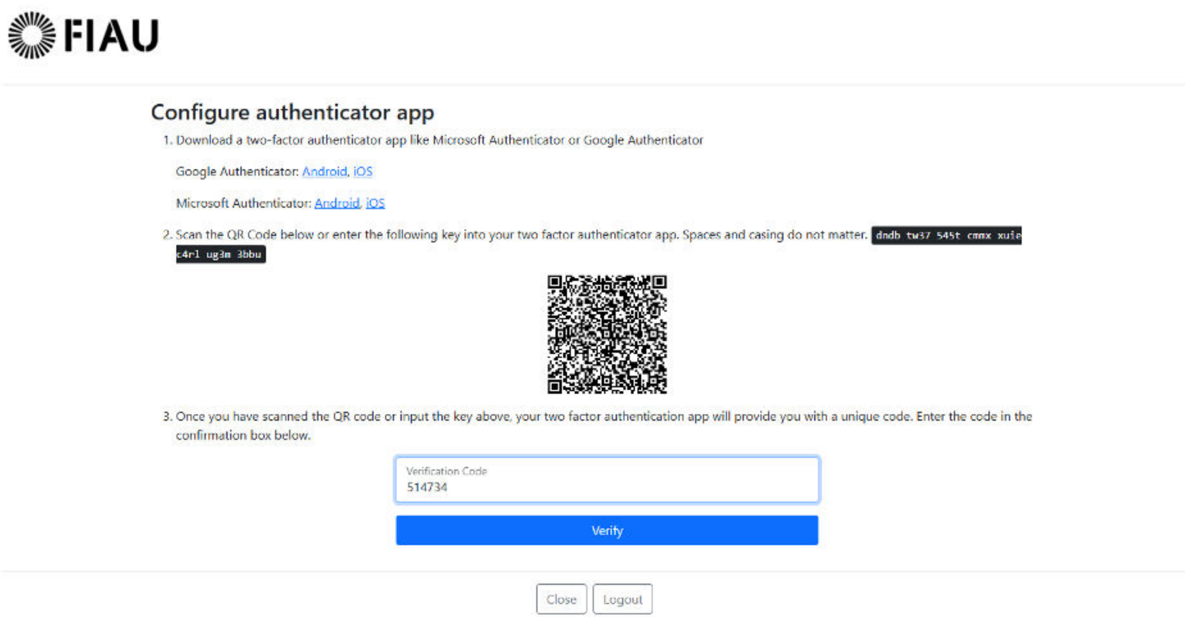
To use the email fallback, click **"Log in with another 2FA option"** and a onetime code will be sent to your registered email.



2FA Setup Process:

1. **Download an Authenticator App:**
   Use a mobile authenticator app such as:
   - **Google Authenticator** (Android, iOS)
   - **Microsoft Authenticator** (Android, iOS)
2. **Scan the QR Code:**
   Upon login, a QR code will be displayed on your screen. Open your authenticator app and scan the QR code.

3. **Enter the Code:**
   The app will generate a 6-digit code. Enter this code into the portal to verify and complete the 2FA setup.



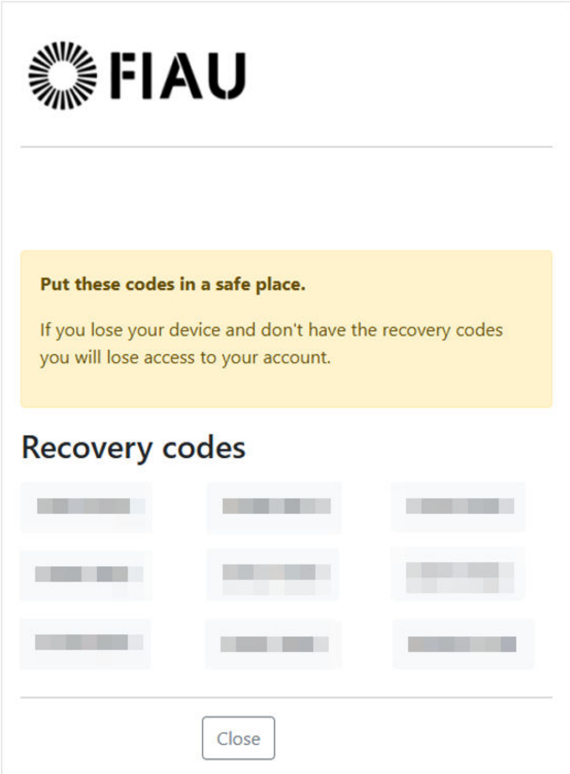
⚠️ **Important Note**:

After completing the 2FA process, the system will display a set of **Recovery Codes**. These are backup codes you can use in case you lose access to your authenticator app.

- **Save these codes in a secure place.**
  These are shown only once and cannot be retrieved later.
- **Recovery codes** allow login without the app in emergencies (e.g., lost phone).
- Do **not share** these codes with anyone.

⚠️ If you lose both your authenticator app and recovery codes, you may be locked out of your goAML account which will require assistance from goAML support via

goamlsupport@fiaumalta.org


FIAU
Put these codes in a safe place.
If you lose your device and don't have the recovery codes you will lose access to your account.
Recovery codes
Close

3.2 Change Password

3.2.1 Manual password change

You can change your password at any time directly in the web application, providing you know your existing password.

1. Select the user profile dropdown at the top right and select **> Change Password**
2. Enter your existing password and the new password in the **New Password** and **Confirm New Password** input boxes respectively.

3.2.2 Forgot Password and Reset Password

In order to reset a forgotten password either the **user** can request a link from the login screen:

1. Click the **Forgot Password** button on the login screen.
2. Fill out the username and email address for the account you wish to reset the password for and click submit

Or, the FIU or RE Admin can initiate a password reset

1. In the menu **Admin > Active** Users grid, select a user and click
2. If 2FA is configured for the user as well, then this will be reset, and the user will need to scan the QR code again at login.

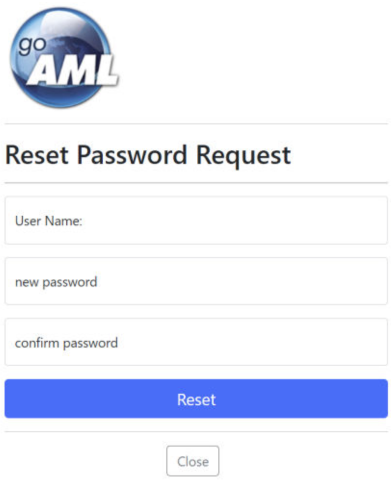
Once the password reset has been initiated by one of the methods above, the following occurs:

3. An email similar to the one below is sent to the user.

A request to reset your goAML password was created. Please click on the following link to reset your password:
http://www.mygoamlsite.com/Account/pwLink/8d48a9d9-b21f-4af1-9cea-1ac905b27b59
If you did not make this request, please contact your FIU immediately.
Please do not reply, this is an automated message.

4. The link will take the user to the following screen where they must supply their username, email and new password.
5. Select Change Password for the changes to take effect.

***Note**: If the user cannot recall their username or email address associated with their account, they must contact the FIU or RE Admin to reset the password.*



3.2.3 Password Lockout

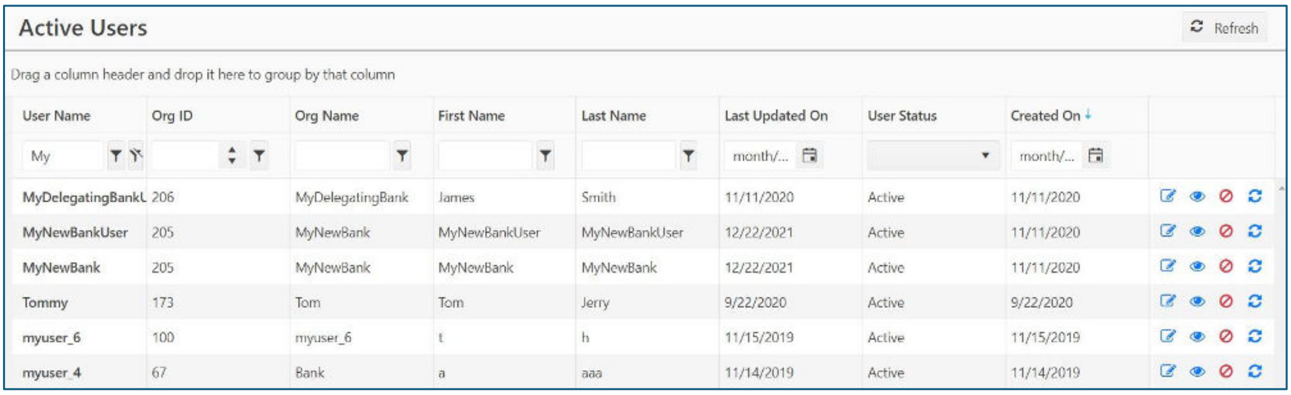
A user is locked out for **5** minutes if they put in an incorrect password **5** times in a row.

4. Users and Organisations

4.1 Active Users Grid

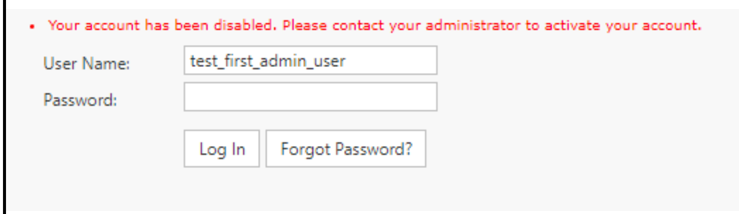
The Active Users Grid shows all the user registrations that have been through the registration workflow and approved by FIAU ([Activated])

As in the image below, the grid also shows users that are in Deactivated status. This is not the same as either Recalled or Rejected. For a user to be deactivated, the registration should first be finalized bringing the user to an activated state. That means that a deactivated user was at some point able to log in.



User Name	Org ID	Org Name	First Name	Last Name	Last Updated On	User Status	Created On
My					month/...		month/...
MyDelegatingBankU	206	MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020
MyNewBankUser	205	MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020
MyNewBank	205	MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020
Tommy	173	Tom	Tom	Jerry	9/22/2020	Active	9/22/2020
myuser_6	100	myuser_6	t	h	11/15/2019	Active	11/15/2019
myuser_4	67	Bank	a	aaa	11/14/2019	Active	11/14/2019

Depending on the permissions of the user, several actions can be performed on each user.

Active User Action	Icon	Description
New Change Request		This opens a new dialog to allow the update and submission of a user's details. The change request must be finalized for the update to be persisted. The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.
Preview		This opens a new form to view a user's details. This will be the most recently approved change request for that user. The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.
Disable / Enable		This deactivates or activates a user to prevent or allow them to log in and use the goAMLWeb application. If an account is deactivated, an error is shown when the user tries to log in. 
Reset Password		This will reset the password for the current user. This creates a new random password and emails it to the user. For details on passwords, see the Passwords section

5. Registrations and Change Requests

5.1 Submitting a New Registration

5.1.1 Selecting Registration Type

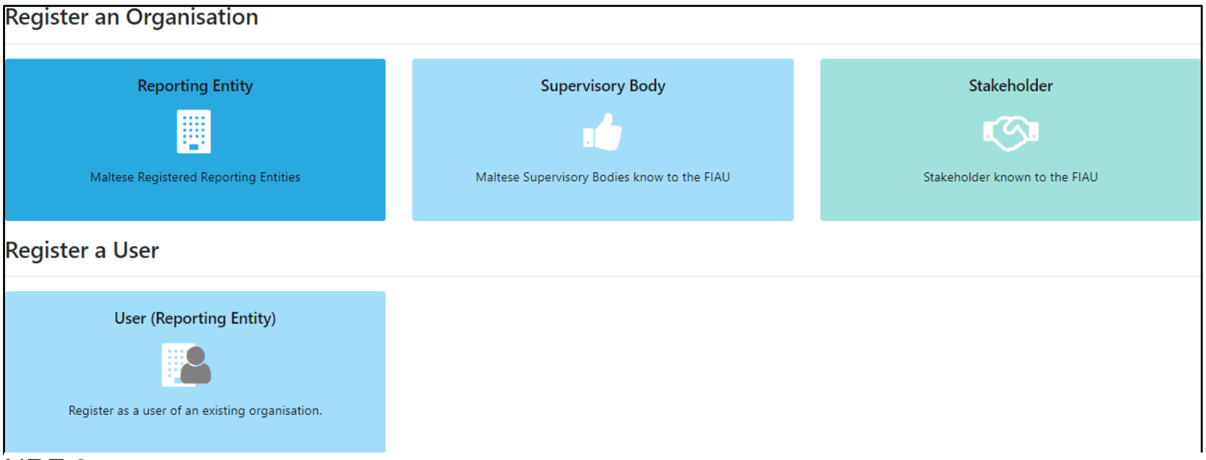
The button to access the registration selection screen is located under the customisable content of column one on the home page.

Selecting this button will open the Registration Selection page shown in the next section below.

5.1.2 Filling out a Registration Form

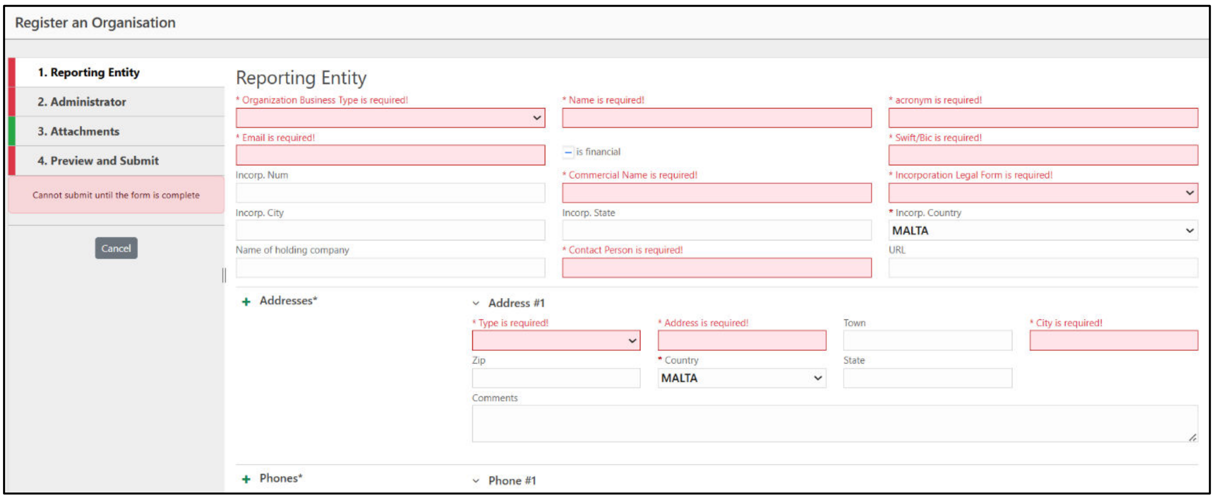
After selecting a registration type a form similar to the images below will be shown.

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

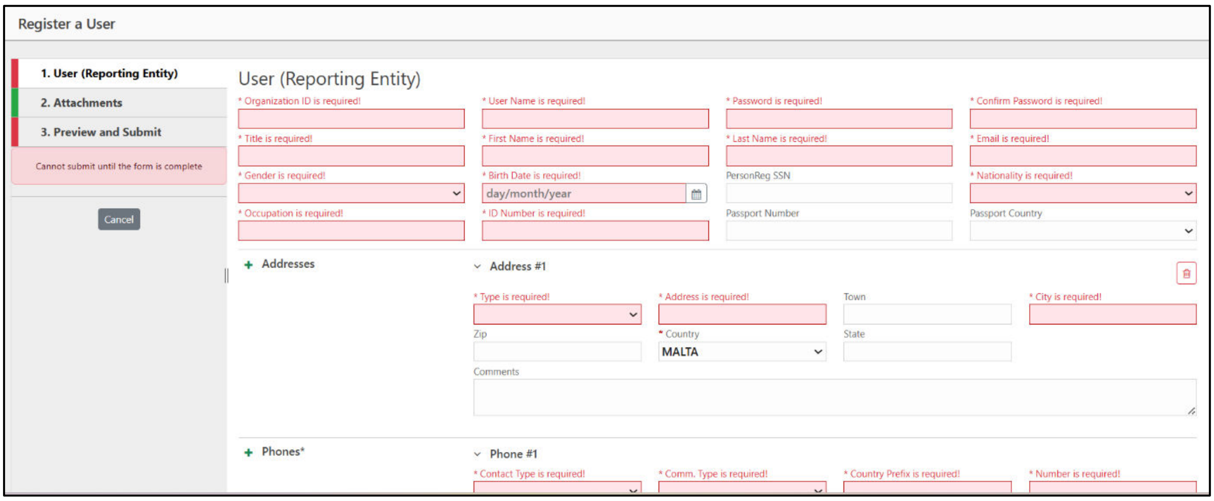


NRF 2

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



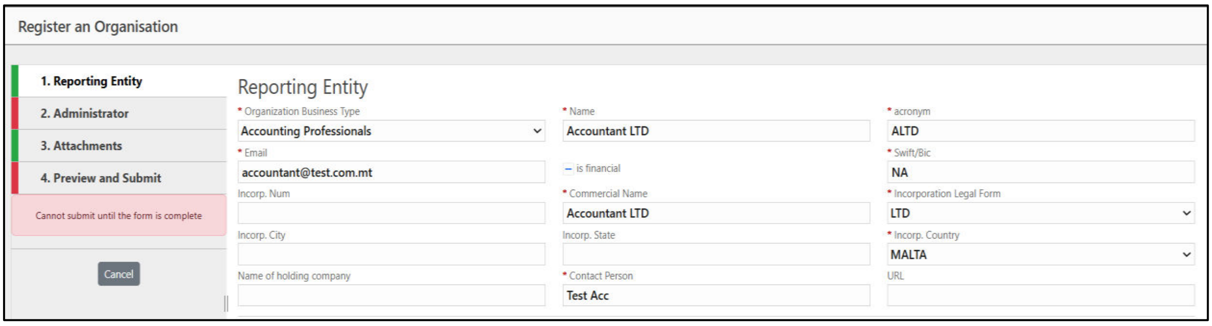
NRF 4 - User Registration

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.

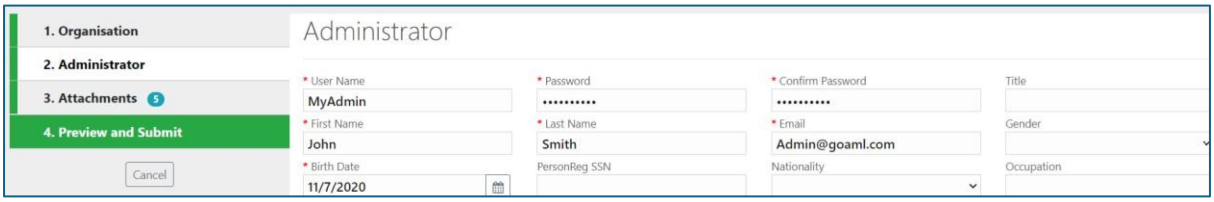
The fields and the collections (Addresses and Phones) are displayed in the same manner as in the web report.

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

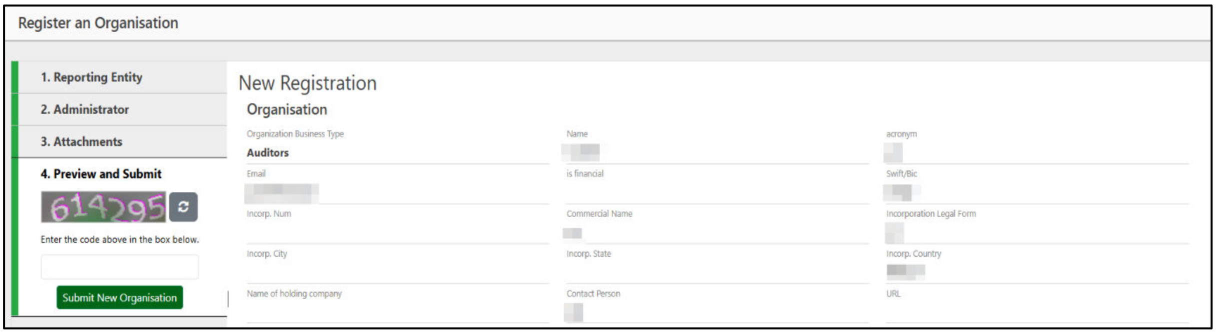
Once all the sections are complete the Preview and Submit tab is available.



NRF 6

5.1.3 Preview and Submit a Registration

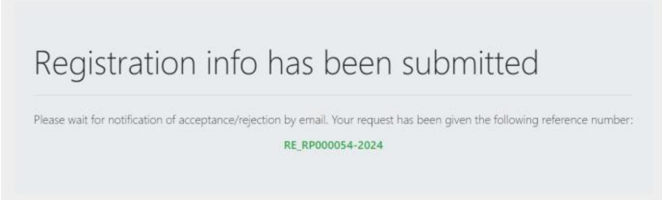
When the Preview and Submit tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.



NRF 7

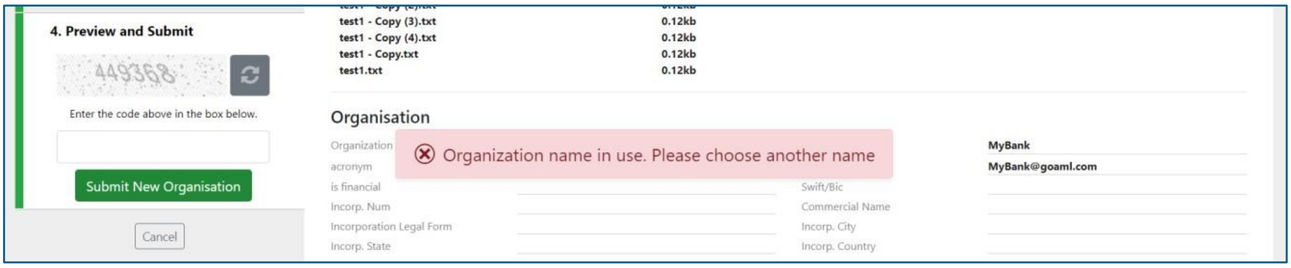
Once the data is reviewed and the user is ready to submit. The CAPTCHA code needs to be entered that corresponds to the image above it. The select Submit New Organisation (or Submit New User)

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 FIAU.



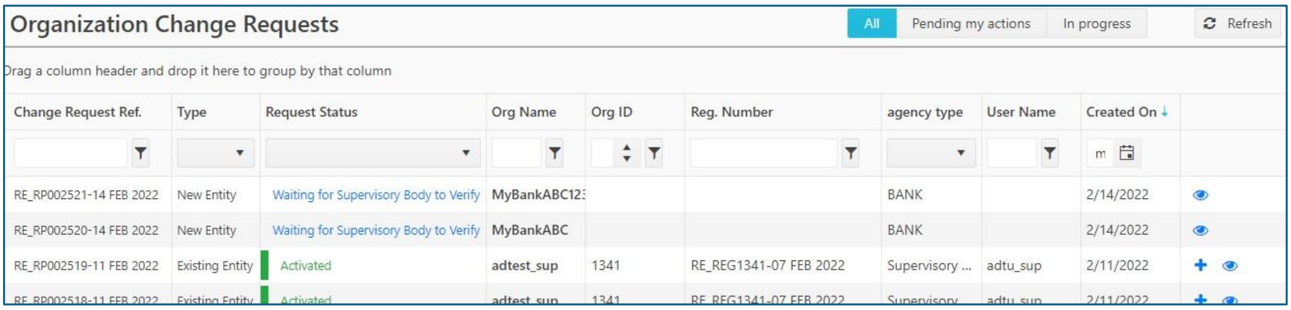
NRF 8

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



NRF 9

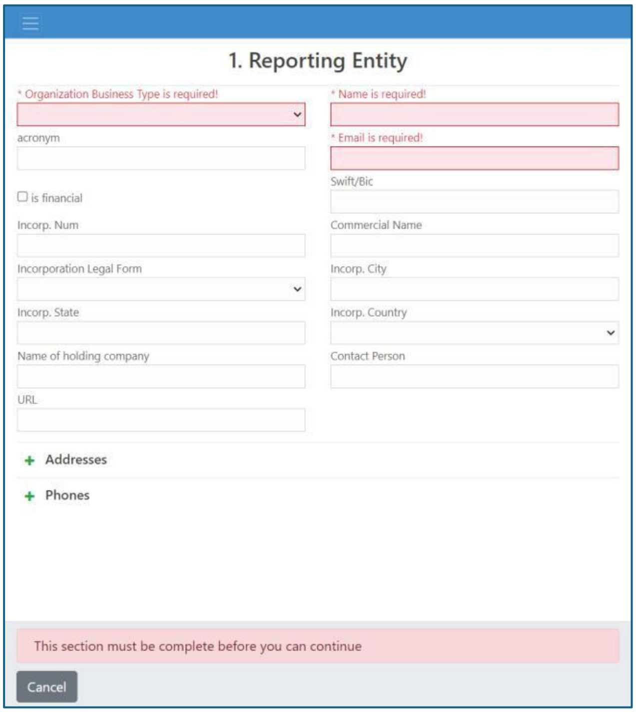
A Registration is a New Entity/Person Change Request and will appear in the Org Request Management or the User Request Management grid as appropriate.

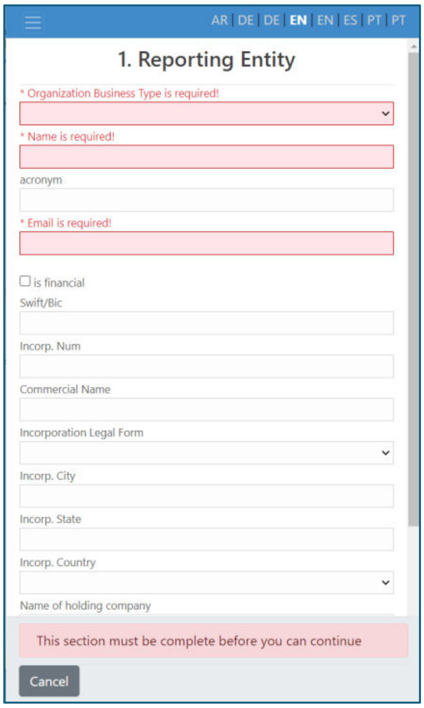


NRF 10

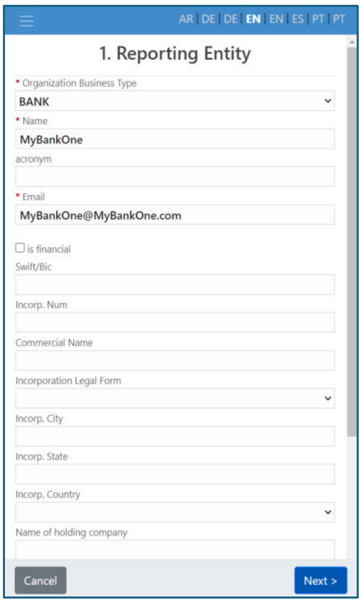
5.2 Mobile Registration

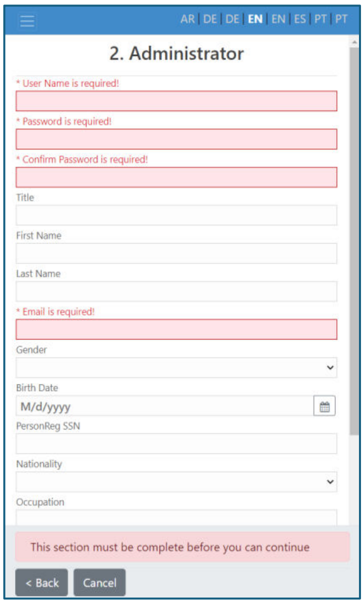
When the goAMLWeb app is viewed on mobile devices, or when the browser width is less than 768 pixels, the mobile registration view is shown which optimizes the registration forms for mobile devices. The layout shows either 2 or 1 columns of fields depending on the size of the display.

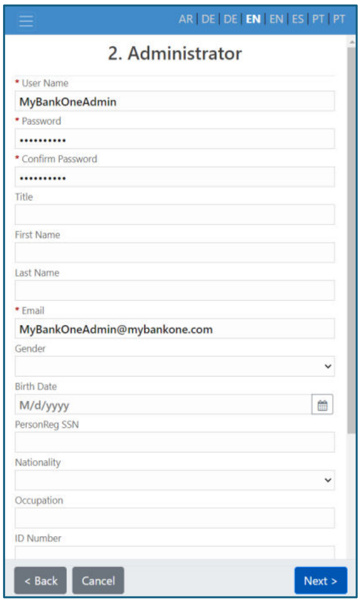




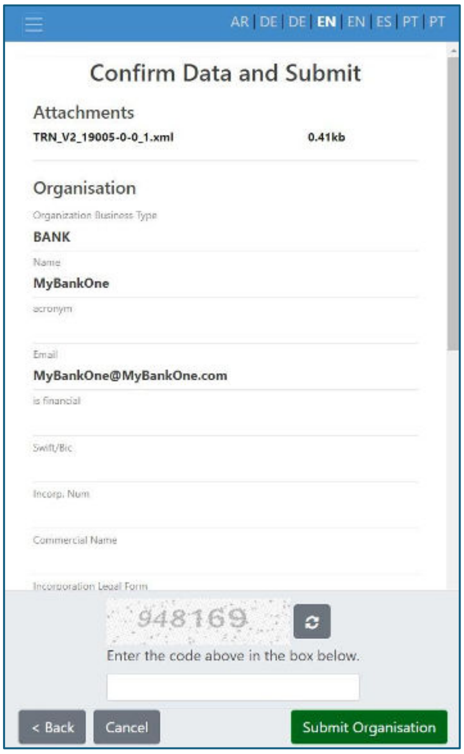
The mobile view is different in that the navigator is fixed at the bottom of the screen, and each section must be filled out before the user can navigate to the next section. Once the section is valid the Next button will be available. The user can also move Back to the previous section or Cancel which will show a dialog to confirm the cancellation before returning to the Registration Selection screen.

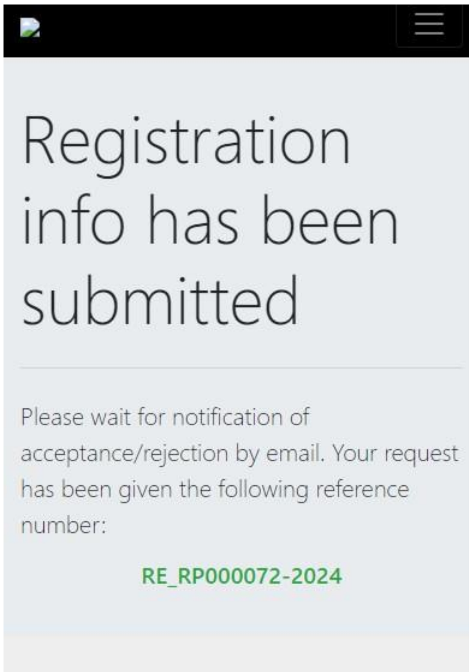






After the final section has been completed the Confirm Data and Submit screen is shown where the user enters the CAPTCHA code as normal and submits. The confirmation screen is then shown with the reference number as per the desktop registration.





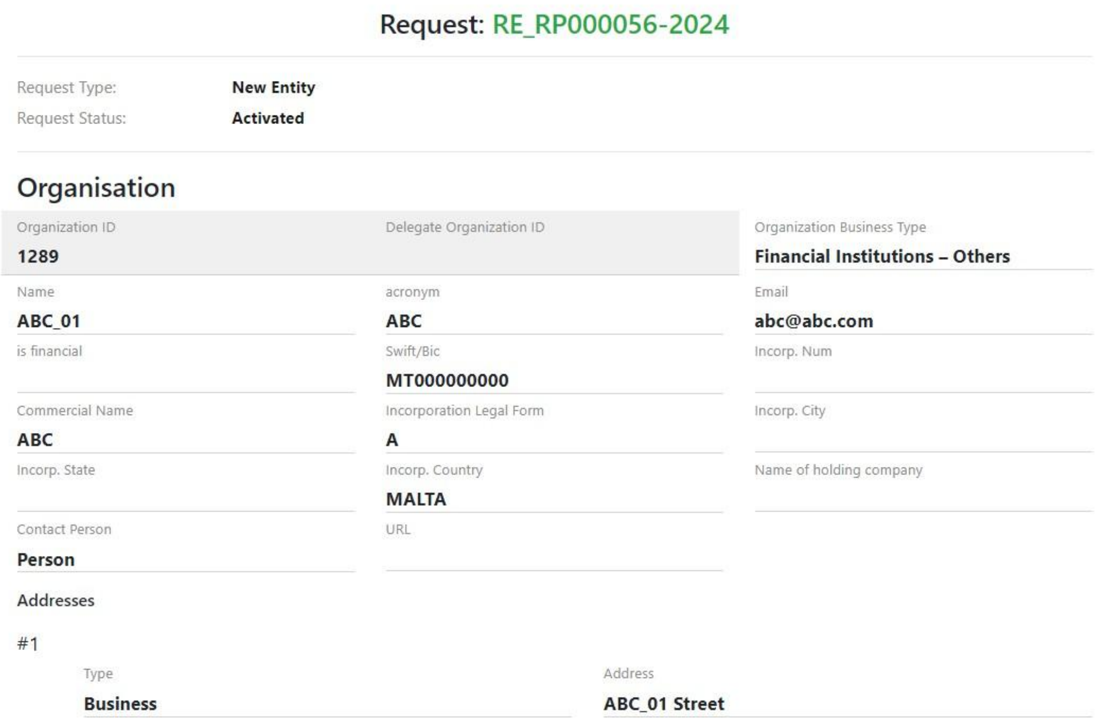
5.3 Change Requests

5.3.1 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

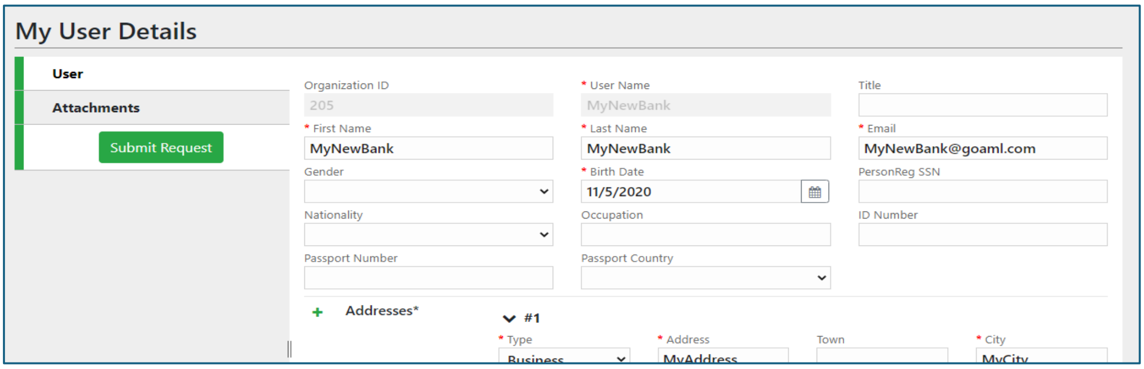
My User Details

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:

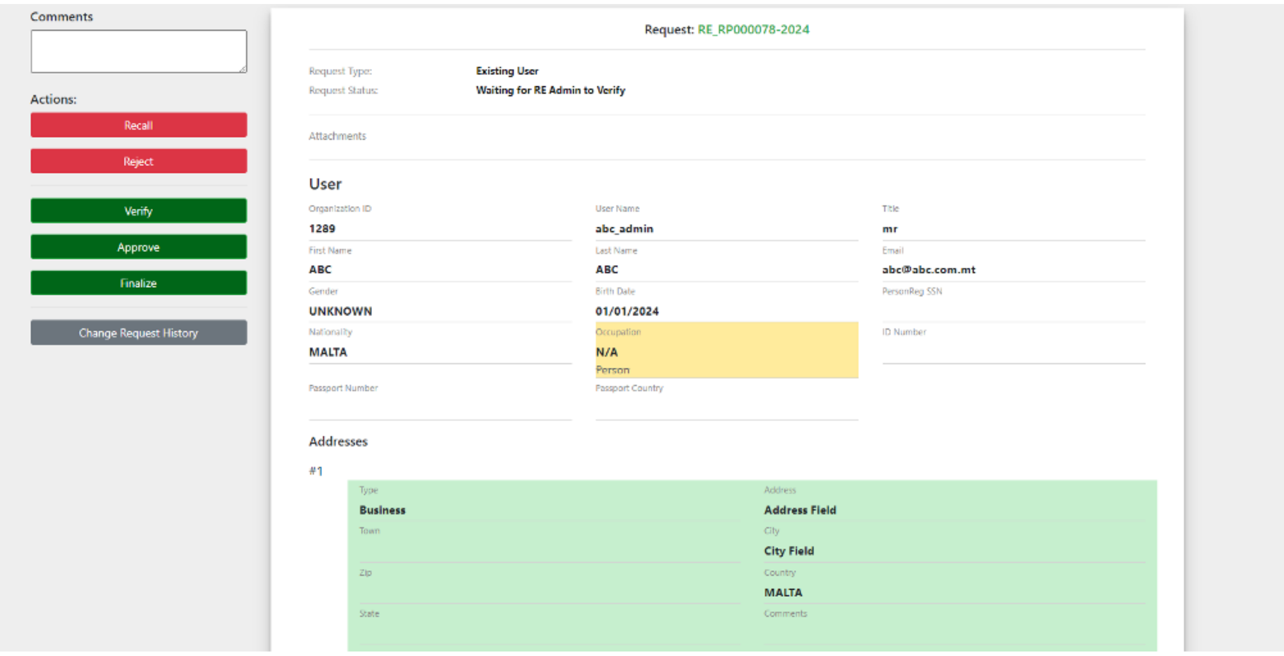


NRF 11

If the user has permission to 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.



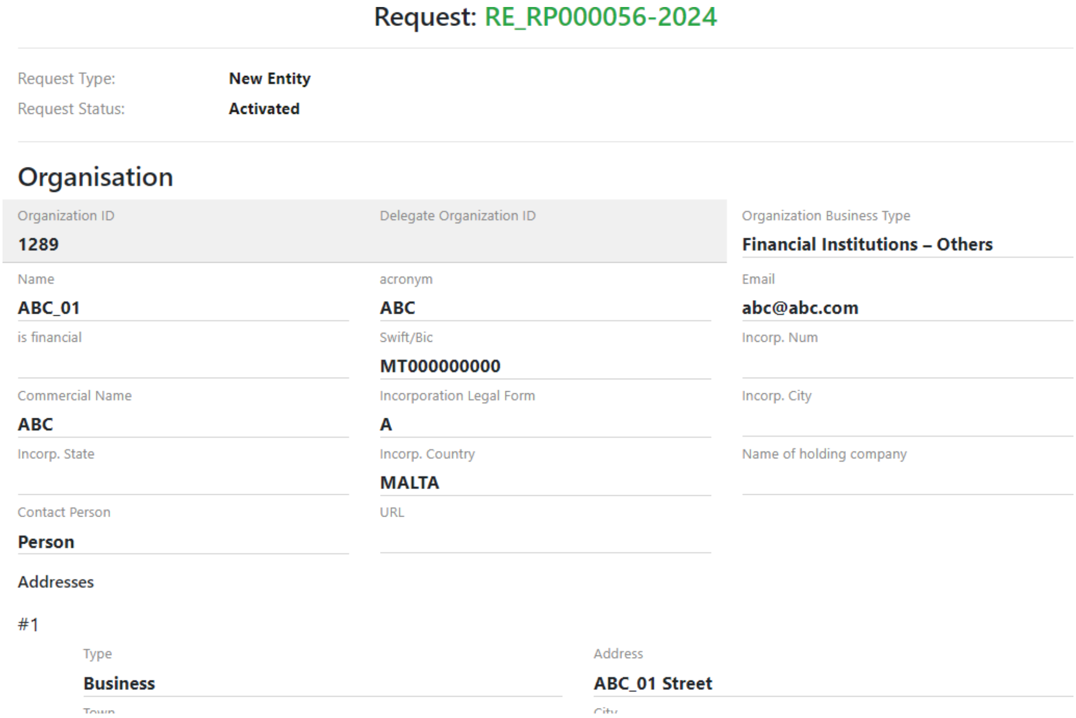
This form can be updated, and the request submitted via the Submit Request button. After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to My User Details until the request is finalized (i.e. either recalled, rejected or approved).



NRF 12

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_RP000056-2024

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

Organisation

Organization ID	Delegate Organization ID	Organization Business Type
1289		Financial Institutions – Others

Name	acronym	Email
ABC_01	ABC	abc@abc.com

is financial	Swift/Bic	Incorp. Num
	MT000000000	

Commercial Name	Incorporation Legal Form	Incorp. City
ABC	A	

Incorp. State	Incorp. Country	Name of holding company
	MALTA	

Contact Person	URL
Person	

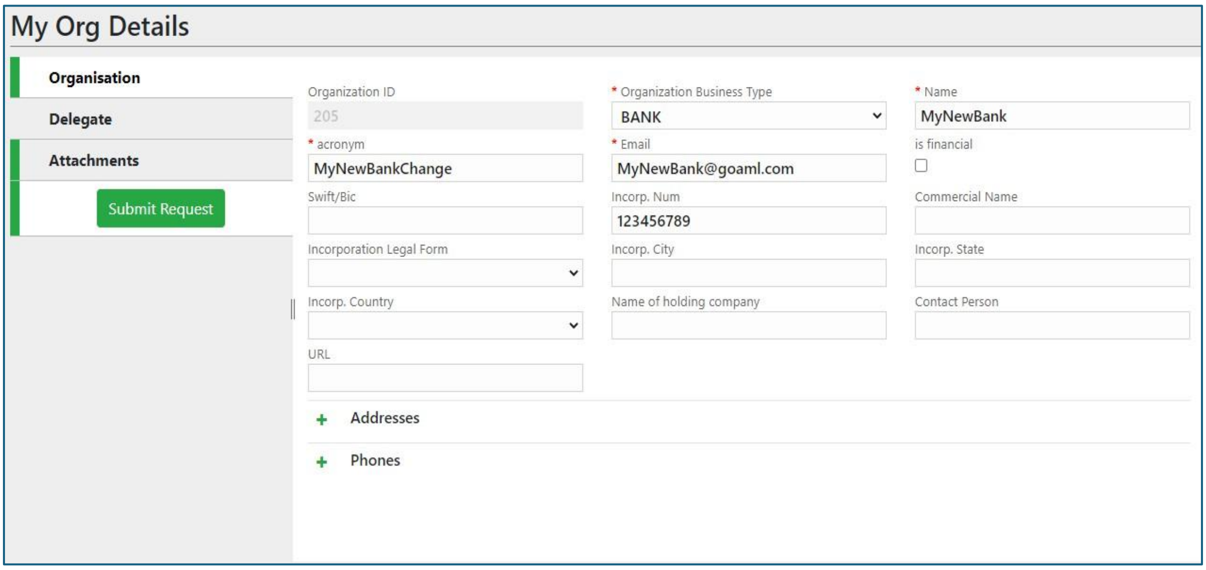
Addresses

#1

Type	Address
Business	ABC_01 Street

NRF 13

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 Reporting Entity users that they are registered with, regardless of


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	

Swift/Bic	Incorp. Num	Commercial Name
	123456789	

Incorporation Legal Form	Incorp. City	Incorp. State

Incorp. Country	Name of holding company	Contact Person

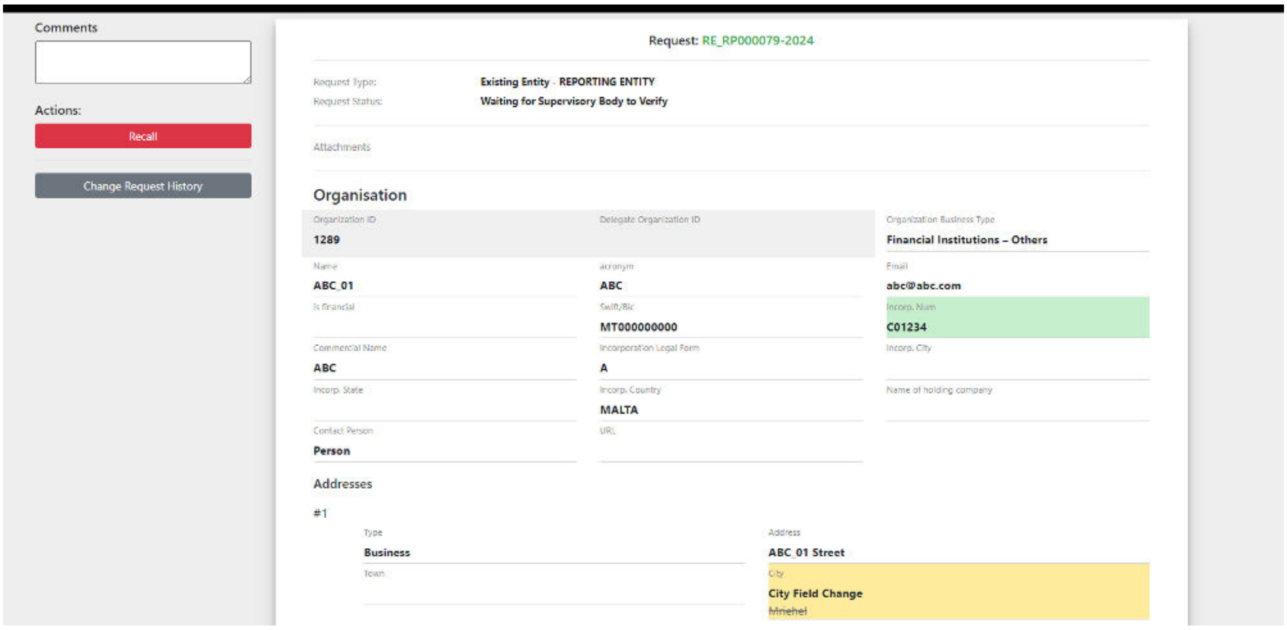
URL

+ Addresses
+ Phones

NRF 14

which entity they may be logged in as if there are Reporting Entities delegating.

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 finalized (i.e. either recalled, rejected or approved).



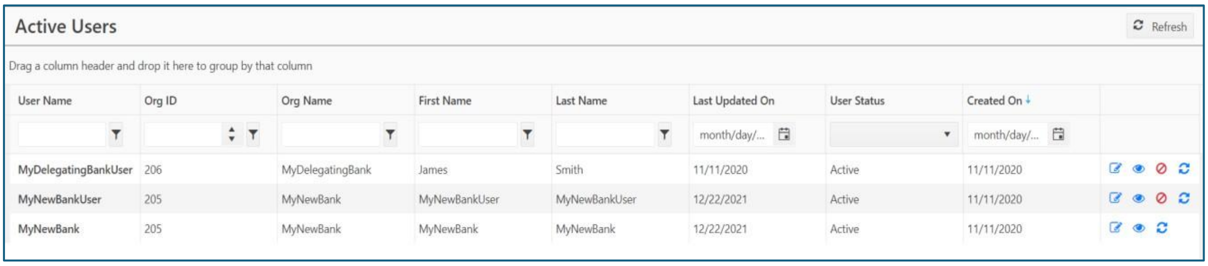
NRF 15

5.3.2 Users

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

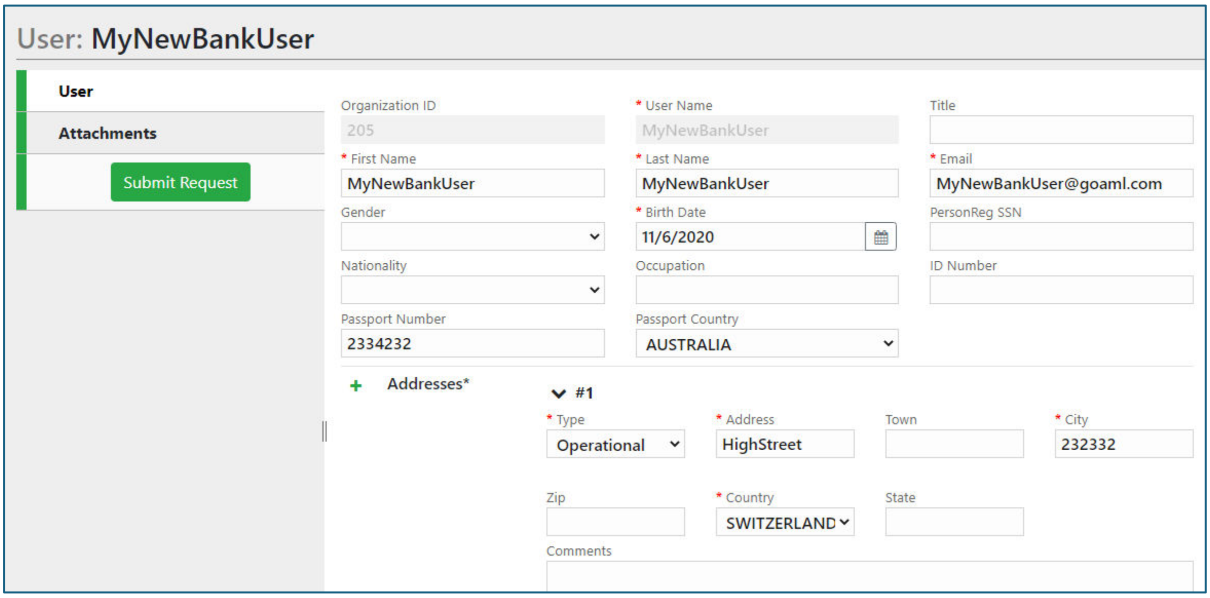
Users from Delegating Organisations will only appear in the grid if the setting **AllowManagementOfDelegates** is enabled (Admin > Settings > Site Configuration)

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)



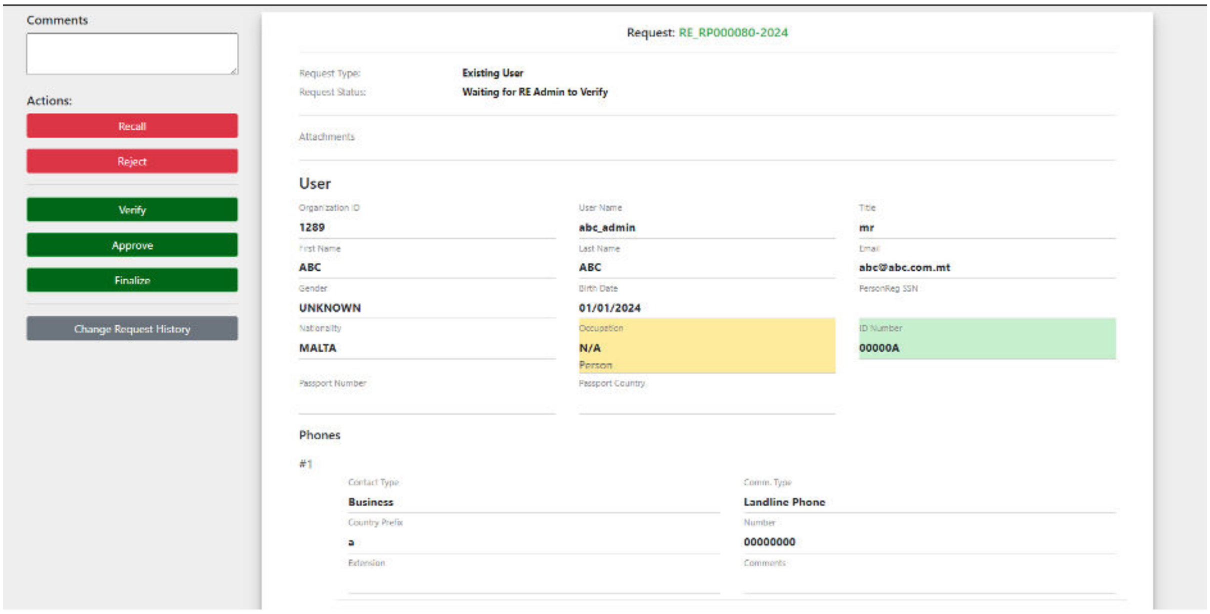
NRF 16

Selecting the button will cause a new dialog to open containing the form for the change request as shown below.



NRF 17

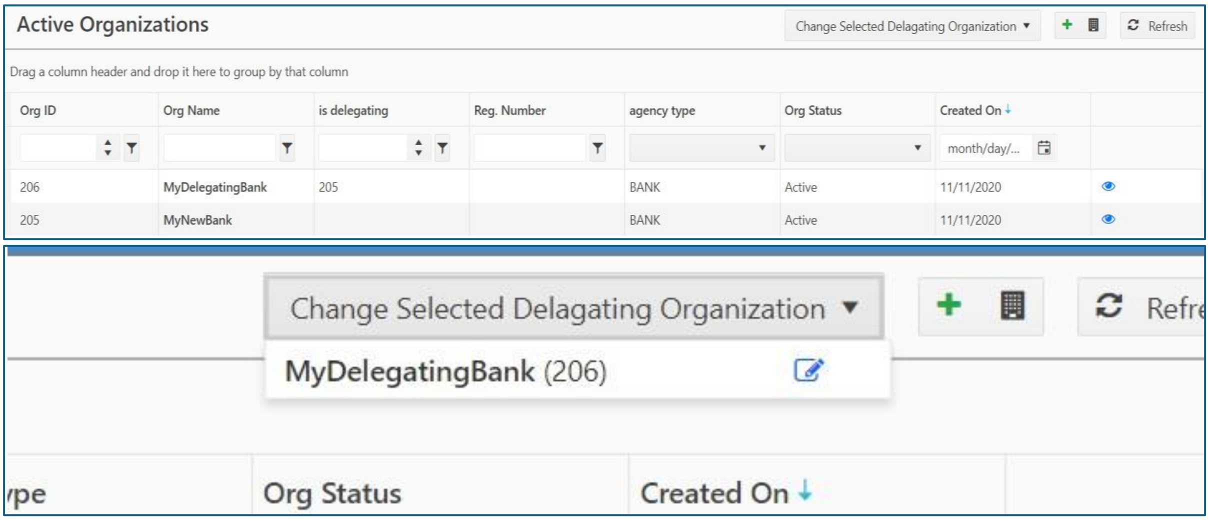
It is not possible to submit a change request for a user who currently has a pending change request. If this is the case the new window will open containing the pending change request and any actions that are available, for example:



NRF 18

5.3.3. Organisations

Change Requests for other organisations can be raised from the Active Organisations page. In order to do this at the top of the page there is a drop down called Change Selected Delegating Organisation that contains the list of organisations that are delegating to the reporting entity of the logged in user.



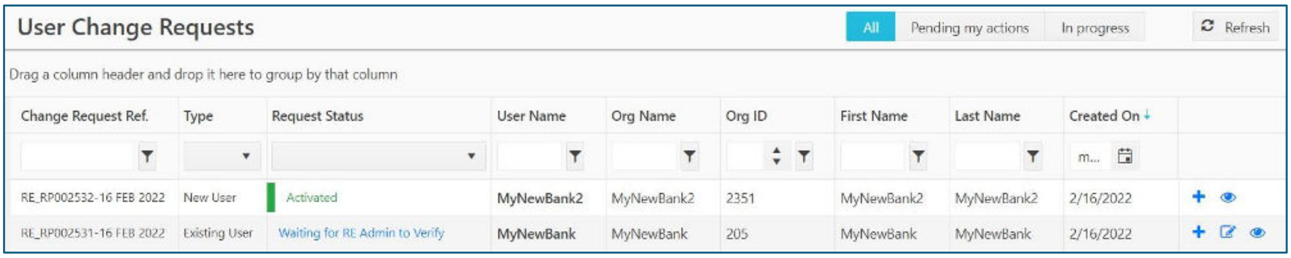
NRF 19

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

5.4 Managing Change Requests

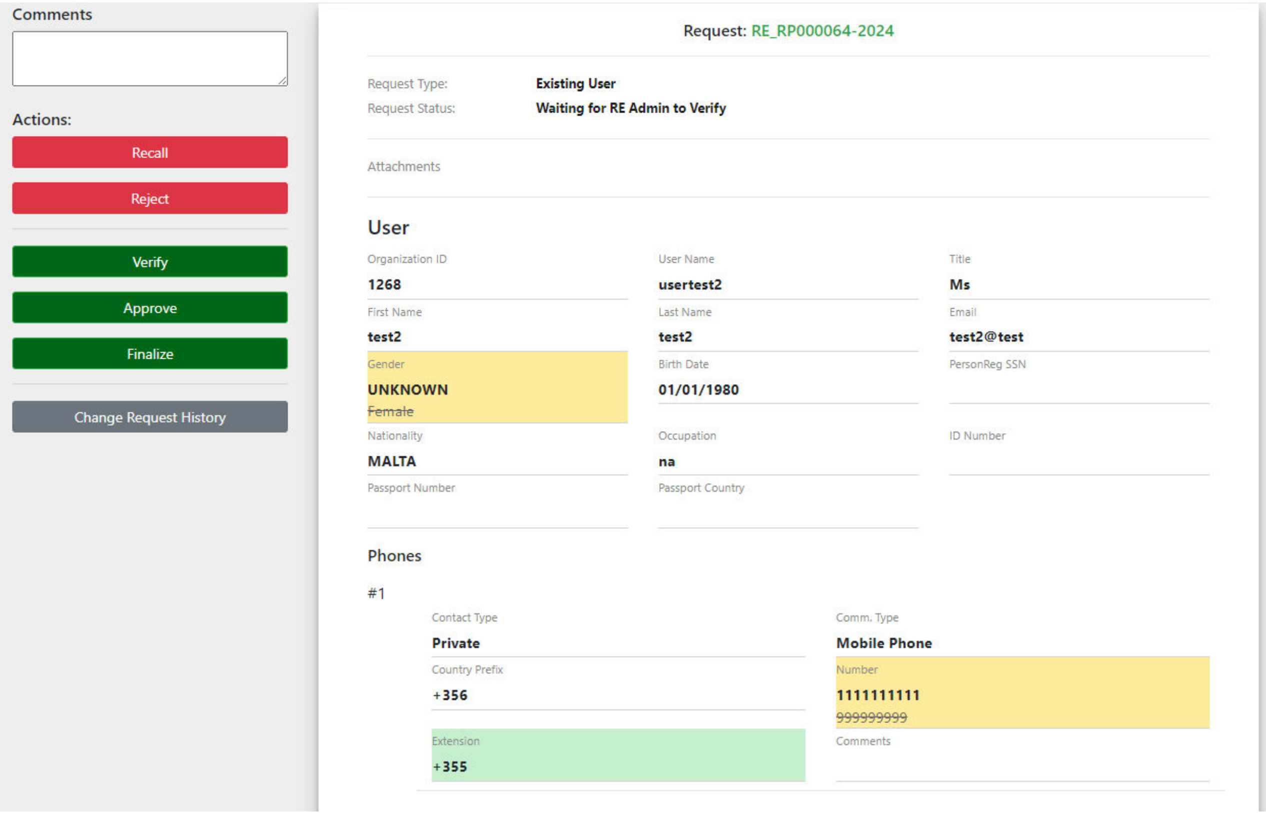
5.4.1 Change Request Actions and History

In the User Change Request grid, when an action is still pending on a request the Request Status column will be shown as a hyperlink.



NRF 20

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

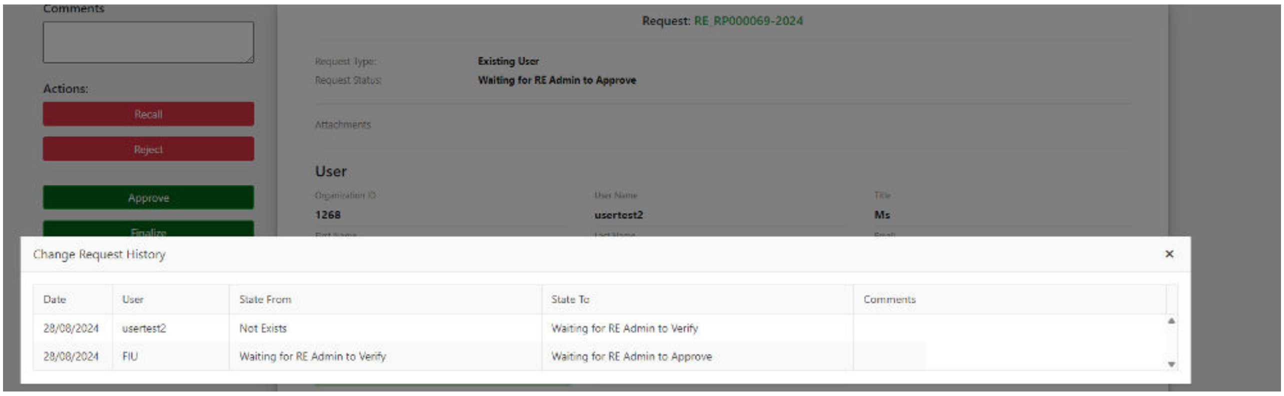


NRF 21

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.

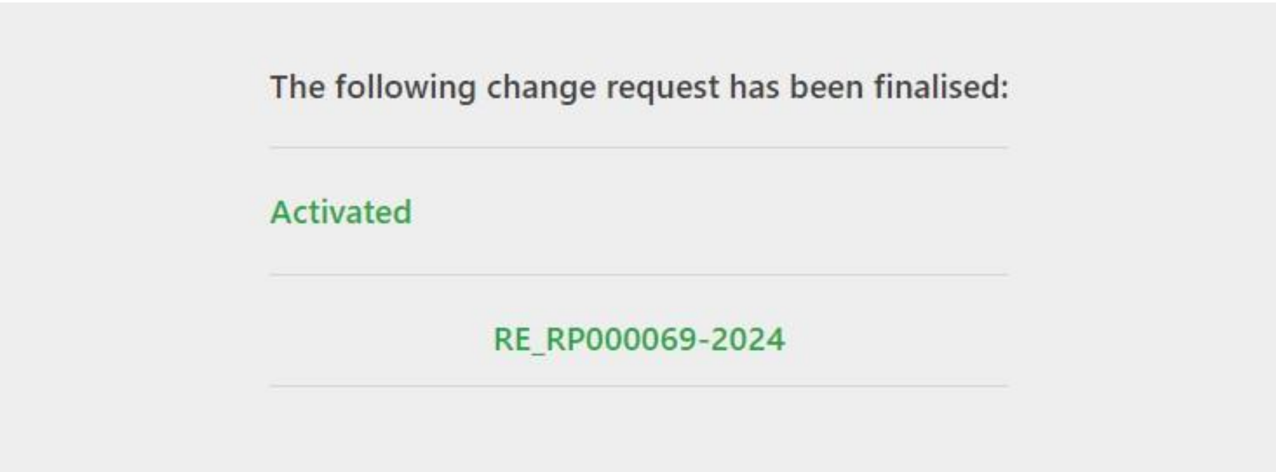
On the left-hand side are the available actions. These actions are determined by the

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:



NRF 22

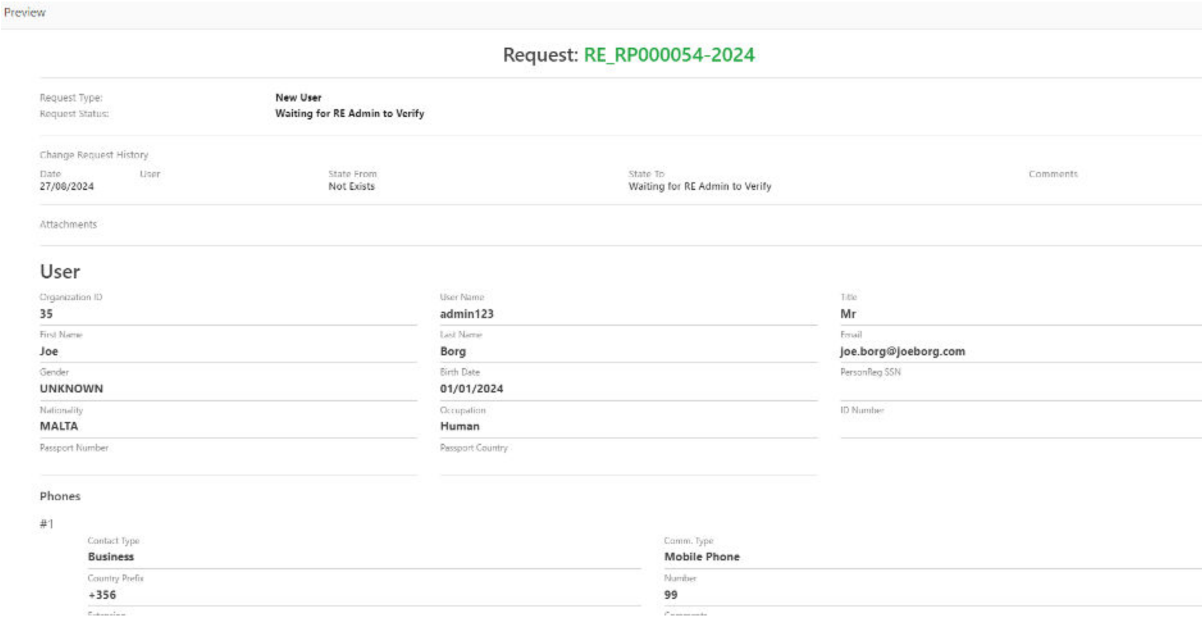
When a change request is moved to a final state, the state and the change request number will be shown similar to the image below. Here the change request has been



approved which results in state Activated. The other possible final states are Rejected and Recalled.
NRF 23

5.4.2 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.



5.4.3 Change Request Workflows

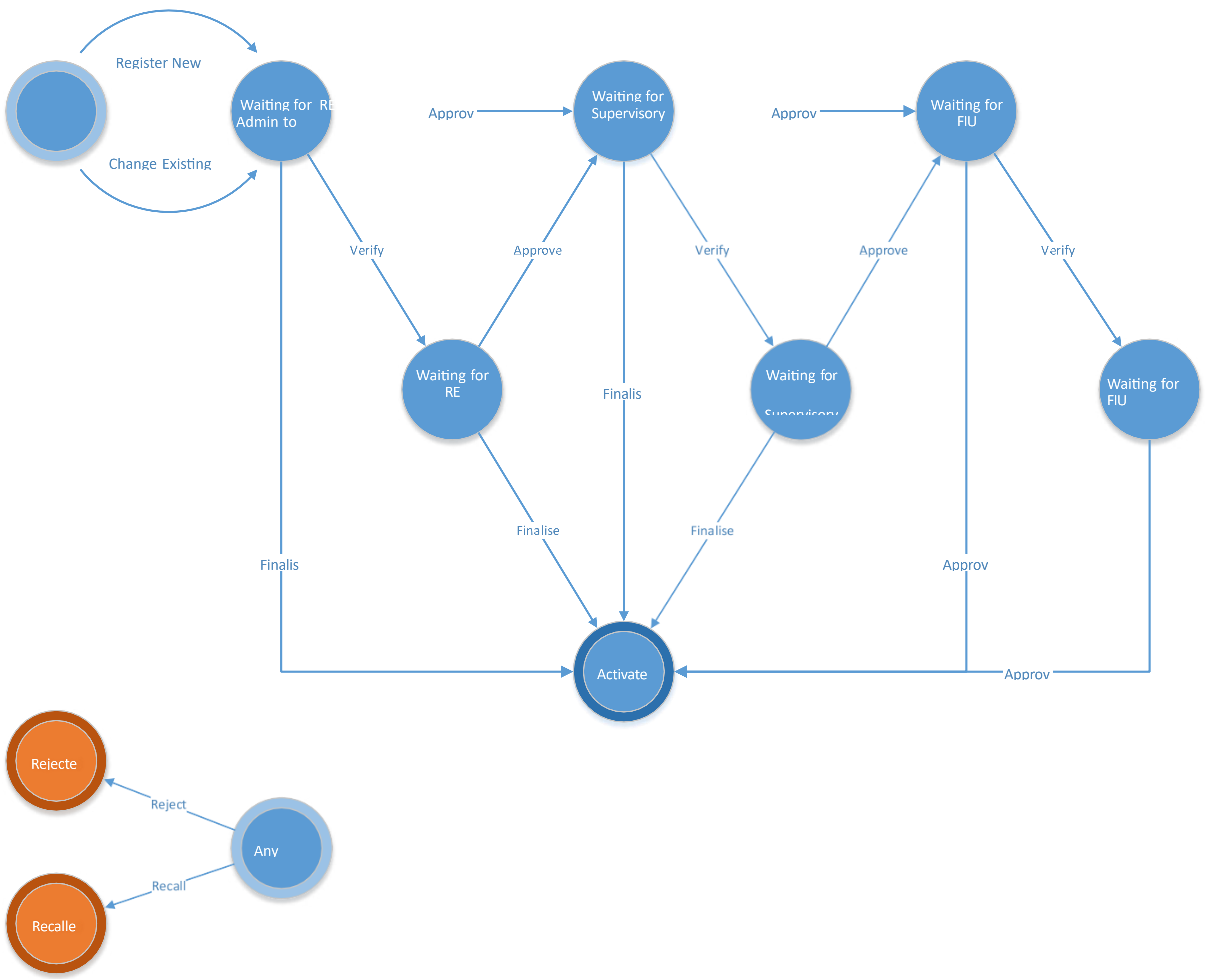
The state transition diagrams show the possible flows of a change request from being created to being Activated, Recalled or Rejected

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

Table 1: Change Request Workflow permission examples

User Change Request Workflow

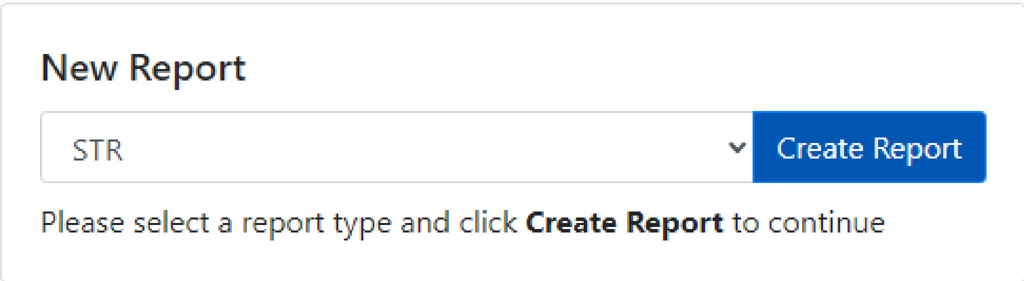


6. New Web Report Forms

6.1 Creating a Web Report

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

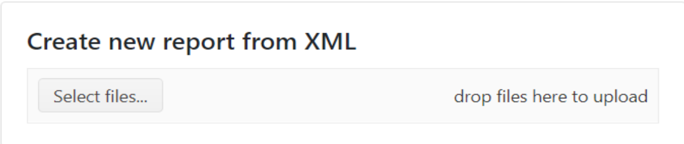
Before a report can be created the report type must be selected as different report types have different fields and layouts. In particular each report type is either a Transactions Report or an Activity Report. Select the required report type, for example STR as shown in the image below and then select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



6.2 Creating a Web Report from existing XML

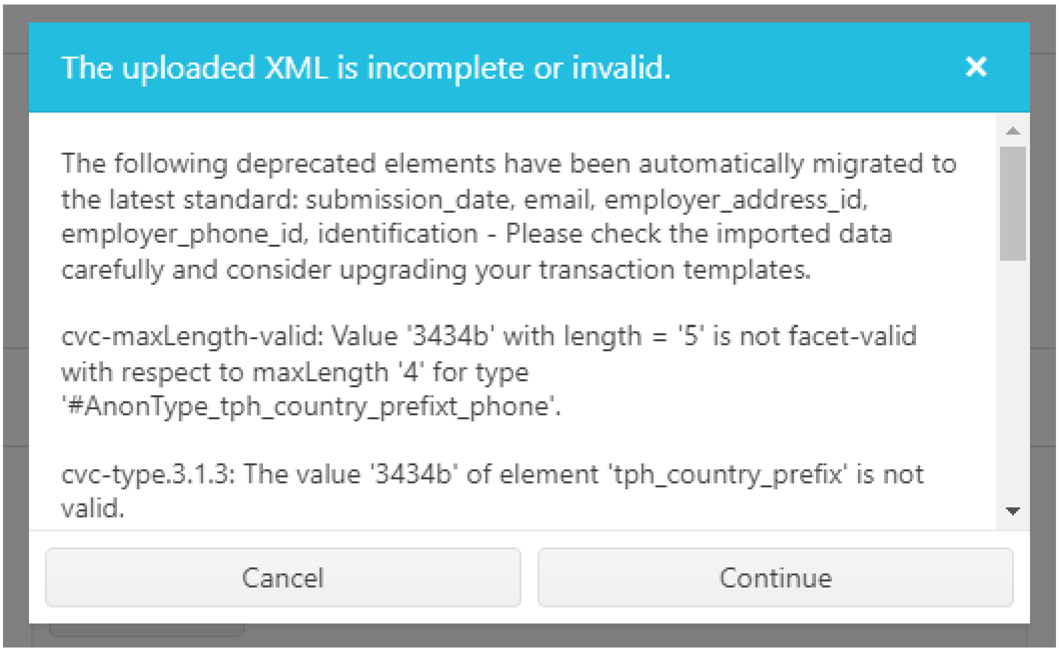
Manual web reports can also be created by uploading partial or full XML reports that are in the same structure as determined by the goAML schema. The report type must exist in the XML so that the correct templates can be loaded for the manual report.

Dragging the XML to the Create new report from XML box or clicking Select files… to open the file selector will load the XML report into a new web report and assign it a new web report ID. The web report can now be edited, saved to draft and submitted



as a normal web report.

If the XML that is uploaded is either invalid or from a previous schema and has data in deprecated elements there will be a dialog informing the user that the XML should be corrected upgraded.

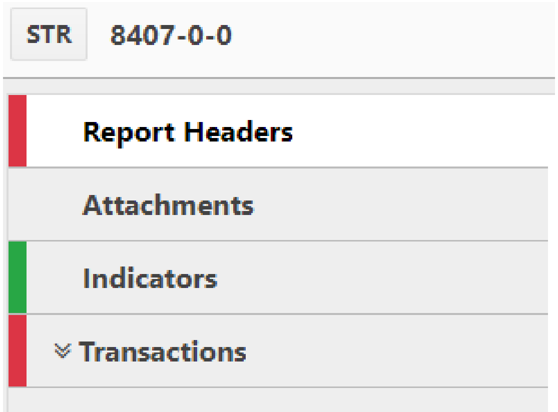


There will be a best effort to migrate the data in the deprecated elements to the new schema elements. The transformation that is applied is from the XLST that can be found in Appendix II.

6.3 Report Main Page

6.3.1 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.

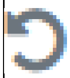
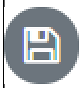
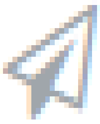
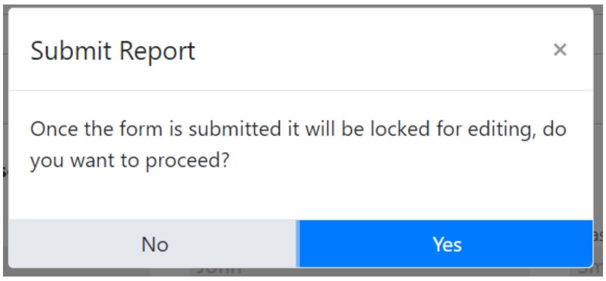


The Report Tab in the Navigation Panel is selected by default and is the Report Main Page. In this tab is the report ID and the actions that can be associated with a report.

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.

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

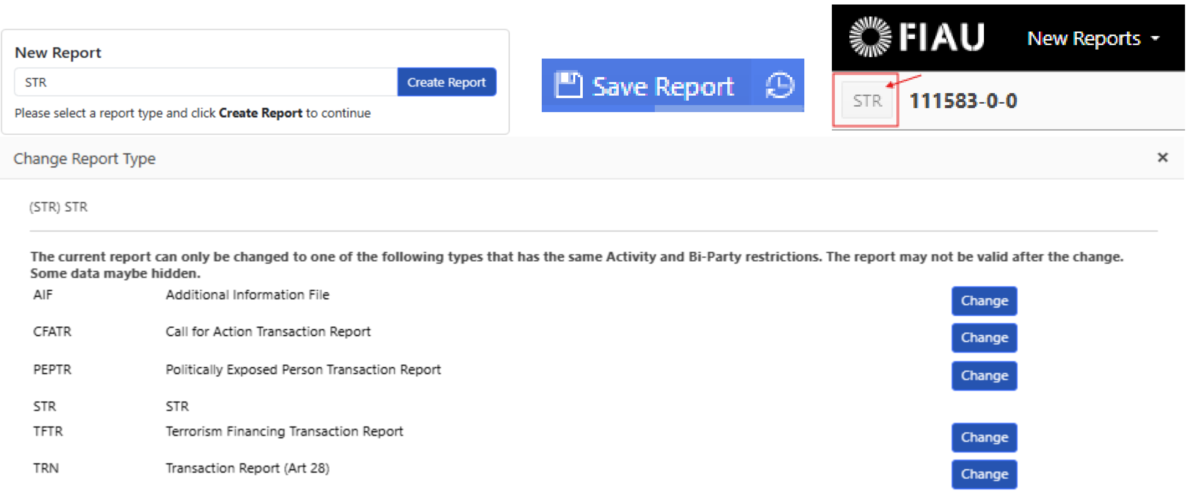
The actions on the Report Tab are:

	Undo Delete This is only shown after a Delete operation. When clicked the deleted object will be restored.
	Save 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.
	Print Preview 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 there is no discrepancy between what is shown in the form and what is shown in the preview.
	Submit 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. Clicking the submit button will show the dialogue below.  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.

6.3.2. Switching Report Types

When a report is being edited, if the incorrect Report Type was used when the report was created either by creating a new Web Report or uploading and XML, the report type can be changed in the Web Report Editor. Hovering the cursor over the Report Type in the Report Main Page Tab shows the current report type translation.

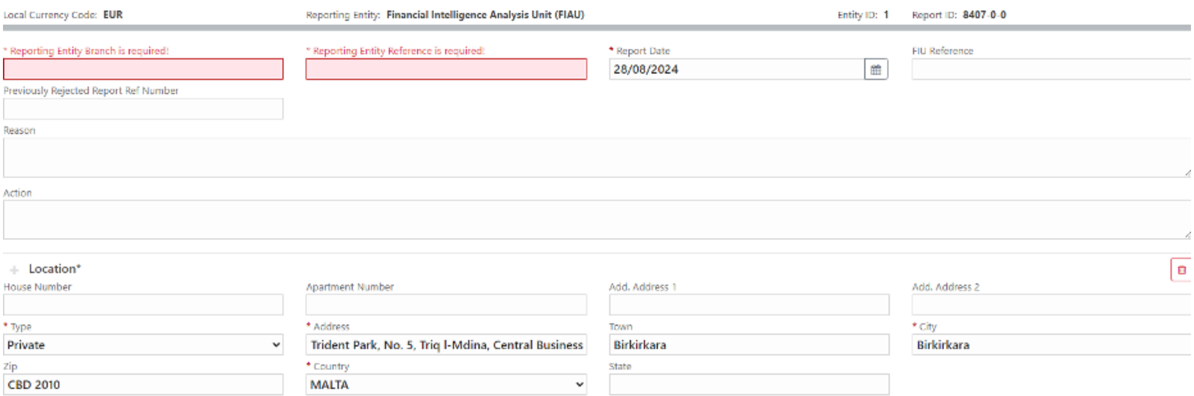


This dialog lists all of the report types that the current report can be changed to. This is a list of report types with the same restrictions for Activity and Bi-Party Transactions as the current report. For example, a Multi-Party Report cannot be changed to a report type that is Bi-Party only.

Selecting a change button for one of the listed report types will reload the report page with the new report type. This will also load all of the templates for that report type (see Form Customisation below).

6.3.3 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.



6.4 Attachments

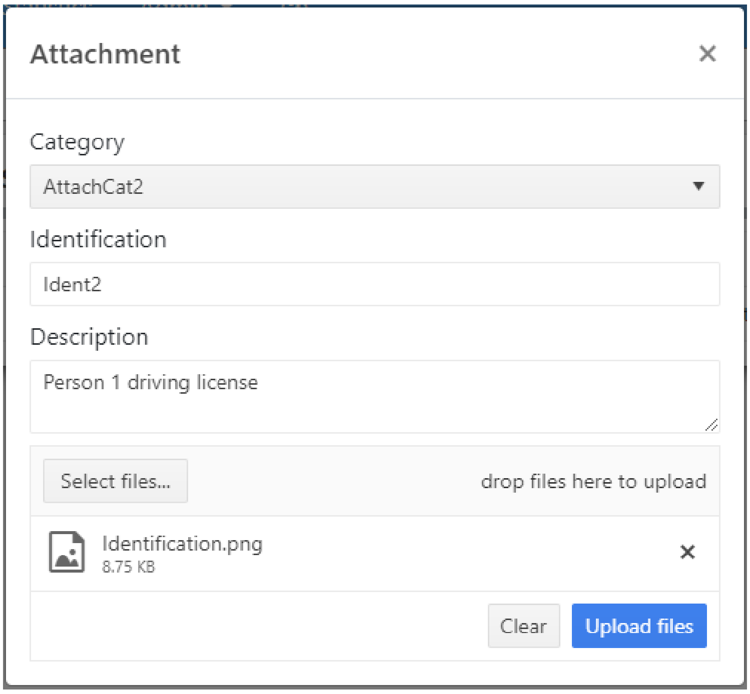
6.4.1 Attachments Tab

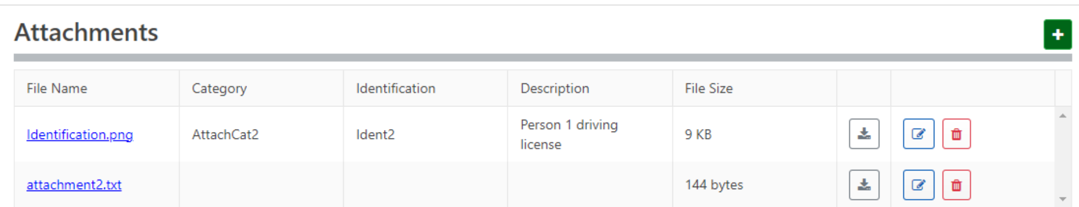
Selecting the attachments tab will show the attachments upload form. The total number of attachments uploaded to the report is shown in a badge next to the Attachments header.

6.4.2 Attachments Form

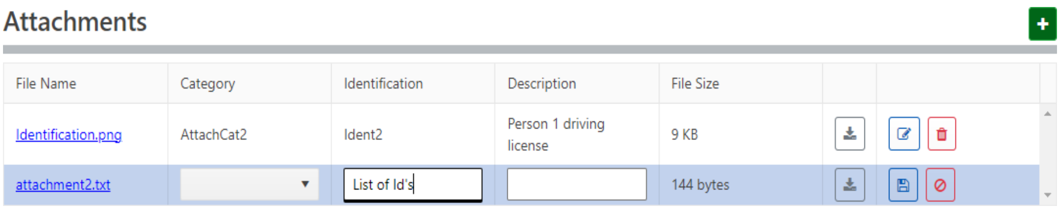
The attachments form displays a list of the attachments that have been uploaded for the report.

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. When adding an attachment, a Category, Identification and Description can be added.





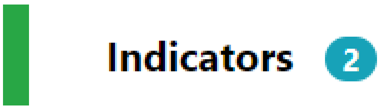
Attachment meta data can be edited after upload.



6.5 Indicators

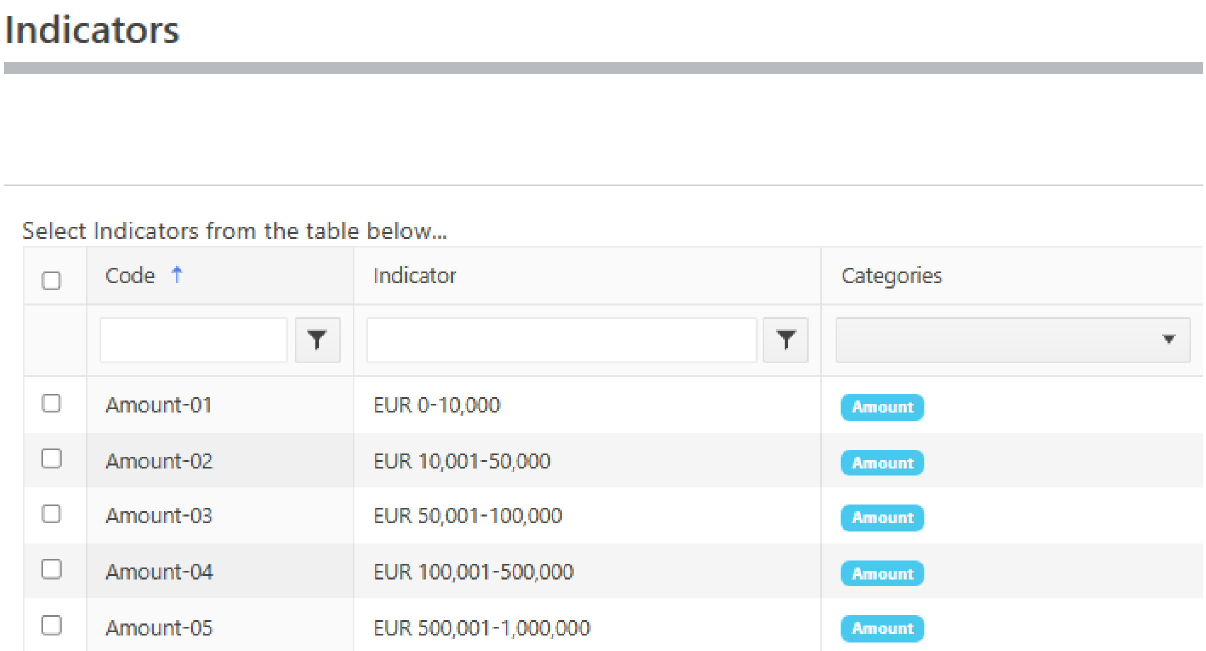
6.5.1 Indicators Tab

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.

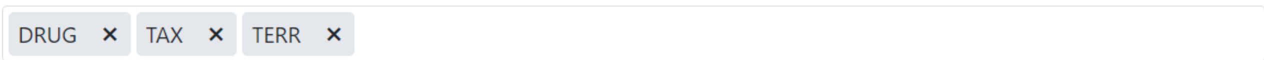


6.5.2 Indicators Form

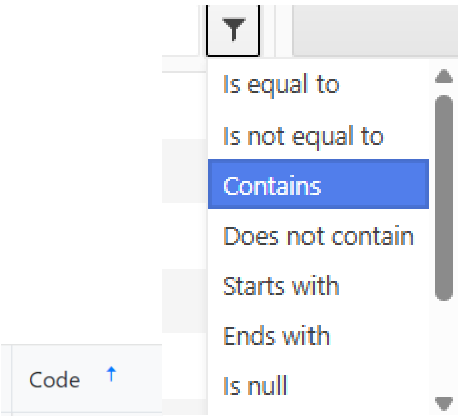
The indicators form allows the navigation, selection and deletion of Report Indicators associated with the report. To select an indicator, check the box on the left of the indicators code in the main list. Each of the indicators are assigned to categories as can be shown below.



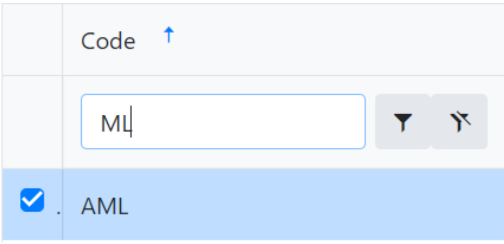
	Code	Indicator	Categories
	Amount-01	EUR 0-10,000	Amount
	Amount-02	EUR 10,001-50,000	Amount
	Amount-03	EUR 50,001-100,000	Amount
	Amount-04	EUR 100,001-500,000	Amount
	Amount-05	EUR 500,001-1,000,000	Amount



The list can be sorted alphabetically (forward A-Z or reverse Z-A) by code or by indicator. This is done by clicking next to 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. Each of the three columns can also be filtered as required.

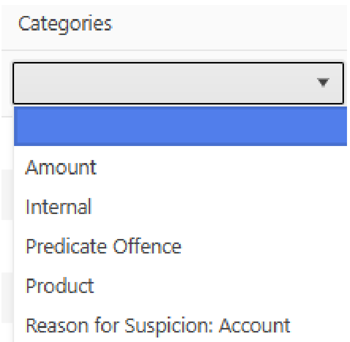


The list can also be filtered by text that is in the code or indicator. The image below shows the list filtered to show all indicators whose code contains the text ML.



6.5.3 Indicators Categories

The indicators' categories are as follows, which column can be filtered to only show indicators in a particular category by either selecting the category from the drop-down list or selecting the category name in one of the indicator rows.



6.6 Transactions

6.6.1 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.

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.

The actions on the transactions list are:

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

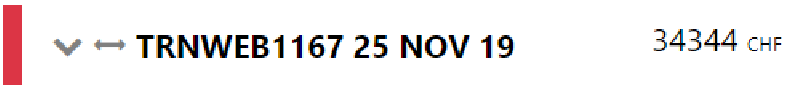
6.6.2 Transactions List

Transactions

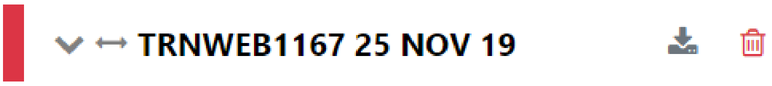
Status	Number	Date	Local Amount	Transmode Code	
✖	TRNWEB0819 21 NOV 19	11/8/2019	123	ATM	
✖	TRNWEB0820 21 NOV 19	11/7/2019	123	Remittance	

6.6.3 Transaction Tab

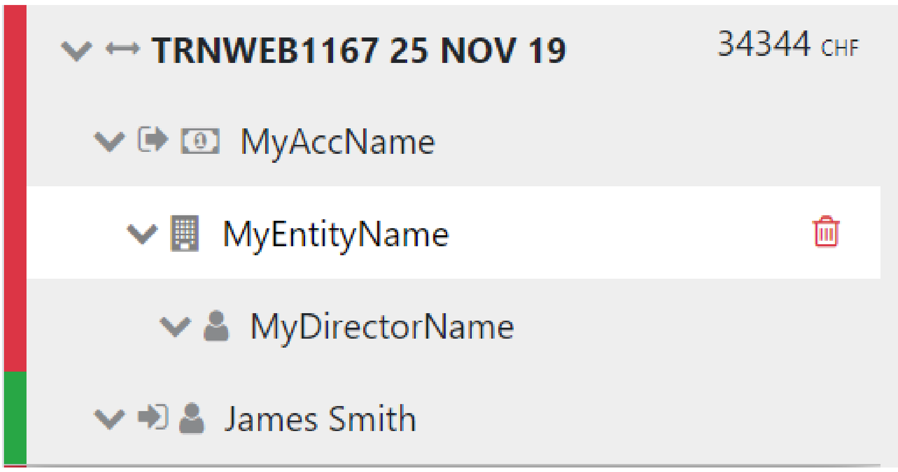
Selecting the Transaction tab the transaction form in the editor for that particular transaction. The indicator ↔ or shows if the transaction is a Bi-Party or Multiparty and the transaction number and amount are also displayed.



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



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 an 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.

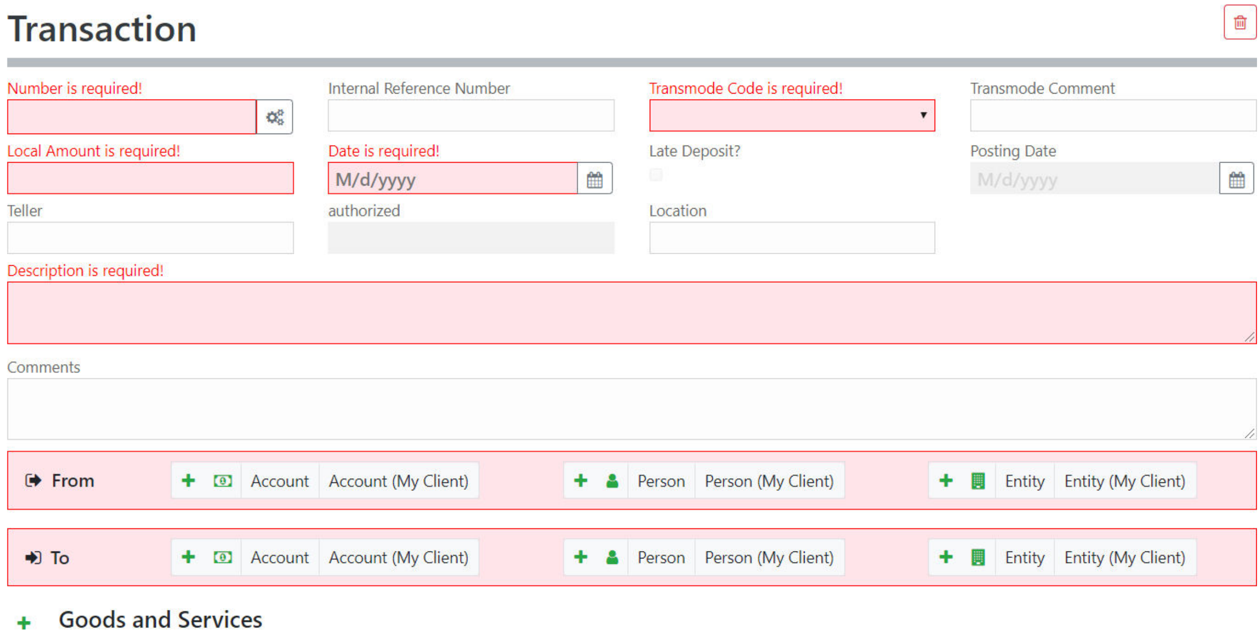


	Expand / Collapse
↔	Bi-Party Transaction

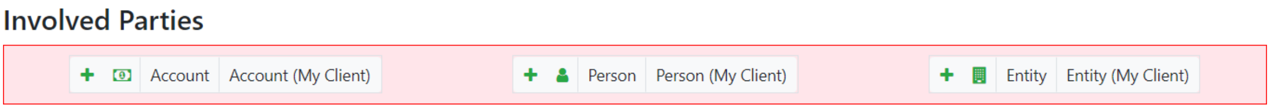
	Multi-Party Transaction
	From
	To
	Account (account name is shown as title)
	Entity (entity name is shown as title)
	Person including Directors (first name and last name are shown as title)

6.6.4 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.



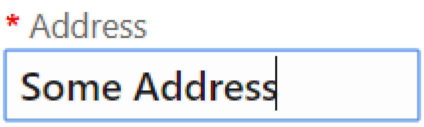
Multi-party transactions appear the same except there is a section for Involved Parties as shown below instead of the From and To sections.



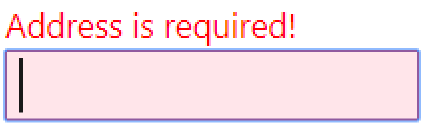
To add a party to either the From, To or Involved Parties select one of the 6 buttons Account, Account My Client, Person, Person My Client, Entity or Entity My Client.

Fields

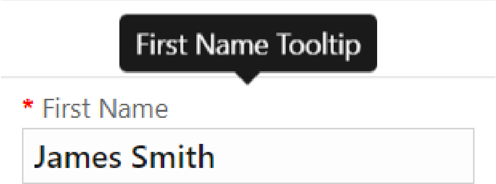
Mandatory fields are shown by a red asterisk next to the field name.



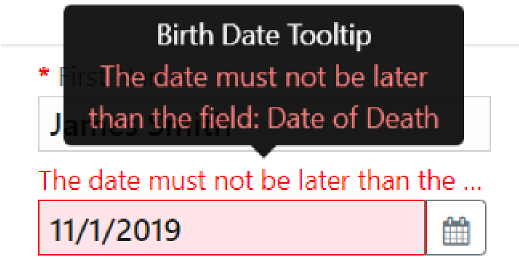
If there are validation errors on the field, the field is highlighted pink, and the error is shown in place of the field name.



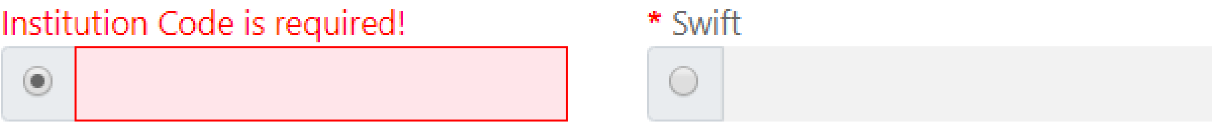
Hovering the mouse pointer over the field name provides a Tooltip for the field. There may be extra information available here to determine what values should be entered.



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

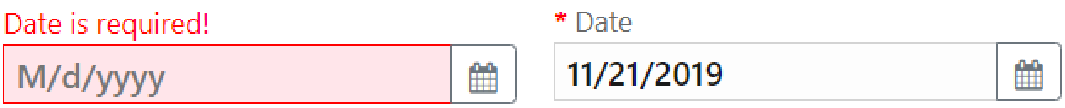


Some fields are mutually exclusive, such as the institution code and swift in the Account object. Only one of them can be selected and is required. Use the radio buttons on the left of the field to activate the field before entering data.



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.

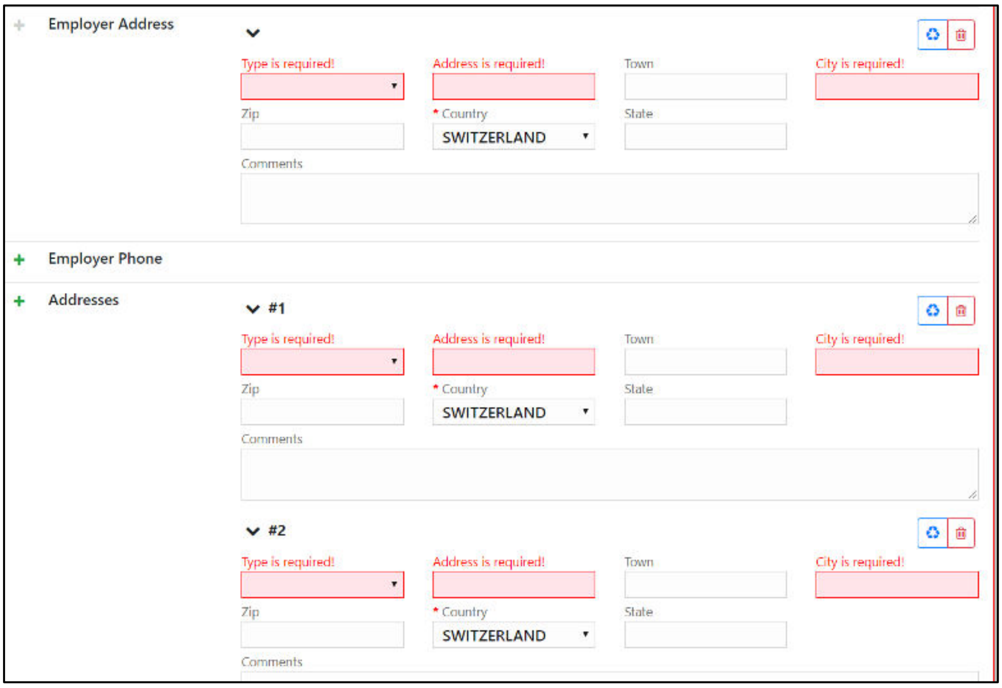
The second two images below show the same date field but with the en-US culture code selected which shows a different placeholder with the date format when the field is empty.



Collections

Some objects contain a collection of other objects, for example Error! Reference source not found. Below shows some of the collections for a Person object.

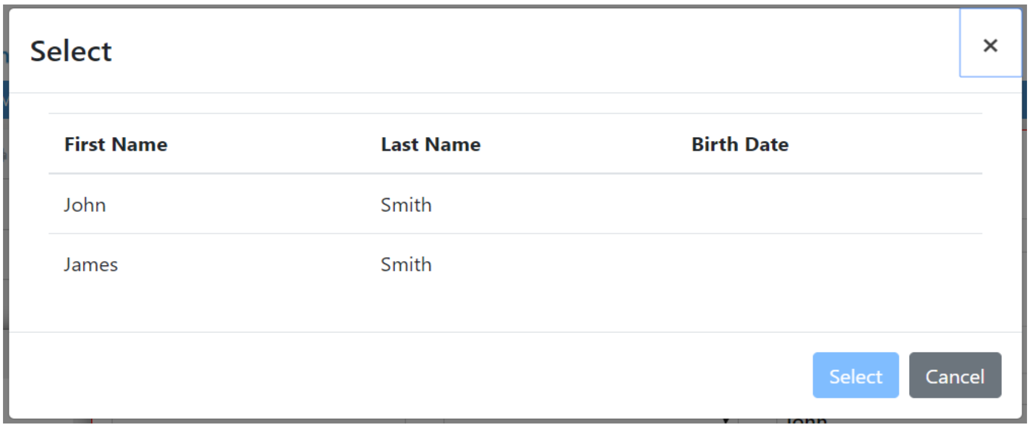
Clicking on the ✚ button on the left of the collection name adds another object to this collection. Once the maximum number of objects has been added the button is greyed out. In the image below the Employer Address button is greyed out because only a maximum of 1 object can be added. Whereas the Addresses 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.



6.6.5 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.



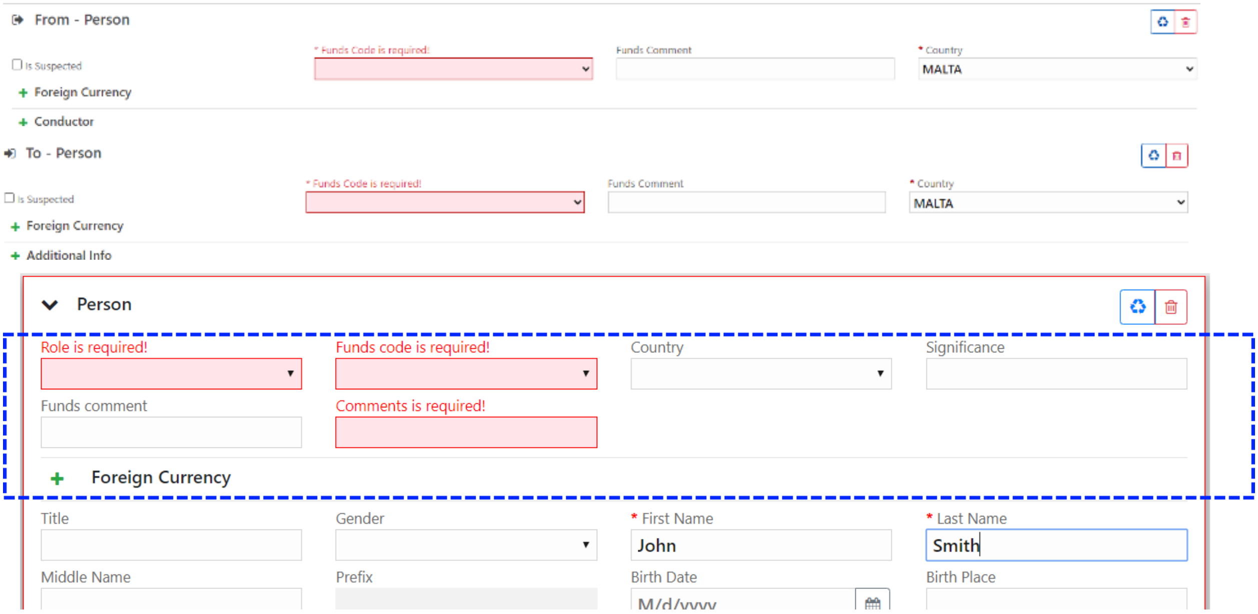
Select a row for the object you wish to re-use and then select the Select button. The data from the object will be copied into the form from where the dialog was opened.

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 instances. The headers of the reusable object are NOT copied or linked.

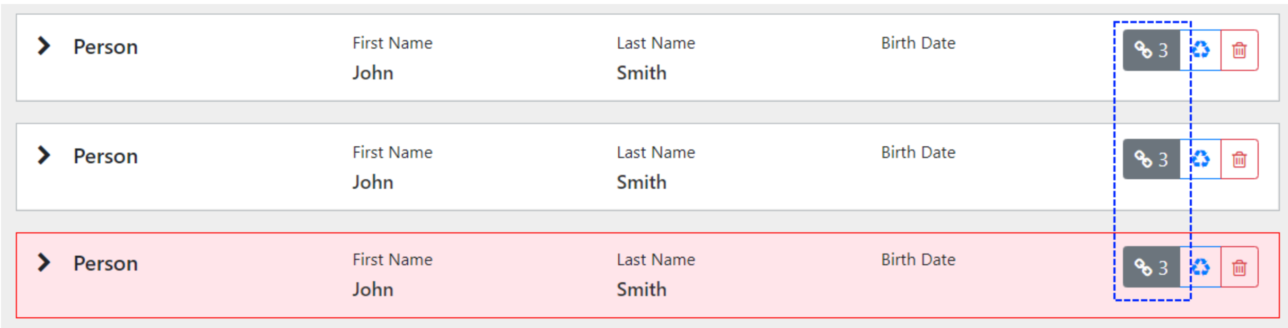
When adding a party to a Transaction the headers of the object are slightly different depending on where the party is being added to the transaction.

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.

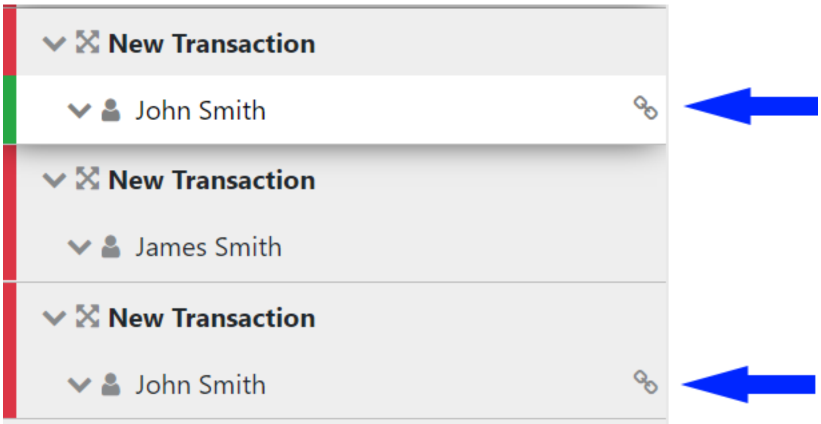
These headers are NOT copied across when an object is re-used and are specific to that party instance.



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.



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



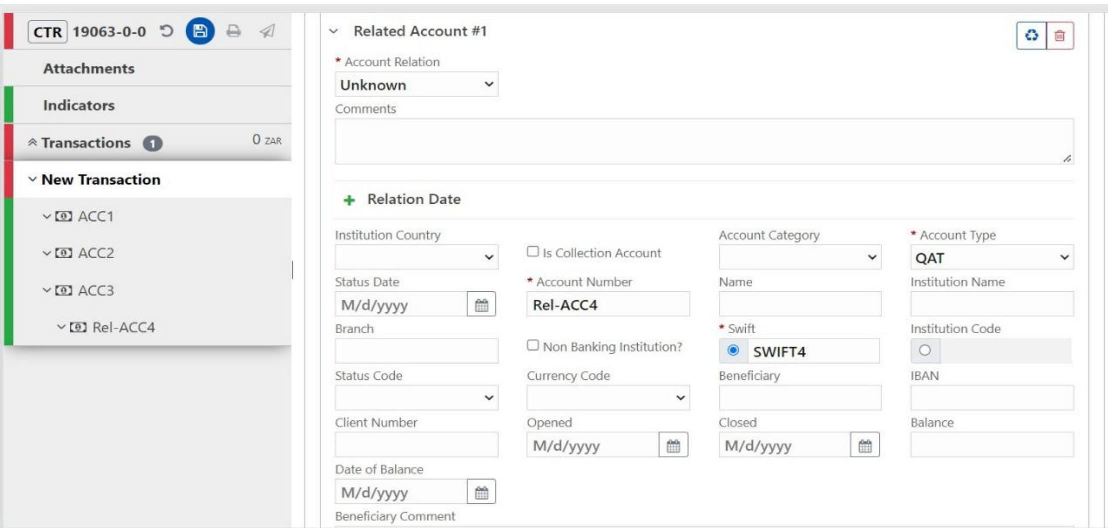
Limitation of hierarchy levels in object relations.

Accounts, Entities and Person objects can all have the ability to assign related re-usable objects.

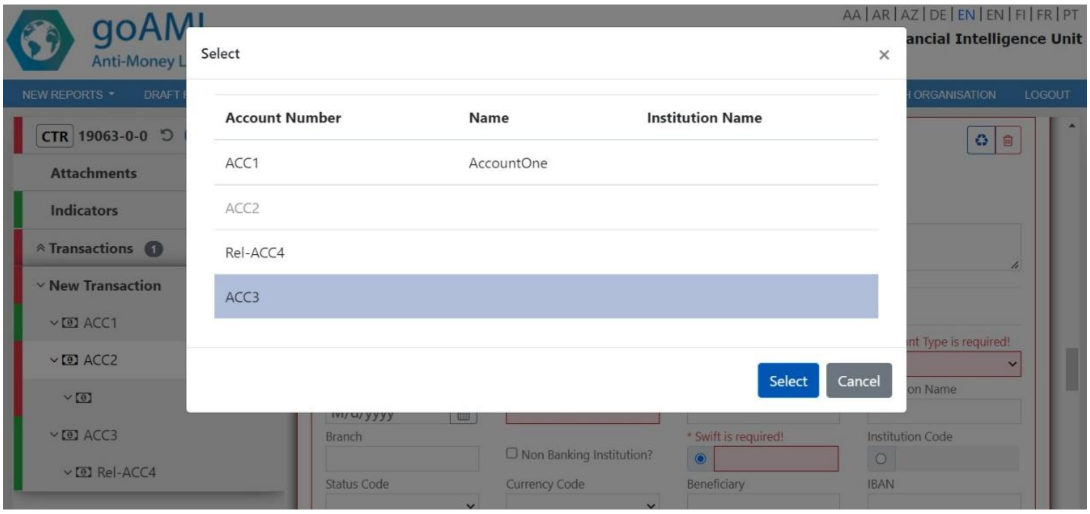
- Accounts can have related Accounts, Entities and Persons.
- Entities can have related Entities and Persons.
- Persons can have related Persons.

Between 2 objects of the same type, there can only be a hierarchy of one level deep. Therefore an Entity can have a related Entity, but the child Entity cannot also have a related Entity.

In the example below there are 4 accounts. 3 Accounts are involved parties of the transaction ACC1, ACC2 and ACC3. Rel-ACC4 is a related Account of ACC3.

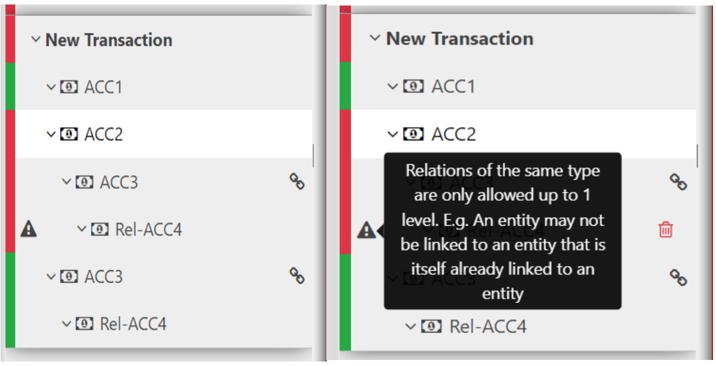


When adding a related Account for ACC2 it is possible to select ACC3 even though this Account also has a related Account.

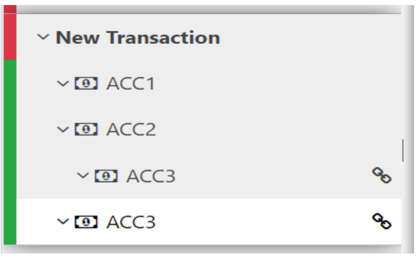


When ACC3 is added as a related Account to ACC2, ACC2 becomes invalid. This is because it has a related object of the same type (Account) that also has a related Account.

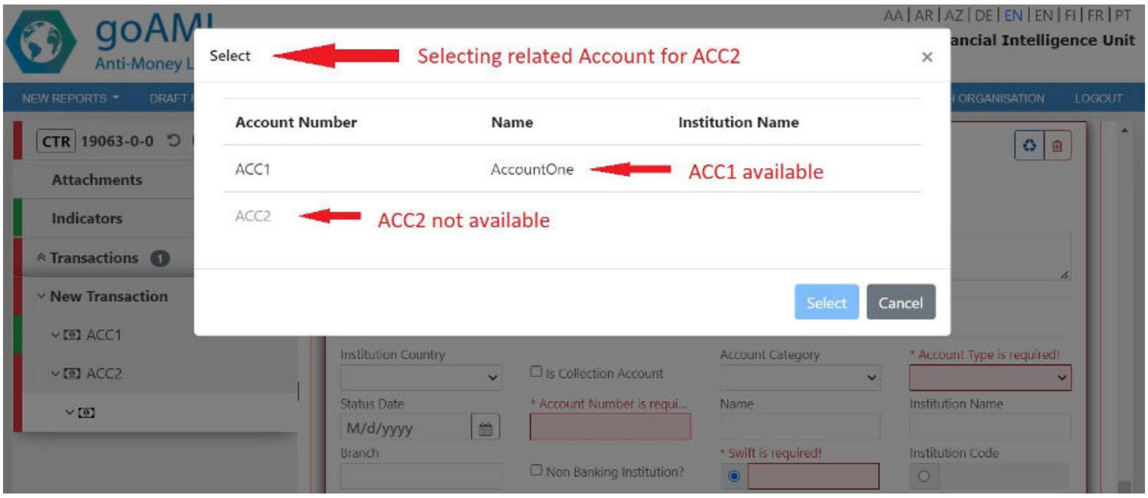
In the navigator this is shown by a Warning symbol and hovering over the warning symbol shows a tooltip explaining why the object is invalid.



Removing the Rel-ACC4 account will validate the form.



Also, when adding an existing object as a related object it is not possible to select the parent. In the example below, A related account is being added to Account ACC2 (the parent). The re-use existing object dialog is opened and the two available accounts in the report are shown. ACC1 is available for selection, but ACC2 (the parent object) is not available and cannot be added as a related account to itself.



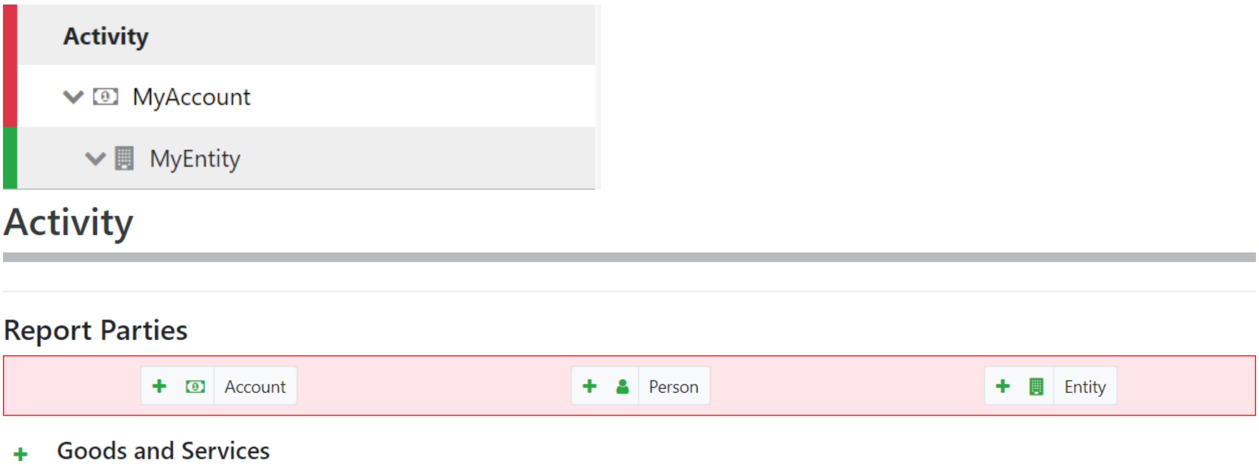
Role element when re-using Directors

The Director object in an Entity is a person object that also has Role element. When re-using and linking a Director object, the role field is not linked, so changing the value of the role field will not be reflected in the other linked person objects. This is to prevent invalid XML being generated where role is not an expected element in the other person objects.

6.7 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.



6.8 Transactions Upload/Download

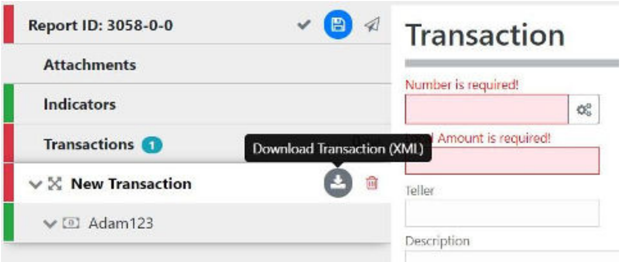
The goAML Web Form provides the ability to upload and download full and partial transactions as XML files. This allows users to create and re-use templates that can speed up the manual entry of reports.

6.8.1 How to Download a Transactions

Error! Reference source not found. shows a goAMLWeb report that has been partially completed. It contains a single multiparty transaction with an Account. It may be 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 downloadable. 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.



6.8.2 How to Upload Transactions

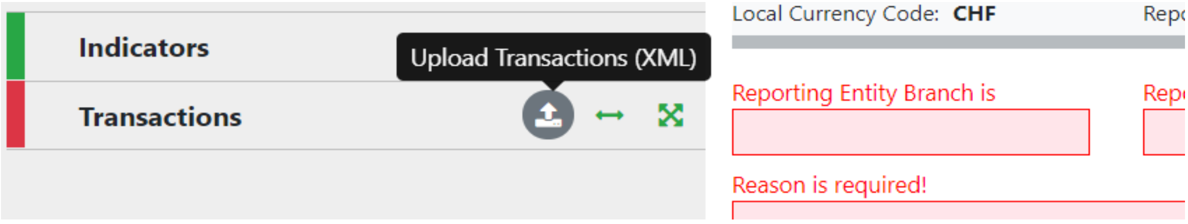
The first thing to do before uploading transactions is to make sure that the XML is correct.

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.

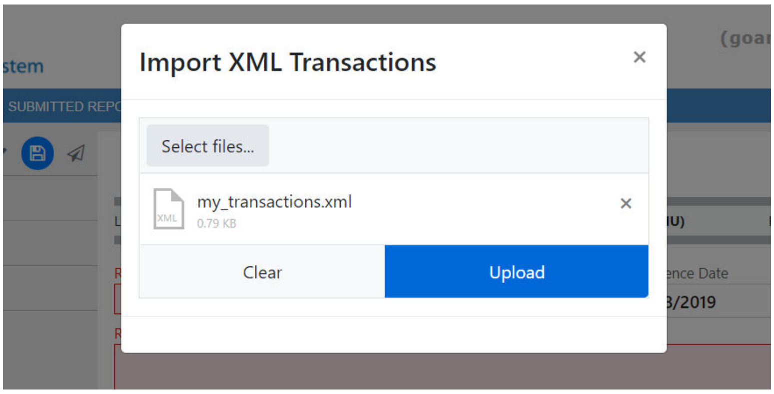
The transactions should then be placed inside <reportdata> and <transactions> tags as shown in Error! Reference source not found. below. It is also possible to upload each transaction individually in separate files, however even a single transaction must be contained in these wrapper tags for it to be 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>
```

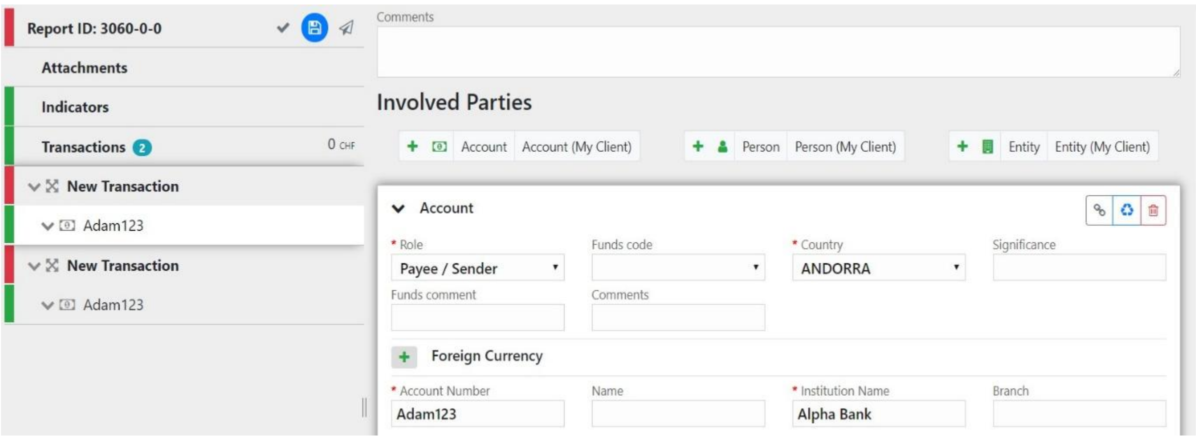
Once the file is ready for upload, place the mouse over the Transactions header in the left-hand navigator so that the Upload Transactions(XML) button is displayed as shown in Error! Reference source not found. and click it to open the file dialog.



Select the file containing the transactions and click the Upload button as shown in Error! Reference source not found.

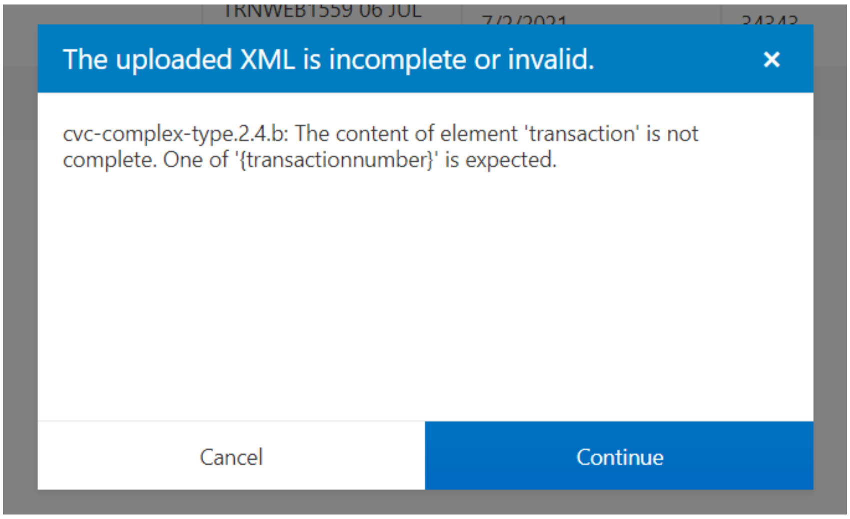


The file will be read, and the transactions will be added to the report as shown in Error! Reference source not found.

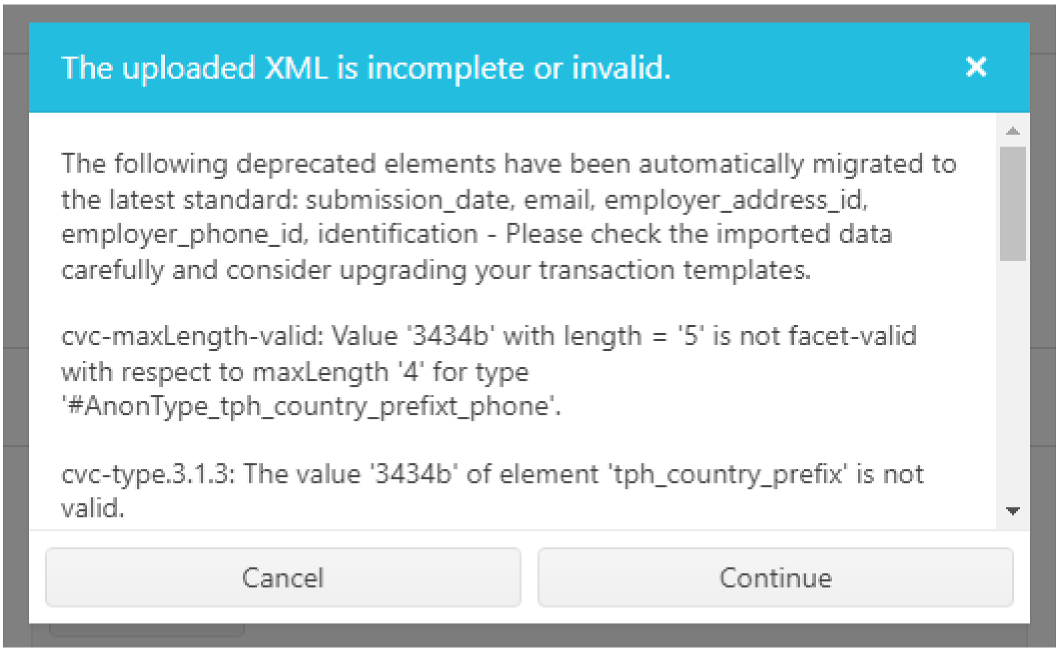


All transactions are added to the report as they are shown in the file. There is no processing on the report or file. For example, if there is an existing transaction in the report with the same number as one in the file, it will result in two transactions in the report with the same number. Any linking 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.



If the transactions contain data for deprecated elements from a previous schema, there will be a best effort to migrate the data into the deprecated elements to the new schema elements. The transformation that is applied is from the XLST that can be found in Appendix II.

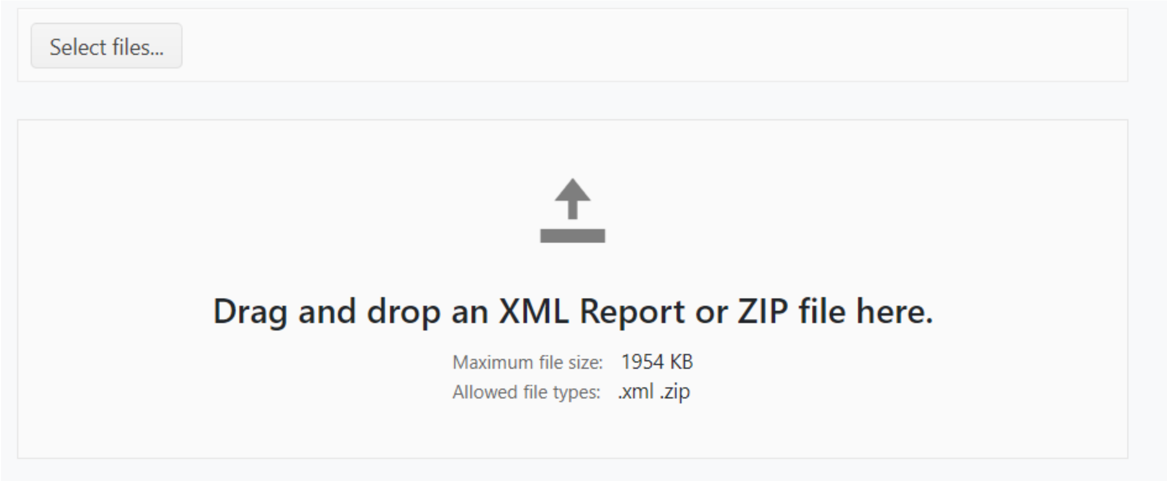


6.8.3 Linking of Accounts

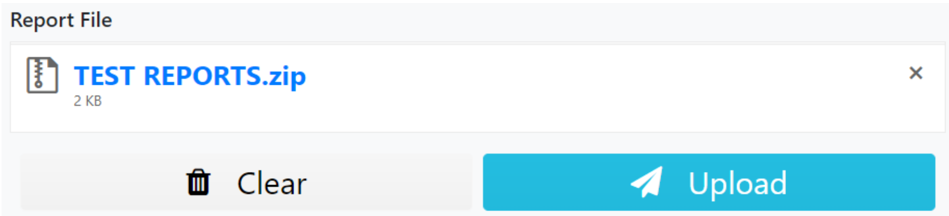
After transactions have been uploaded, all objects such as Persons, Accounts and Entities are treated individually, that means that changing the data on one object will not change the data on any of the other objects even if they have the same data.

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 "
XML and ZIP Upload
The XML Upload screen is accessed via the main menu New Reports > XML Upload

The initial page shows a file input to select an XML or ZIP file. Alternatively, the user can drag and drop the files to upload.

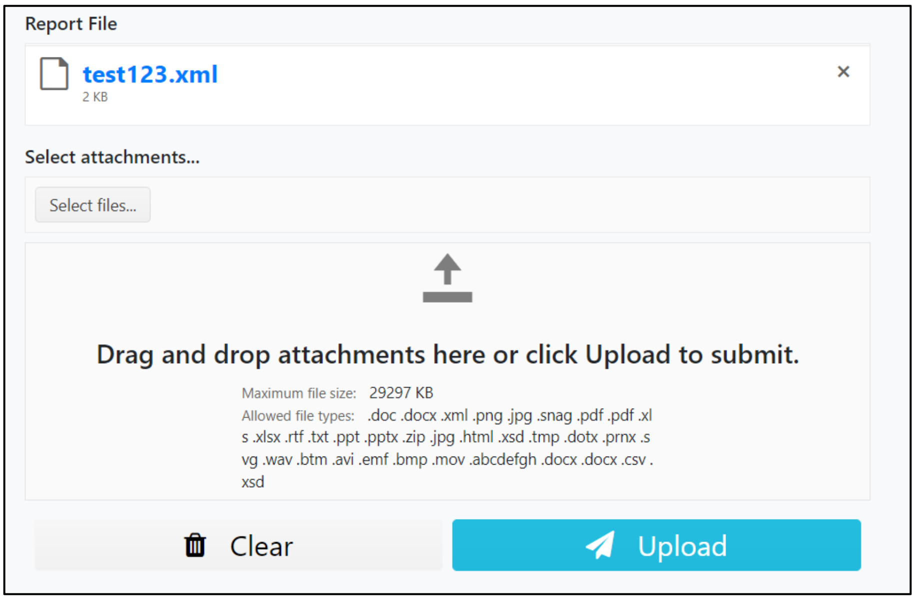


If a ZIP is selected, the user has the option to Upload the file or Clear the file.



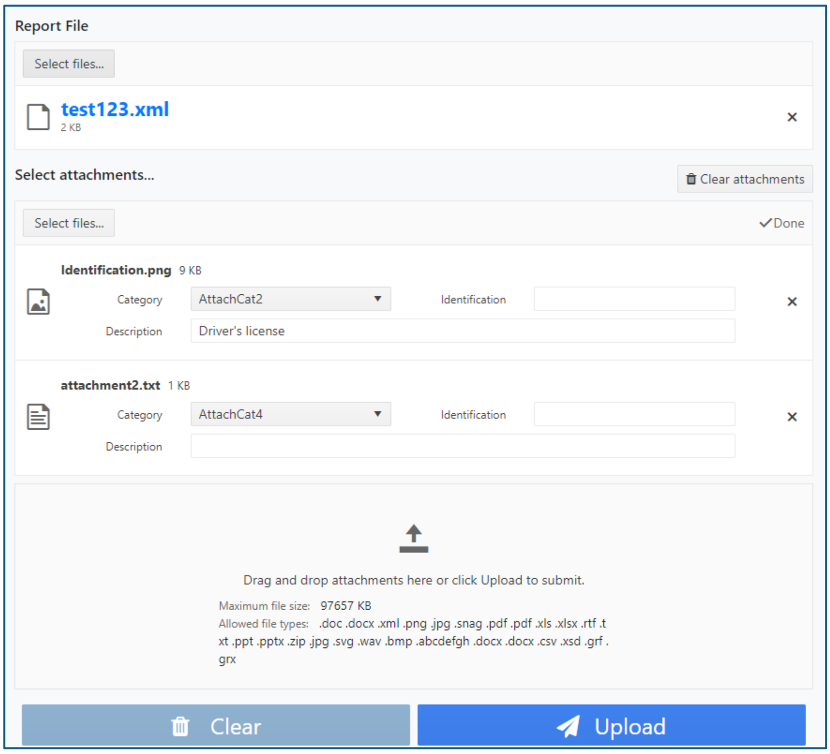
Selecting Upload will show a confirmation dialog box for the ZIP file

If an XML file is selected, an attachments area is shown so that the user can select files to upload with the XML file as attachments.

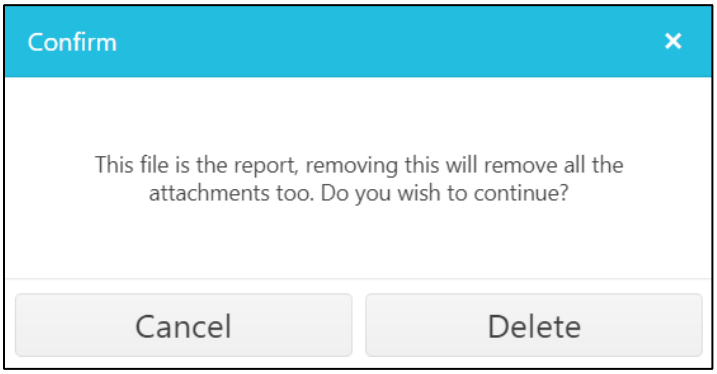


Attachments can either be added by checking Select **files…** or by dragging and dropping the files into the attachments area.

The attachments can be individually removed by clicking the × button for that attachment or selecting the **Clear attachments** button to remove all attachments. Attachment metadata such as Category, Identification and Description can also be added

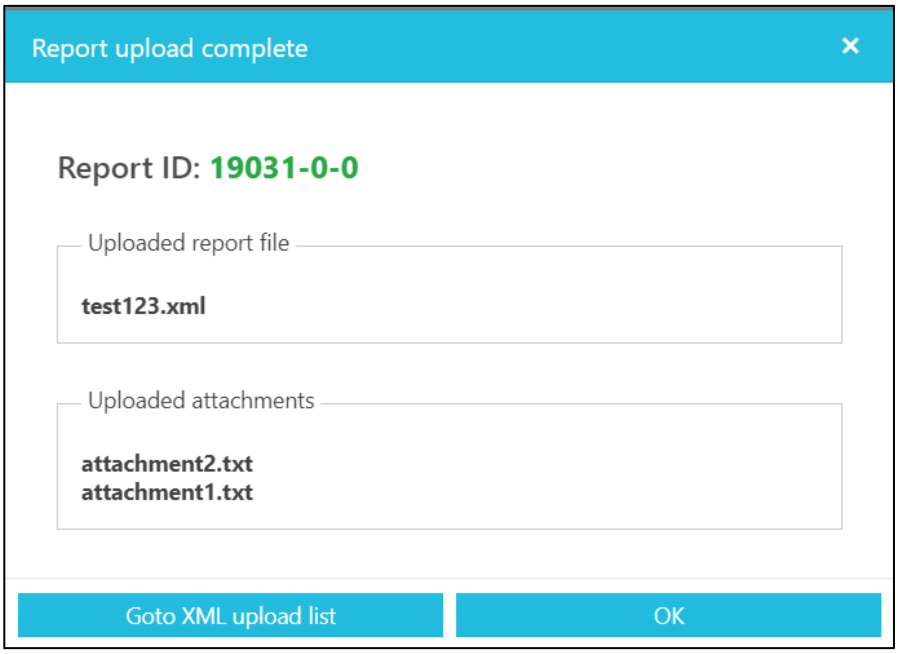


Deleting the XML report at any point will also remove all the attachments



Click on the **Upload Report File** button to ensure that the XML and attachments (or ZIP file) are uploaded

A confirmation dialog box appears to confirm that the files have been uploaded


Report upload complete
Report ID: 19031-0-0
Uploaded report file
test123.xml
Uploaded attachments
attachment2.txt
attachment1.txt
Goto XML upload list
OK

6.9 File rules

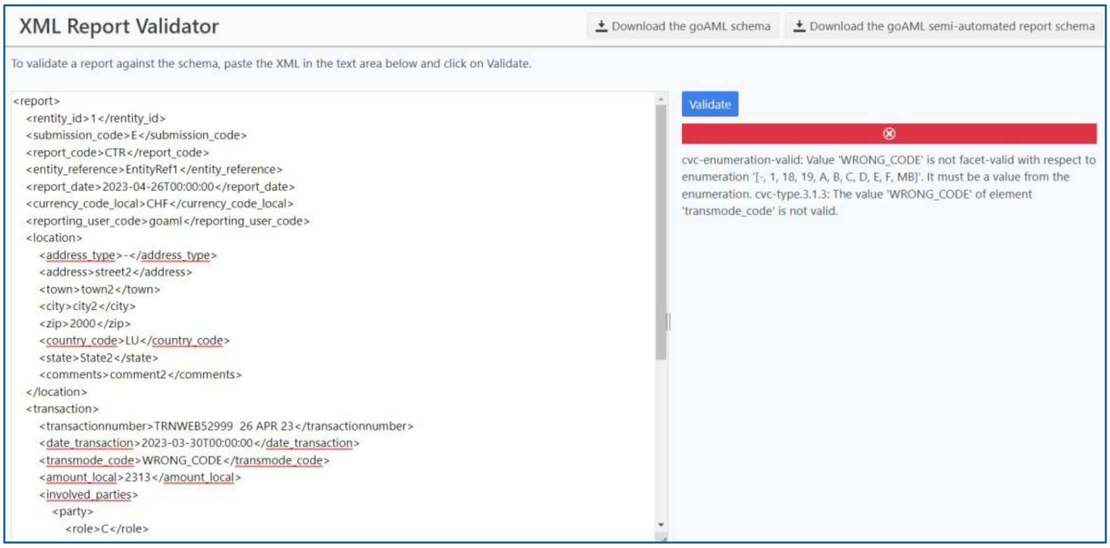
XML Files should be encoded in UTF-8
Zip files are used to group together XML reports and attachments to upload as one file. The files inside the zip file must be structured in a specific way to be accepted by the goAML Web application.

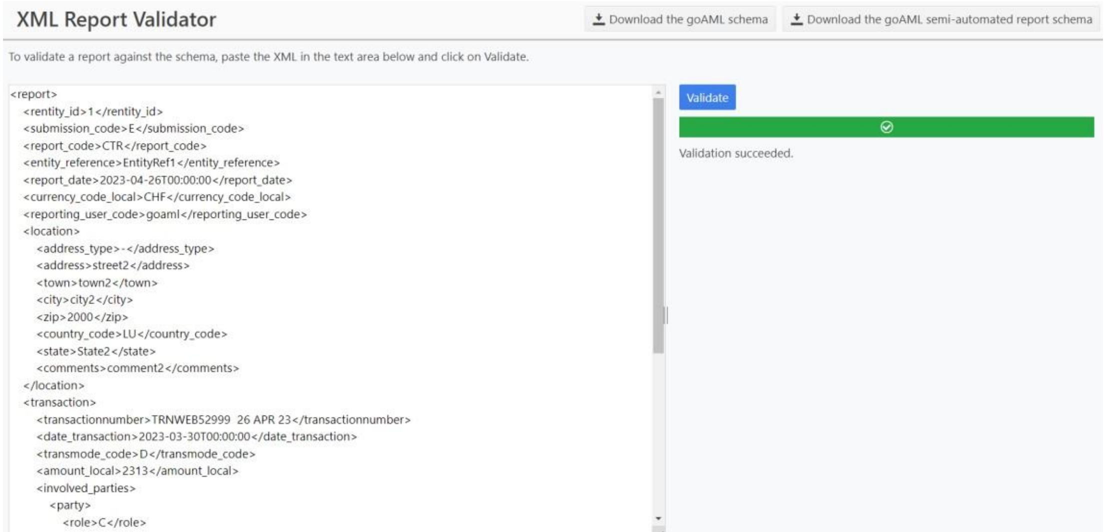
The zip file must contain one of the following file arrangements

- A single XML report file with zero or more non-XML attachments
- Multiple XML report files with no attachments
- One or more folders that each contain:
    - One XML report file with zero or more non-XML attachments

6.10 XML Report Validator

- The XML report Validator is accessed via the main menu **New Reports** > **XML Report Validator**
- This allows the user to verify their XML reports prior to upload. Simply paste the XML into the text area and click **Validate.**
- Any errors will be shown on the right of the text area and are from the Microsoft XML schema validation code, so the output will be in English unless the server and **.Net** environment that IIS is using is configured otherwise. It is possible to hide this menu item altogether via the setting **Show_XML_Report_Validator** in the Site configuration page. The


XML Report Validator
Download the goAML schema
Download the goAML semi-automated report schema
To validate a report against the schema, paste the XML in the text area below and click on Validate.
<report>
<rentity_id>1</rentity_id>
<submission_code>E</submission_code>
<report_code>CTR</report_code>
<entity_reference>EntityRef1</entity_reference>
<report_date>2023-04-26T00:00:00</report_date>
<currency_code_local>CHF</currency_code_local>
<reporting_user_code>goaml</reporting_user_code>
<location>
<address_type>-</address_type>
<address>street2</address>
<town>town2</town>
<city>city2</city>
<zip>2000</zip>
<country_code>LU</country_code>
<state>State2</state>
<comments>comment2</comments>
</location>
<transaction>
<transactionnumber>TRNWEB52999 26 APR 23</transactionnumber>
<date_transaction>2023-03-30T00:00:00</date_transaction>
<transmode_code>WRONG_CODE</transmode_code>
<amount_local>2313</amount_local>
<involved_parties>
<party>
<role>C</role>
Validate
cvc-enumeration-valid: Value 'WRONG_CODE' is not facet-valid with respect to enumeration '[-, 1, 18, 19, A, B, C, D, E, F, MB]'. It must be a value from the enumeration. cvc-type.3.1.3: The value 'WRONG_CODE' of element 'transmode_code' is not valid.


XML Report Validator
Download the goAML schema
Download the goAML semi-automated report schema
To validate a report against the schema, paste the XML in the text area below and click on Validate.
<report>
<rentity_id>1</rentity_id>
<submission_code>E</submission_code>
<report_code>CTR</report_code>
<entity_reference>EntityRef1</entity_reference>
<report_date>2023-04-26T00:00:00</report_date>
<currency_code_local>CHF</currency_code_local>
<reporting_user_code>goaml</reporting_user_code>
<location>
<address_type>-</address_type>
<address>street2</address>
<town>town2</town>
<city>city2</city>
<zip>2000</zip>
<country_code>LU</country_code>
<state>State2</state>
<comments>comment2</comments>
</location>
<transaction>
<transactionnumber>TRNWEB52999 26 APR 23</transactionnumber>
<date_transaction>2023-03-30T00:00:00</date_transaction>
<transmode_code>D</transmode_code>
<amount_local>2313</amount_local>
<involved_parties>
<party>
<role>C</role>
Validate
Validation succeeded.

7. Message Board

The message board allows the user to send and receive messages from the FIU.

1. You can launch the **Message Board** from the Main Menu.

Note: *Communication is only with the FIU; messages cannot be sent or received from other Reporting Entities or Organizations.*

2. When the message board is open, you will only see messages for the reporting entity for which you are logged in.
3. You will not see messages for any of the delegating entities,
4. To view and send messages for a delegating entity, you need to log in as that entity

7.1 Messages and Folders

1. When a message is received or sent, it is associated with a folder. Folders are stored in the t_msg_board_folder table.
2. You can create folders for organizing messages, however, there are four system folders that are static and cannot be edited or deleted.

System Folder Name	Direction
broadcast	Incoming (no reply)
inbox	Incoming [0]
draft	Outgoing [1]
sent	Outgoing [1]
archive	Both [null]

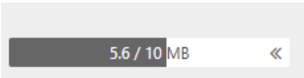
3. A message has a direction, either incoming (sent from the FIU) or outgoing (sent from the Reporting Entity).
4. Folders are also assigned a direction, either incoming, outgoing or archive. Only incoming messages can be put into incoming folders and only outgoing messages can be put into outgoing folders. Archive folders can contain all messages.

7.2 Message Board Size Limit

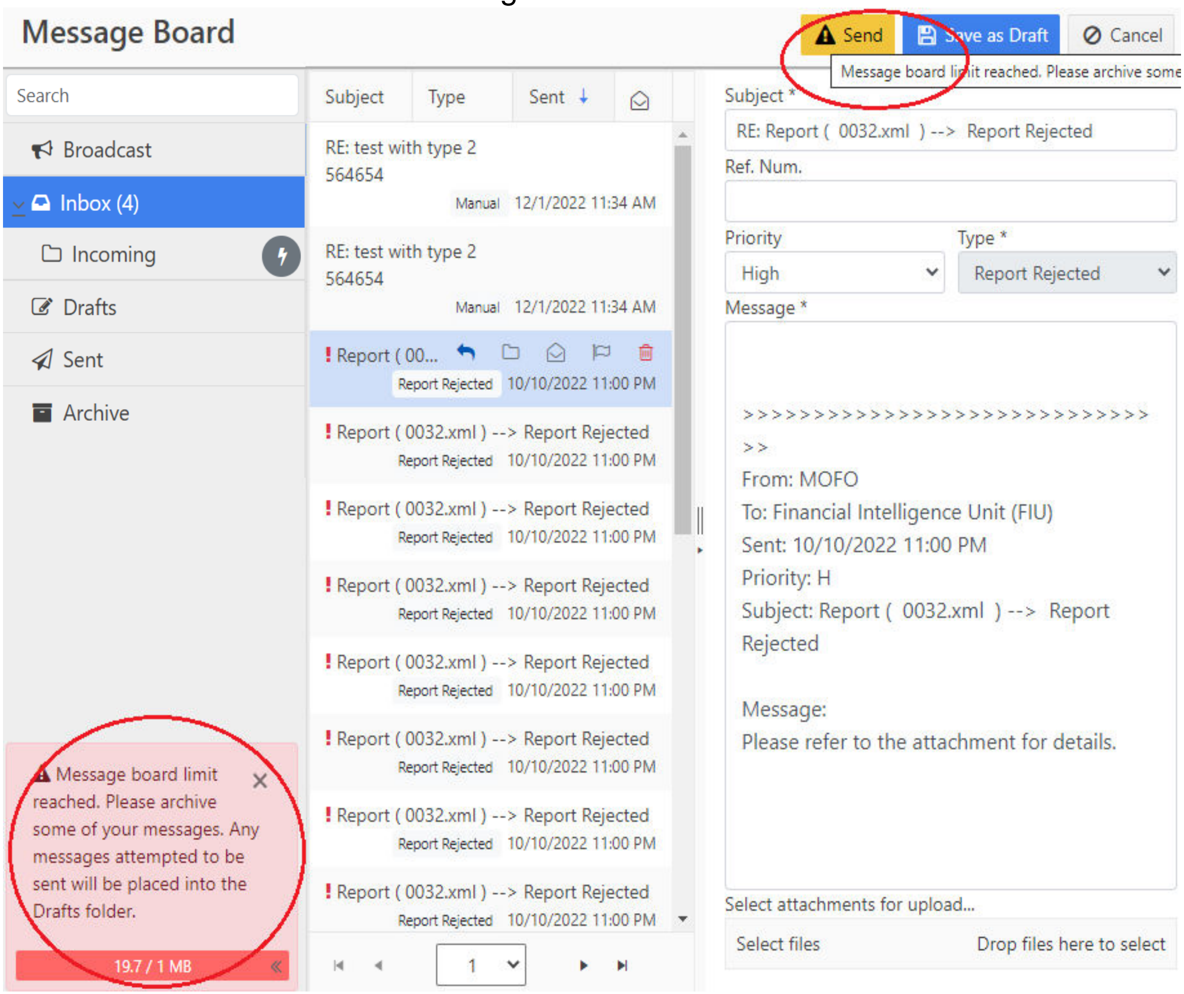
The message board size limit setting is defined by the system setting **MessageBoardMaxSizeWarning,** refers to section **Administration - Site Configuration Tab** for details on configure this setting.

The Message Board indicates the current size in the

The messages are stored in two tables in the database **t_msg_board** for messages that are in non-archive folders and **t_msg_board_archive** for messages that are in archive folders. The ósize of the inboxôthat is displayed in the lower left of the message board is only calculated against the size of the attachments for messages that are **not archived**.



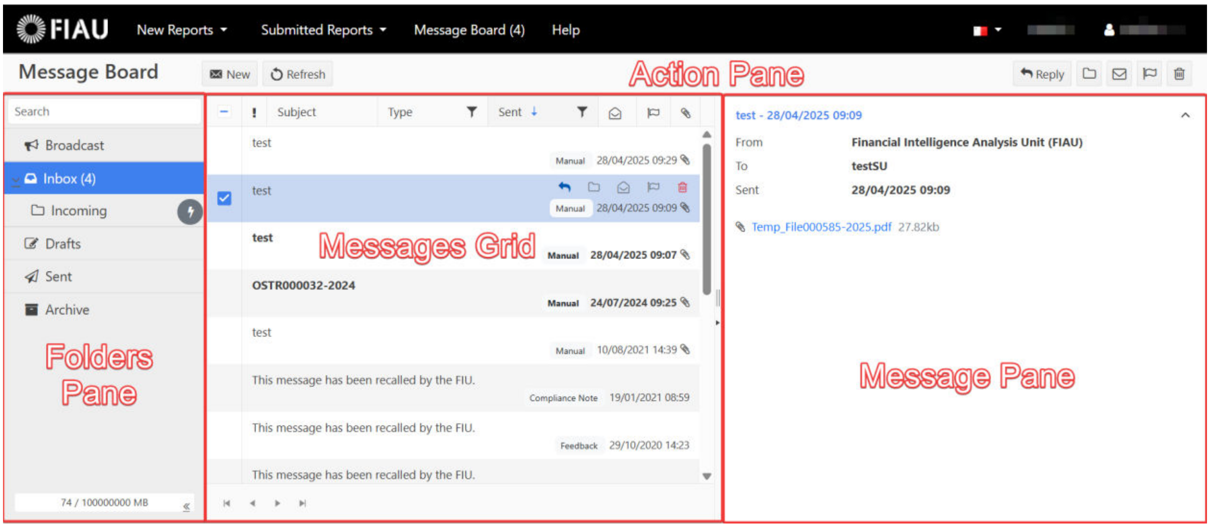
Once this limit is reached, it is not possible to send any messages. To reduce the size either delete unwanted messages or move them to an Archive folder.



7.3 Message Board Features

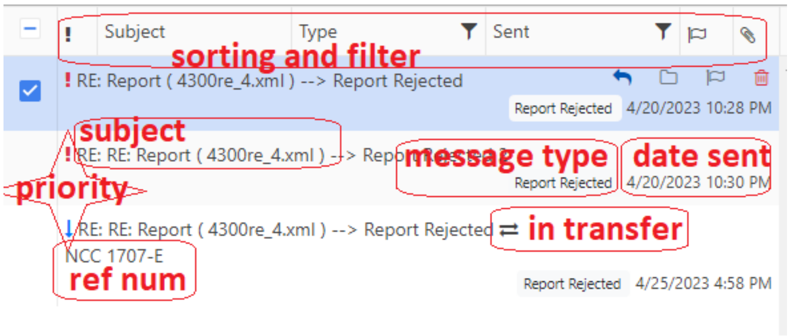
Note that Broadcast messages is a one-way communication only. Such messages cannot be marked as read or moved to custom folders. However, during a defined duration broadcast messages will be marked as unread.

The message board is divided into four areas, **Folders Pane, Actions Pane, Messages Grid** and the **Message Pane**. These areas are referenced in the feature descriptions below.



7.3.1 Message Grid

The message board has an adaptive layout that offer less functionality on smaller screens (like mobile phones)

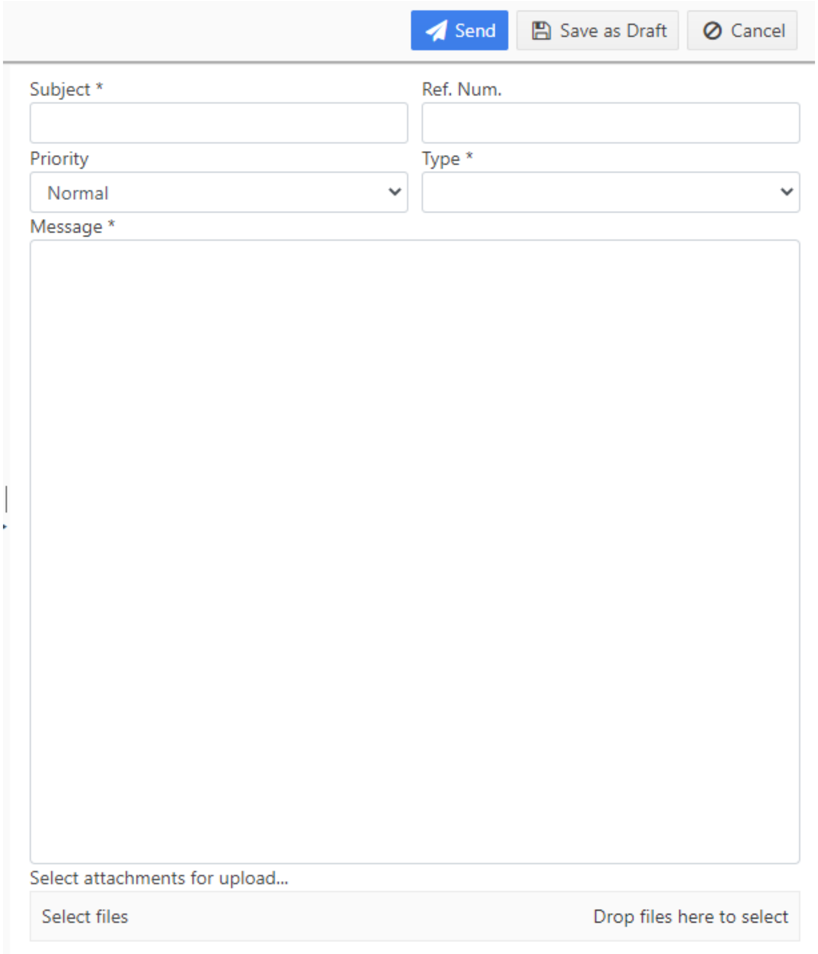


7.3.2 Viewing Messages

1. Select a folder in the Folders Pane to load all the messages from that folder into the Messages Grid.
2. Select a row in the Messages Grid to load that message into the Message Pane.
3. If the message is part of a thread of messages between the FIU and the RE, all the messages from that thread will be shown in the messages pane, with all but the selected message collapsed.
4. You can expand and collapse the individual messages using the up / down indicator in the top right corner of each message.
5. Messages with attachments are identified with a paperclip icon in the messages grid; the links to download the attachments appear in the Message Pane underneath the header of the message.

7.3.3 Sending and Replying

1. To send a new message, select the New button in the Actions Pane. This will open the Send Message dialog.



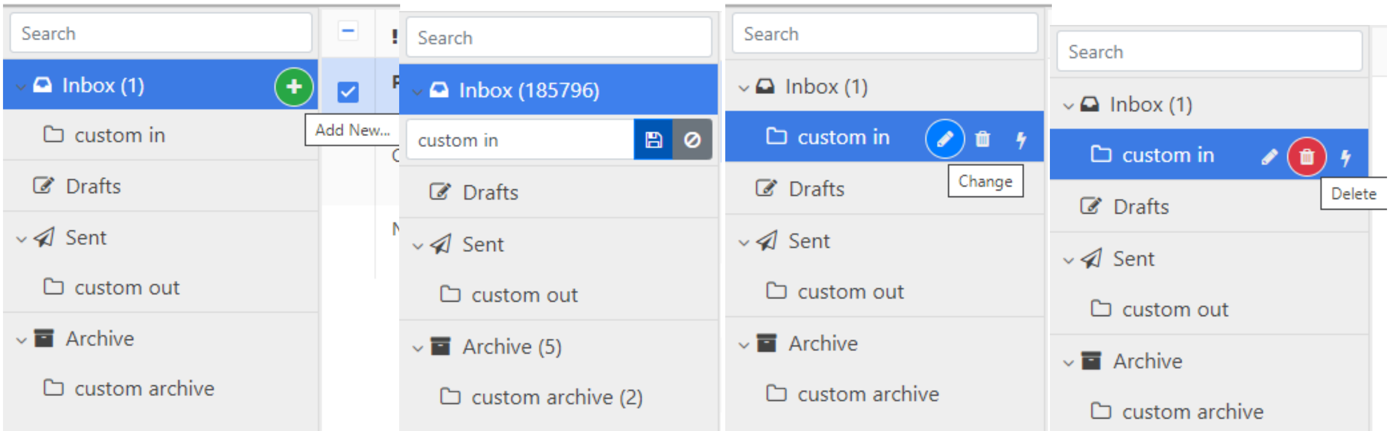
2. The fields Type, Subject and Message must be filled out before a message can be sent. The types available are those that have a value of 1 in the web_refresh column in the lk_msg_type table. This is configured in the client and pushed to the web.
3. Attachments can be added; Click Select filesé and then choose a file or drop files in the designated zone.
4. Click Send to send the message. The message will appear in the Sent Folder
5. Click Cancel to discard the message. The message will not be saved.
6. Click Save as Draft to save the message into the Drafts Folder
7. To reply to a message, select the message that you want to reply to in the Messages Grid and select Reply from the Actions Pane. This will open the

Send Message dialog again; however, this message will be included in the selected message thread, so that it will be visible in the list of messages when that thread is viewed again in the Message Pane.

8. When replying to a message, the message type is fixed; it is not possible to change the message type when replying.
9. Note: The buttons on the right hand-side of the Action Pane apply only for the currently displayed message below.

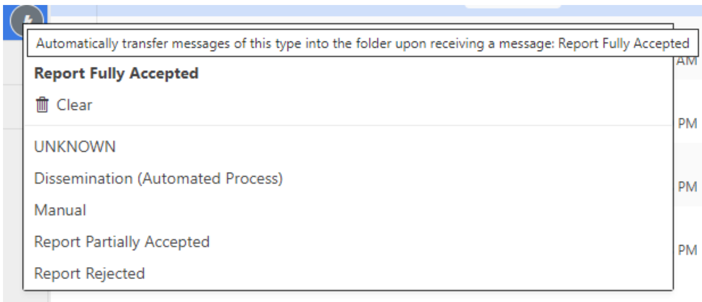
7.3.4 Editing Folders

Folders can be edited in the folder tree directly. Once a folder is focused extra buttons for adding, renaming, and deleting appear on the right-hand side of that



folder.

1. Select one of the root folders in the folders pane and click the button to create a new sub folder.
2. Enter a folder name and click the button to save the new folder.
3. Folders can also be used to automatically store certain types of messages. For example, if there are many messages of type Report Fully Accepted being sent to the message board and you want to automatically have these moved into a separate folder, simply click the button and select a message type from the drop-down list.



4. It is possible to change the name, associated message type, or delete an existing folder., Select the folder you wish to edit and click the button then change the name or message type and then click . Alternatively, click the button to remove the folder completely.

5. Deleting a folder does not delete the messages that are inside. These are moved to the parent folder in the Folder Menu (i.e. Inbox, Sent or Archive)
6. Note that it is not possible to change the direction of an existing folder i.e. from ñInboxòto ñSentò

7.3.5 Move, Delete, Mark Messages

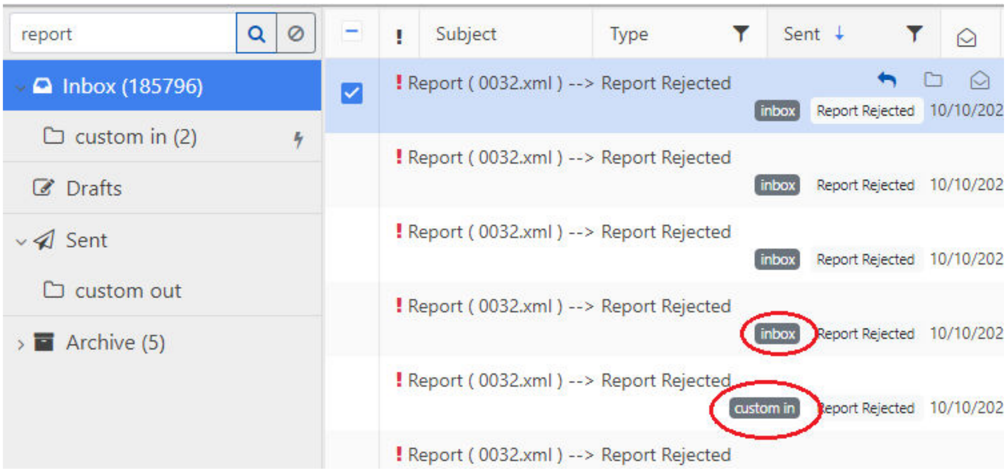
1. Moving, Deleting and Marking messages can be done on a single message or a selection of messages all at once.
2. To select multiple messages, check the boxes in the rows of the Messages Grid. The checkbox in the header row will select all the messages on that page.
3. Once the message(s) are selected, click the button on any of the selected messages and chose a target folder. All selected messages will be moved. Alternatively, you can drag and drop the selected messages onto a target folder.
4. To delete a selection of messages, click the button on any of the selected messages.
5. To mark messages as read or unread, use the buttons and on any of the selected messages.
6. Messages can also be flagged in the same fashion by clicking the icon on any of the selected messages.

7.3.6 Search Messages

Text search for the message board is available via the 

bar in the Folders Pane.

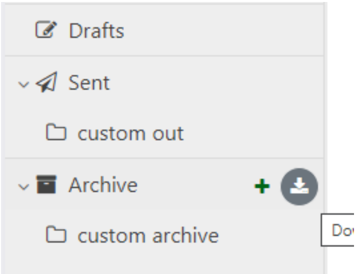
1. The value in **Search Text** will be searched in the currently selected folder. However, top level folders (Inbox, Sent, Archive) will include results from sub level folders as well. The grey tags (see image below) indicate the location of the message.



2. The filter options on the grid can be applied as to further narrow down the results.

7.3.7 Message Download

Messages can be downloaded by clicking on the download symbol in the MB folder menu - either per custom (sub) folder or per root folder (In / Out / Archive) which includes all sub folders



The messages will be downloaded including attachments unless the attachments have been removed by the clean-up service.

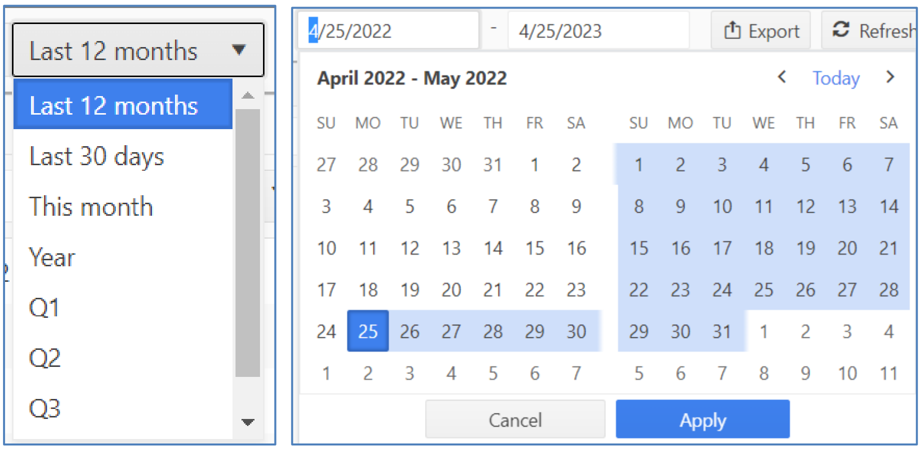
8. Statistics

The statistics page provides fixed reports and charts pertaining to reports and change requests that have been submitted to the system. The reports that are available are determined by the permissions of the logged in user. The reports that are available are described in the table below.

Statistics	**Reporting Entities and Stakeholders**	**Permissions Required**
Reports and Transactions by Entity and Type	✓	Reports by Entity and Type, Reports by Entity and Date
Reports by Entity and Date	✓	Reports by Entity and Date
Reports by Entity and Type	✓	Reports by Entity and Type
Reports by Status and Date	✓	Reports by Status and Date
Transactions by Entity	✓	Transactions by Entity
Transactions by Type	✓	Transactions by Type
New Entities by Type and Date	✓	New Entities by Type and Date
New Users by Entity and Date	✓	New Users by Entity and Date
Delegation Structure	✓	Delegation Structure

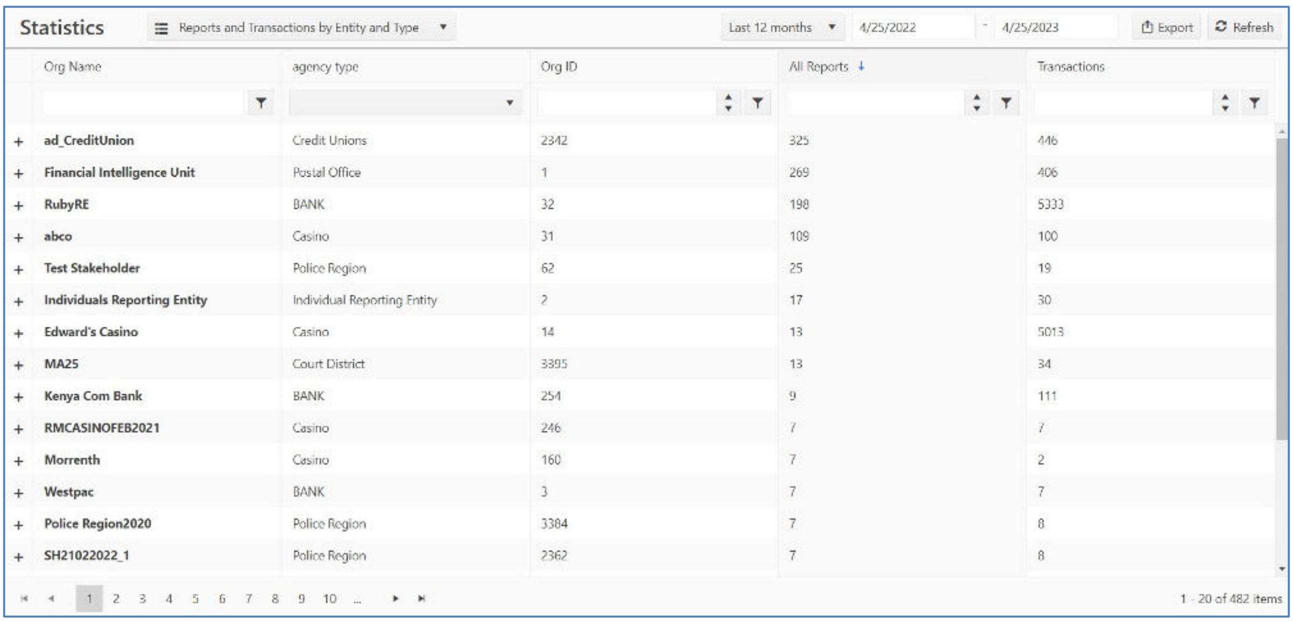
Each report is displayed for a specific date range that is shown in the toolbar. The initial range is set to the **Last 12 Months**. There is a quick date range selector that allows the user to set the date range to several common preset values, e.g. **Last 30 days, Current month** etc. Selecting either the start or end date opens a date range editor to allow the user to select a specific date range.

When the date range editor is open, the **Apply** button needs to be clicked to update the current report with the new range, else **Cancel** to close the editor and revert back to the previous date range.



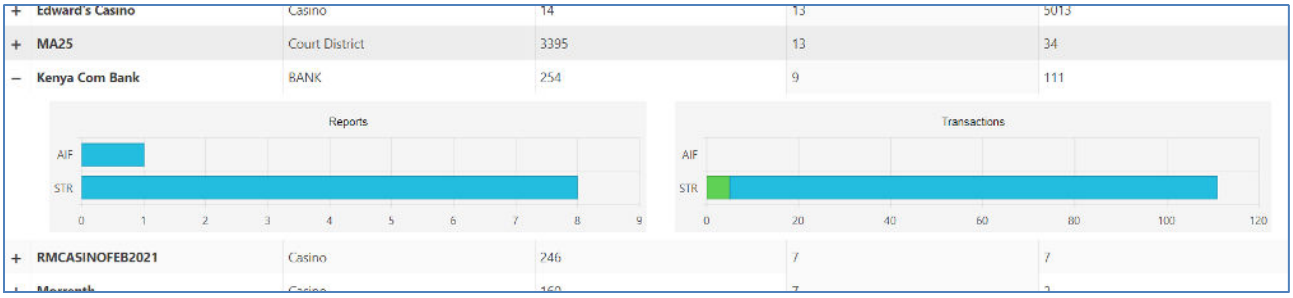
8.1 Grid Reports

There are two main statistics grids. **Reports and Transactions by Entity and Type** and **Reports and Transactions by Agency and Type.** These grids can only be exported as an Excel file.

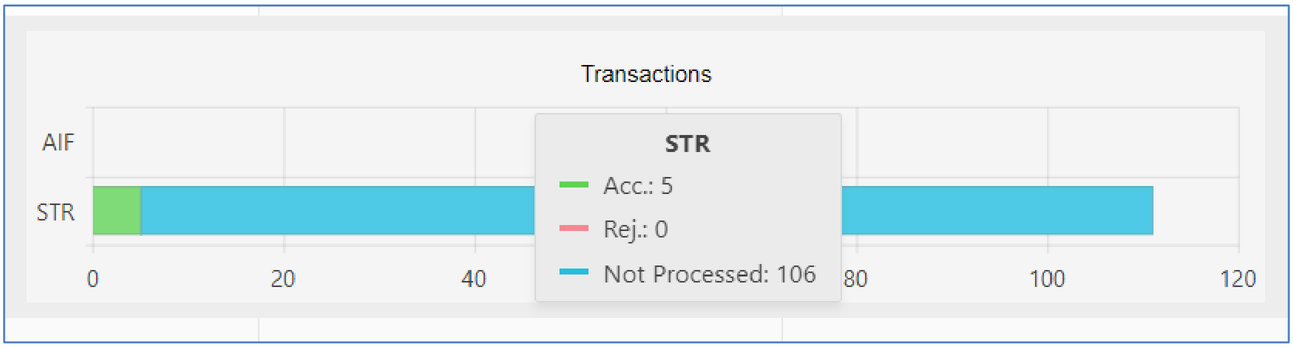


Org Name	agency type	Org ID	All Reports	Transactions
ad_CreditUnion	Credit Unions	2342	325	446
Financial Intelligence Unit	Postal Office	1	269	406
RubyRE	BANK	32	198	5333
abco	Casino	31	109	100
Test Stakeholder	Police Region	62	25	19
Individuals Reporting Entity	Individual Reporting Entity	2	17	30
Edward's Casino	Casino	14	13	5013
MA25	Court District	3395	13	34
Kenya Com Bank	BANK	254	9	111
RMCASINOFEB2021	Casino	246	7	7
Morrenth	Casino	160	7	2
Westpac	BANK	3	7	7
Police Region2020	Police Region	3384	7	8
SH21022022_1	Police Region	2362	7	8

Each Entity row can be expanded to show the breakdown of the number of Reports and Transactions by Report Type for that Entity (or Agency Type for the **Reports and Transactions by Agency and Type** grid)

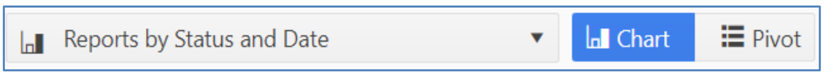


The Transactions breakdown also highlights the number of transactions that have been **Accepted, Rejected** or **Not Processed.** Hovering the mouse over the bars in the graph provides these numbers in the tooltip.

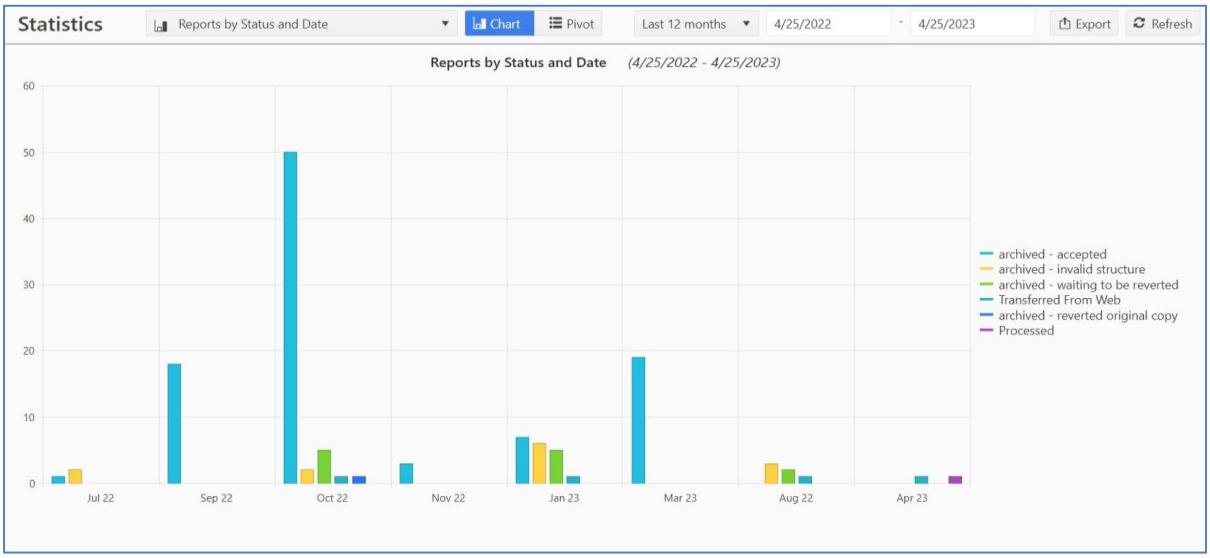


8.2 Chart and Pivot Reports

The Chart and Pivot reports can be visualized either by as Bar chart or a Pivot grid. A radio button switch is displayed next to the Report Selector for these reports to change which view is shown.



In the chart view, the categories are displayed on the x-axis with a bar for each series in each category. The y-axis corresponds to the total amount for the series.



Charts can be exported as **png**, **pdf**, **svg** and **excel**

In the Pivot Grid view the data is shown with the categories as columns and the series as rows. The total amounts for a particular series in a particular category are shown in the grid cells and the total amounts for the whole series and the whole category are shown at the end of the row and the bottom of the column respectively.

For example, in the image below for the given date range there are:

- **50** reports in status **archived - accepted** that were submitted in **2022/10** (Oct 2022)
- **59** reports in total that were submitted in **2022/10** (Oct 2022)
- **98** reports in total that are in status **archived – accepted** over the whole date range.
- **129** reports in total over the whole date range.

Statistics | Reports by Status and Date | Chart | Pivot | Last 12 months | 4/25/2022 - 4/25/2023 | Export | Refresh

Reports by Status and Date (4/25/2022 - 4/25/2023)

		MONTH								MONTH
		2022/07	2022/08	2022/09	2022/10	2022/11	2023/01	2023/03	2023/04	
STATUS TYPE	Processed								1	1
	Transferred From ...		1		1		1		1	4
	archived - accepted	1		18	50	3	7	19		98
	archived - invalid ...	2	3		2		6			13
	archived - reverte...				1					1
	archived - waiting ...		2		5		5			12
STATUS TYPE		3	6	18	59	3	19	19	2	129

Pivot Grids can be exported as **excel** only.