GO PORTFOLIO

goAML Web

Application Manual

Reporting and Form Configuration

https://unite.un.org/goportfolio

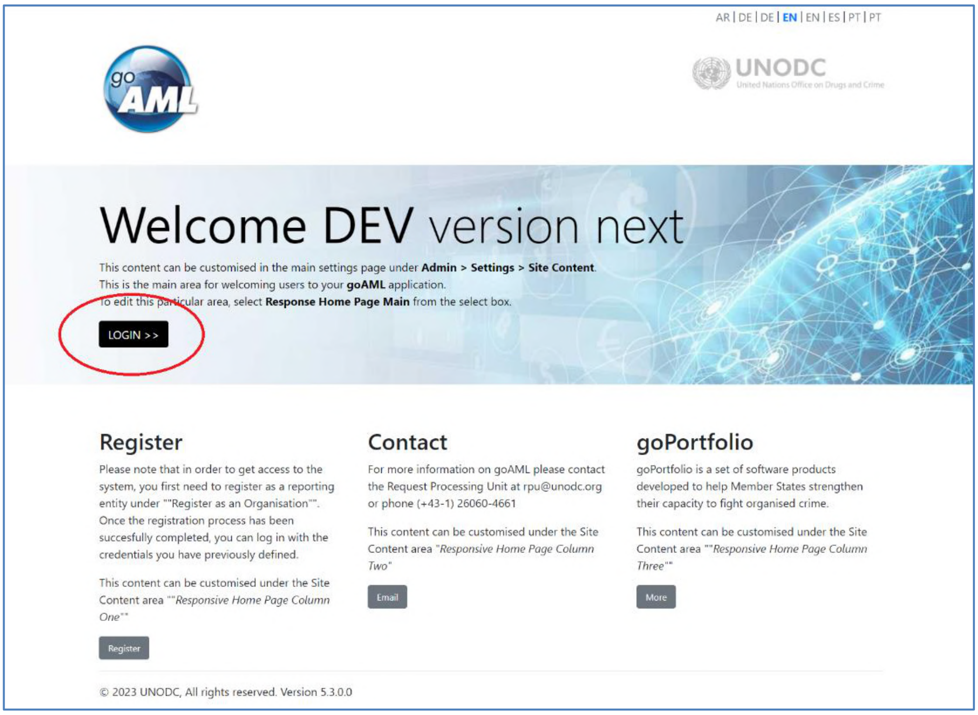
UNODC
United Nations Office on Drugs and Crime

Developed by UN | UNODC | DM | ITS

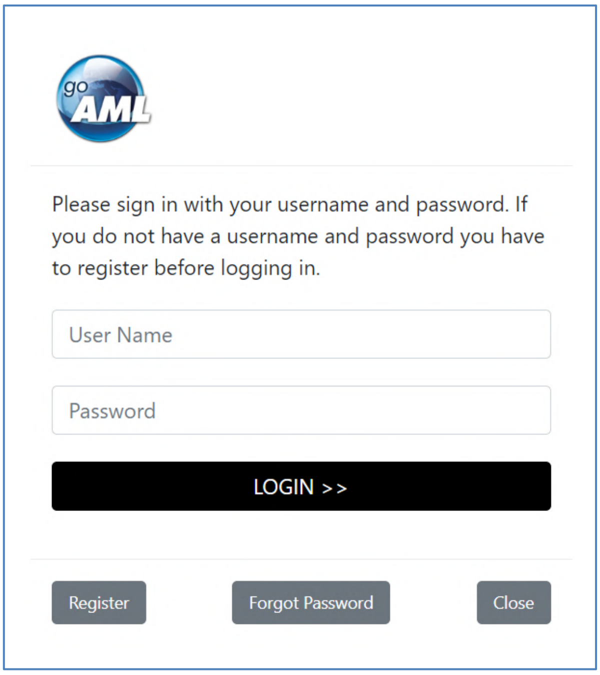
Contents

1 Log in and Selecting or Changing RE for a session

From the home page the user selects the **Log in** button

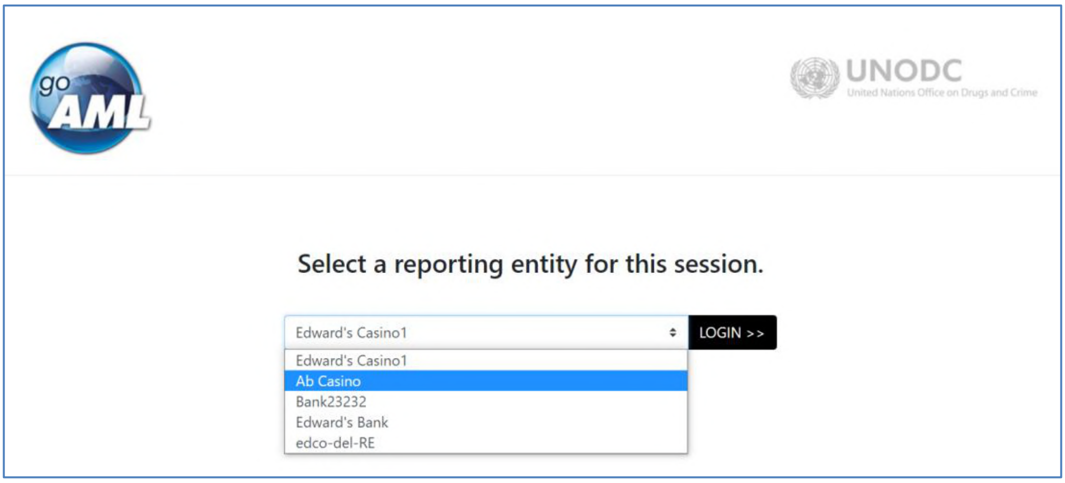


This brings up the login dialog where the user enters their credentials and the presses login.



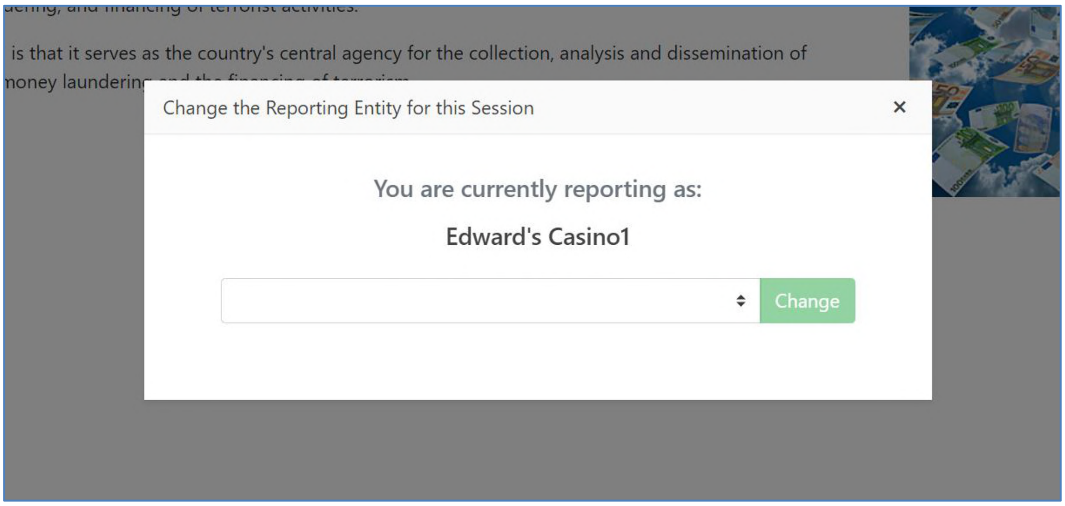
If Two Factor Authentication is enabled then the use will then be required to enter their second factor authentication. For more details on 2FA please see the separate document **goAML Web Two Factor Authentication.docx**

If there are delegating entities to this users organisation, they will be shown a Reporting Entity selection screen before they login to determine which reporting entity will be used for this session.



When the user is logged in, if there are other reporting entities delegating to this user, it is possible to switch between them without having to log out

Selecting the **Switch Organisation** icon in the image above will show the **Switch Organisation** selection dialog shown below. From here the user can change the reporting entity that is being used for this session.



2 Web Report Forms

2.1 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 and **Activity Report**. Select the required report type, for example **STR** as shown in the image below and then select **Create Report.**

The report type can be changed after a report is created, see 'Switching Report Types' below.

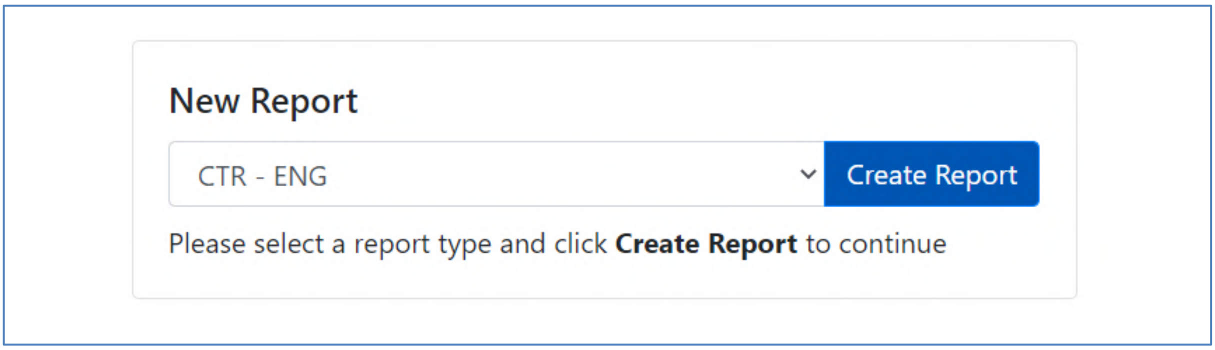
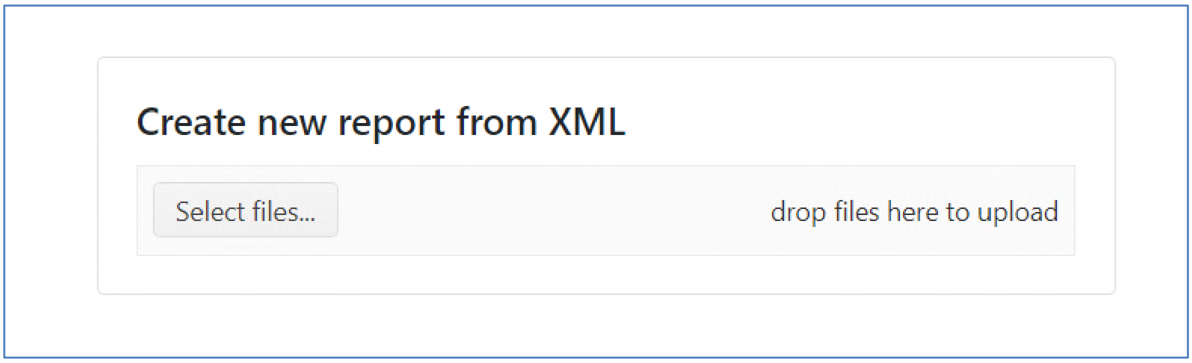


Figure 2-1

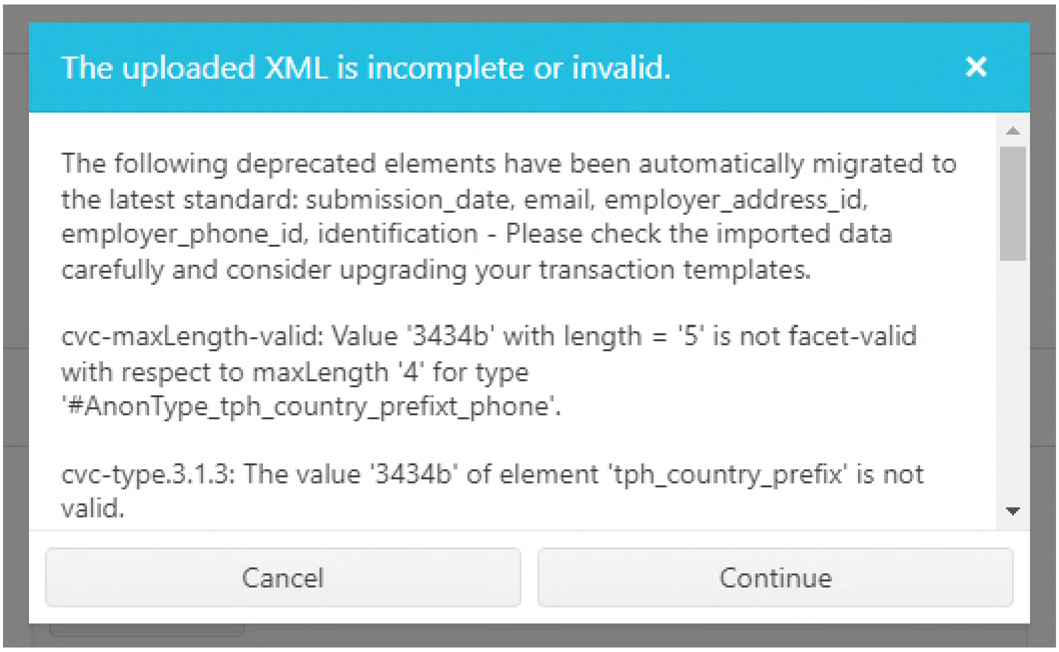
2.2 Creating a Web Report from existing XML

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.



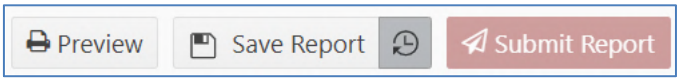
If the XML that is uploaded is either invalid or from a previous schema and has data in deprecated elements there will be there will be a dialog informing the user that the XML should be corrected upgraded.



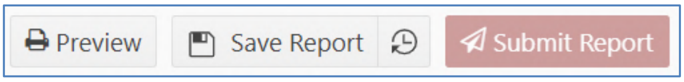
There will be a best effort to migrate the data in the deprecated elements to the new schema elements. The transformation that is applied is from the XLST that can be found in Appendix II

2.3 Autosave

If a report is created or loaded, and there are no unsaved changes then the **Save Report** button is active, but shown as grey (no changes need saving). Autosave is turned on by default and can be turned off by clicking the icon to disable it

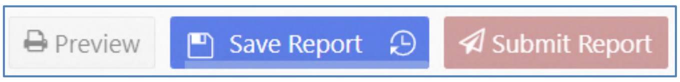


*Auto save **ON***

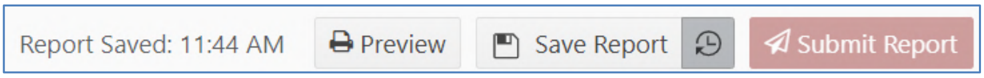


*Auto save **OFF***

Once there are changes made to the report, the **Save Report** button turns blue indicating that there are unsaved changes. There is a timer bar in light blue at the bottom of the button that shows how long left until the report automatically saves itself (providing Auto Save is turned on). The time is **2 minutes**



Once the report is saved there is a timestamp showing when the report was last saved.



2.4 Report Main Page

2.4.1 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.

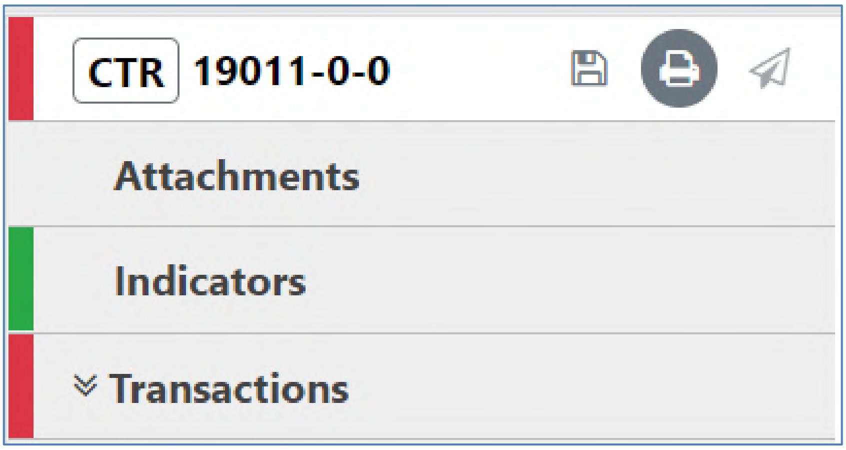
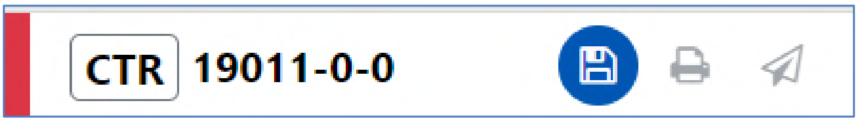


Figure 2-2

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 1

Figure 2-3

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

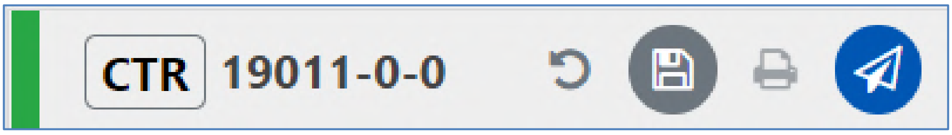
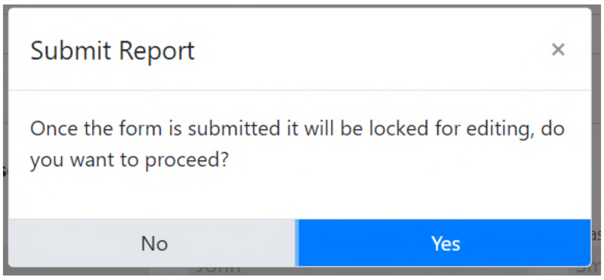


Figure 2-4

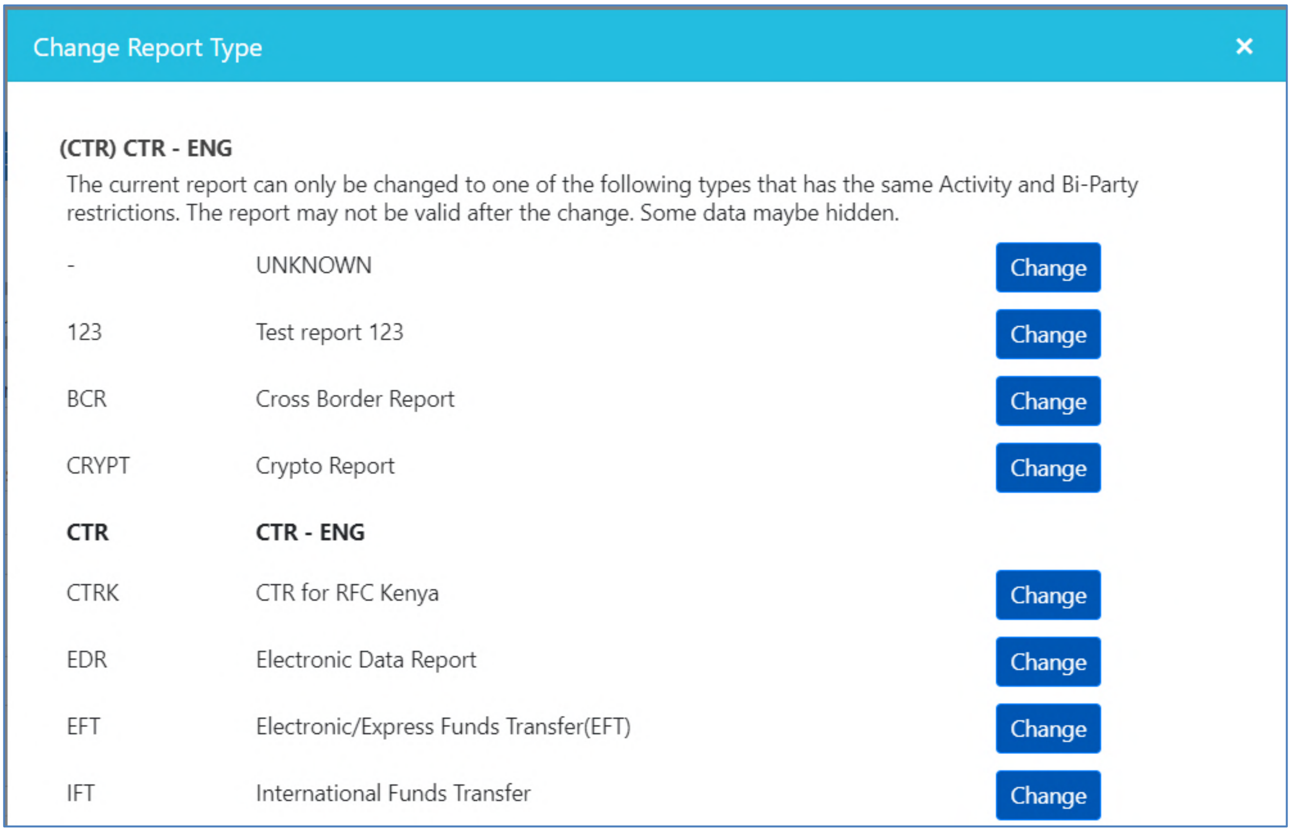
The actions on the **Report Tab** are

	**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 that 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.

2.4.2 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.

Clicking this button opens the **Change Report Type** dialog box



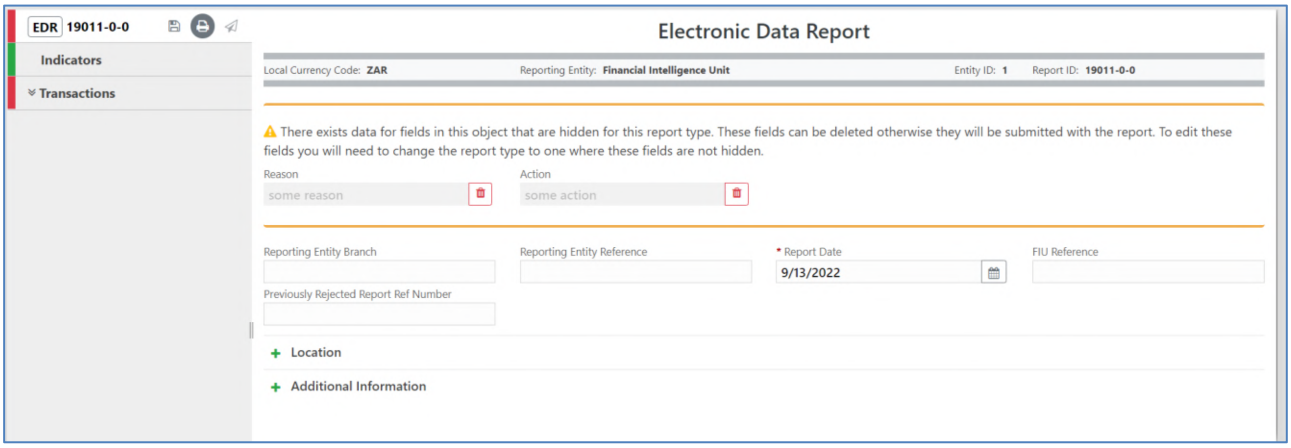
This dialog lists all of the report types that the current report can be changed to. This is a list of report types with same restrictions for Activity and Bi-Party Transactions as the current report. For example, a Multi-Party Report cannot be changed to a report type that is Bi-Party only.

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).

2.4.2.1 Hidden fields when Switching Report Types

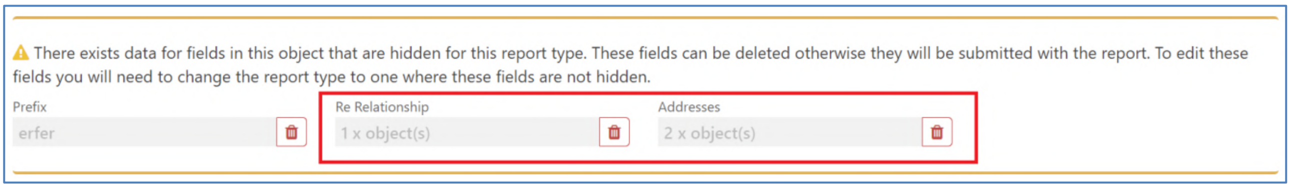
The image below shows an example when a Report of type **CTR** that contains data in the **reason** and **action** fields is switched to a report type **EDR** where the fields for **reason** and **action** are hidden in the Form Customisation for this report type.

The form recognises that there is hidden data and shows a warning. This data will be submitted with the report, even though the fields are hidden for this report type the data is still valid for the goAML schema. There is the option to delete the data for these fields by clicked on the icon. It is not possible to edit the data, to do this the report must be changed back to a report type where these fields are not hidden.



If there are objects or collections that are in the report that are hidden in the new report type these will also be shown. The whole object or the whole collection can be deleted.

N.B. Objects and Collections that are hidden are not validated so it is possible to submit an invalid report if it contains invalid objects that are hidden for the current report type.



2.4.3 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.

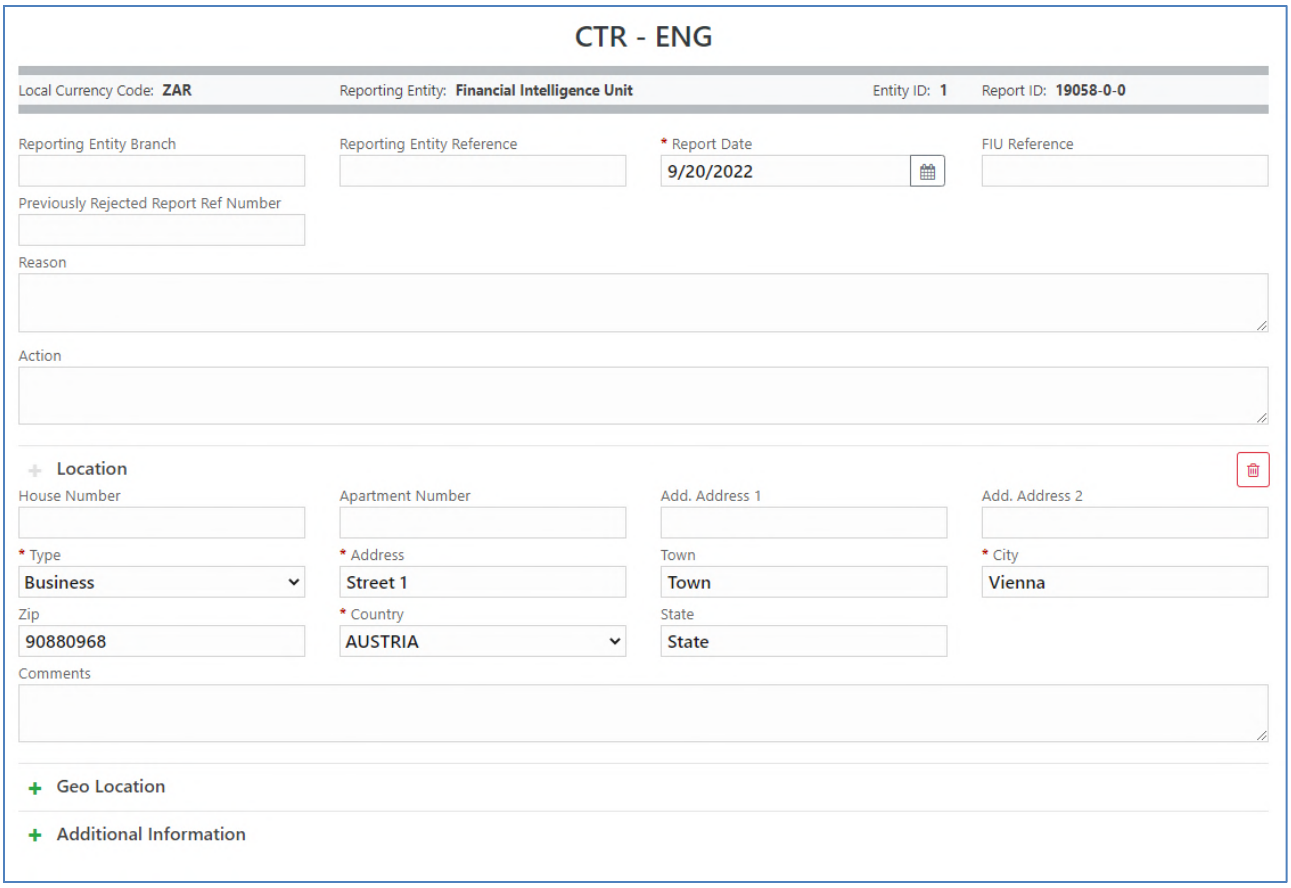


Figure 2-5

2.5 Attachments

2.5.1 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 2-6

2.5.2 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.

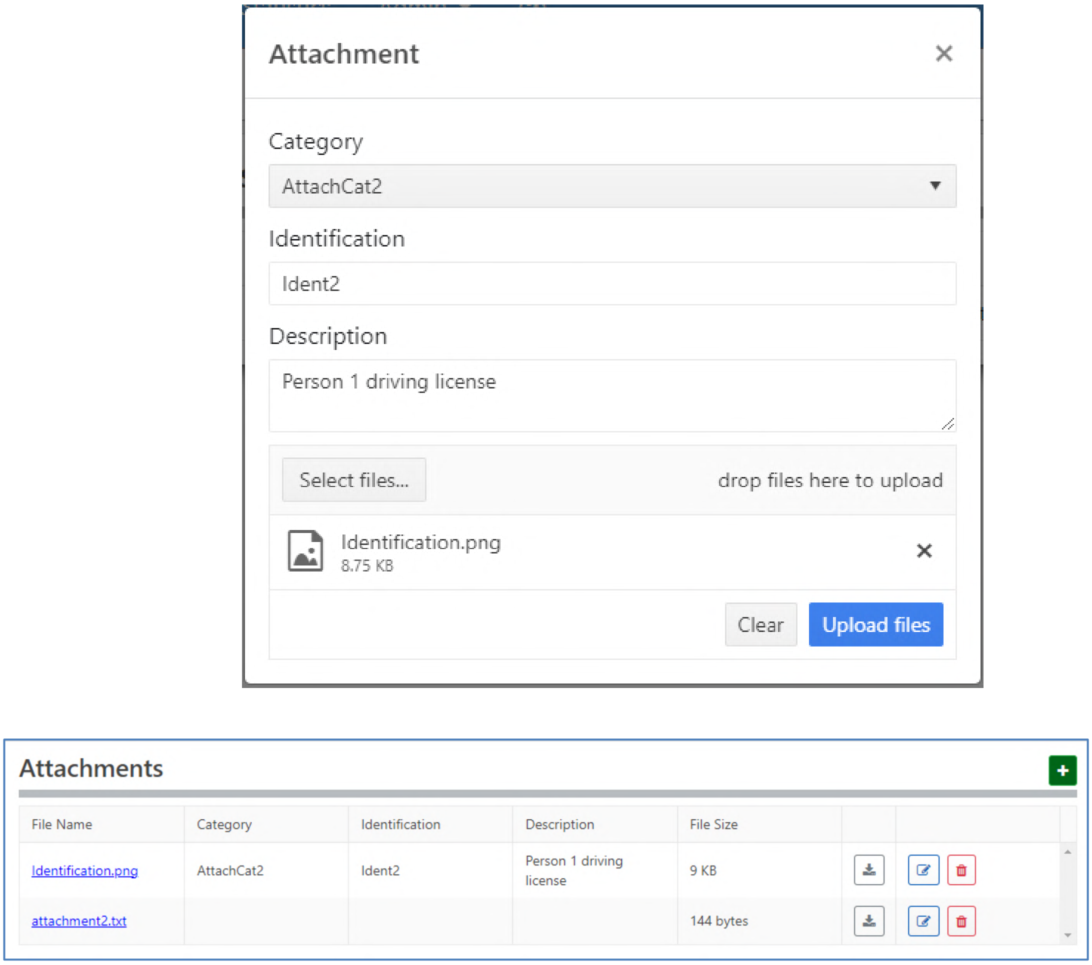
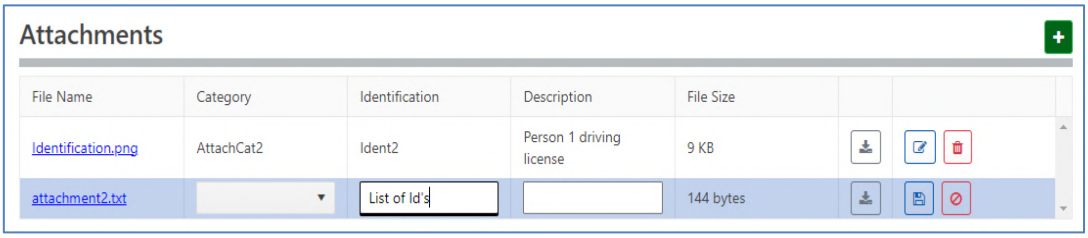


Figure 2-7

Attachment meta data can be edited after upload.



2.6 Indicators

2.6.1 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 2-8

2.6.2 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.

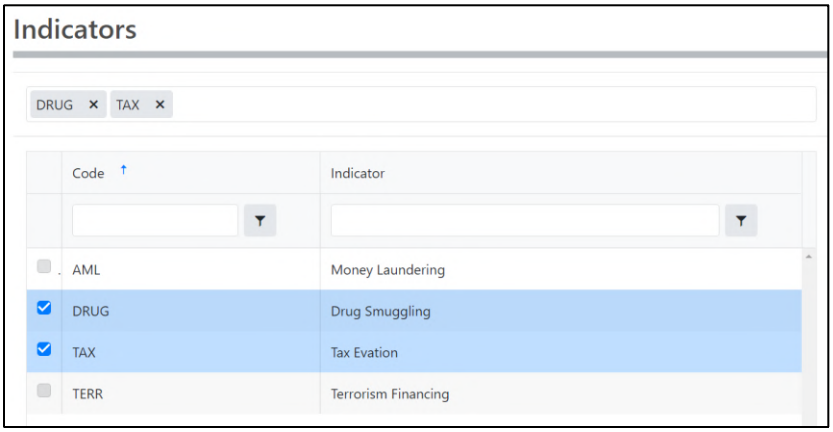


Figure 2-9

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.

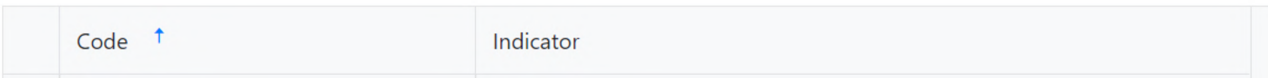


Figure 2-10

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**

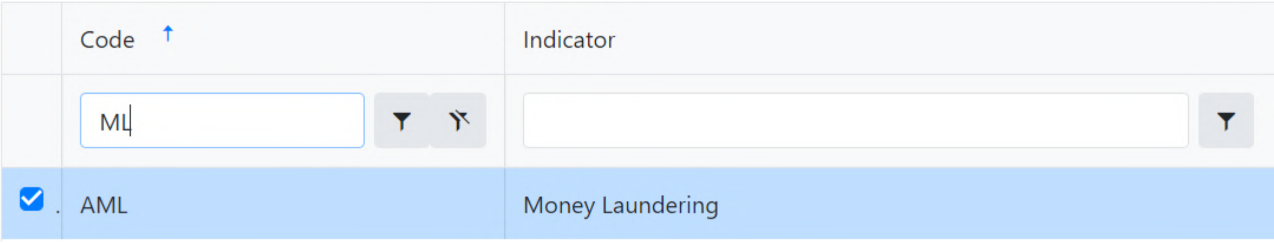
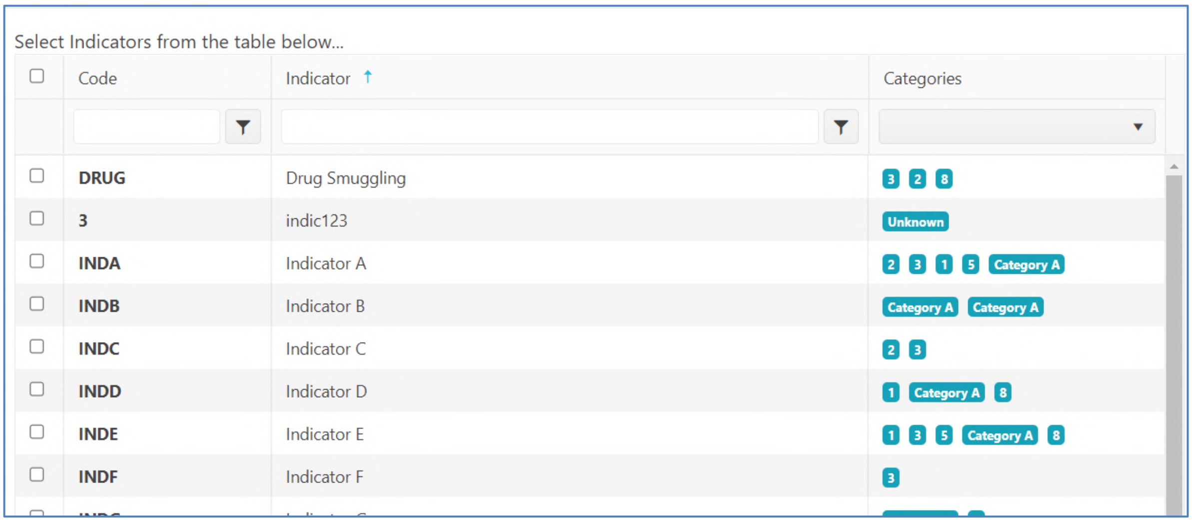


Figure 2-11

2.6.3 Indicators Categories

If indicators have been assigned to categories* then the **Categories** column will also be displayed in the indicators grid.
*Indicator categories are determined in the goAML Client application and are then pushed to the web



The **Catogories** 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.

2.7 Transactions

2.7.1 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 2-12

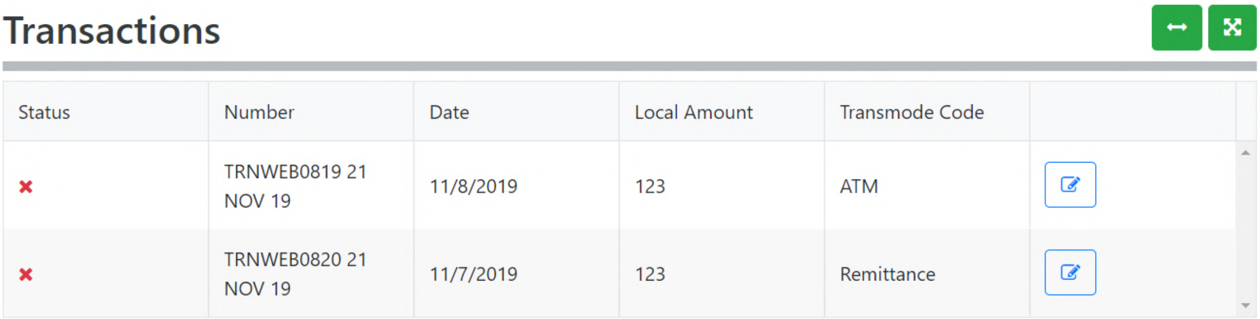
The image below is an example of when the mouse pointer is hovered over the Transactions List Tab. This shows the actions that can be done on the transactions list.

Figure 2-13

The actions on the transactions list are:

	Expand / Collapse 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.
	Download all the transactions in 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**

2.7.2 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 2-14

2.7.3 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.

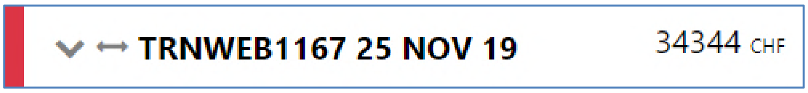


Figure 2-15

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

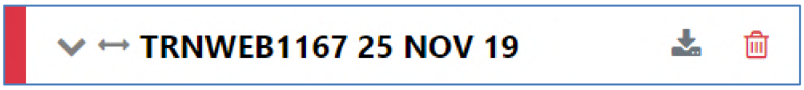


Figure 2-16

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.

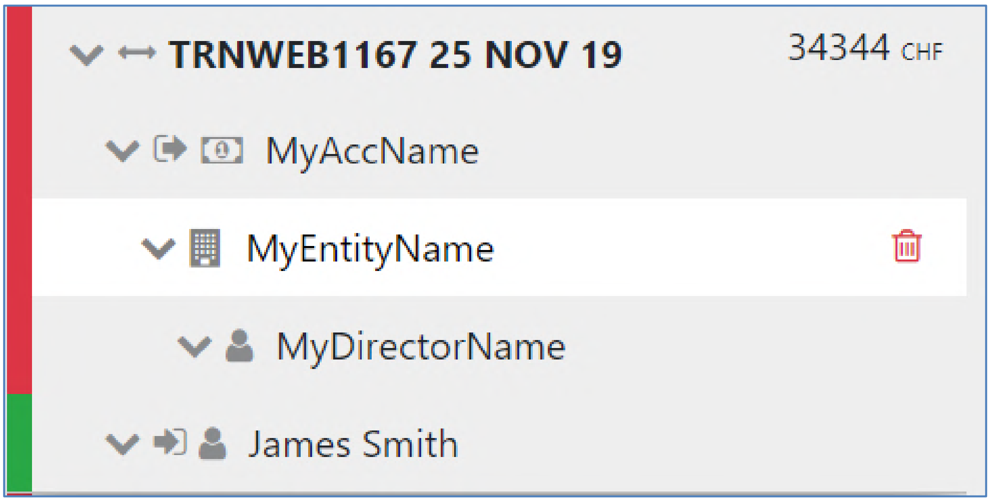


Figure 2-17

	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)

2.7.4 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.

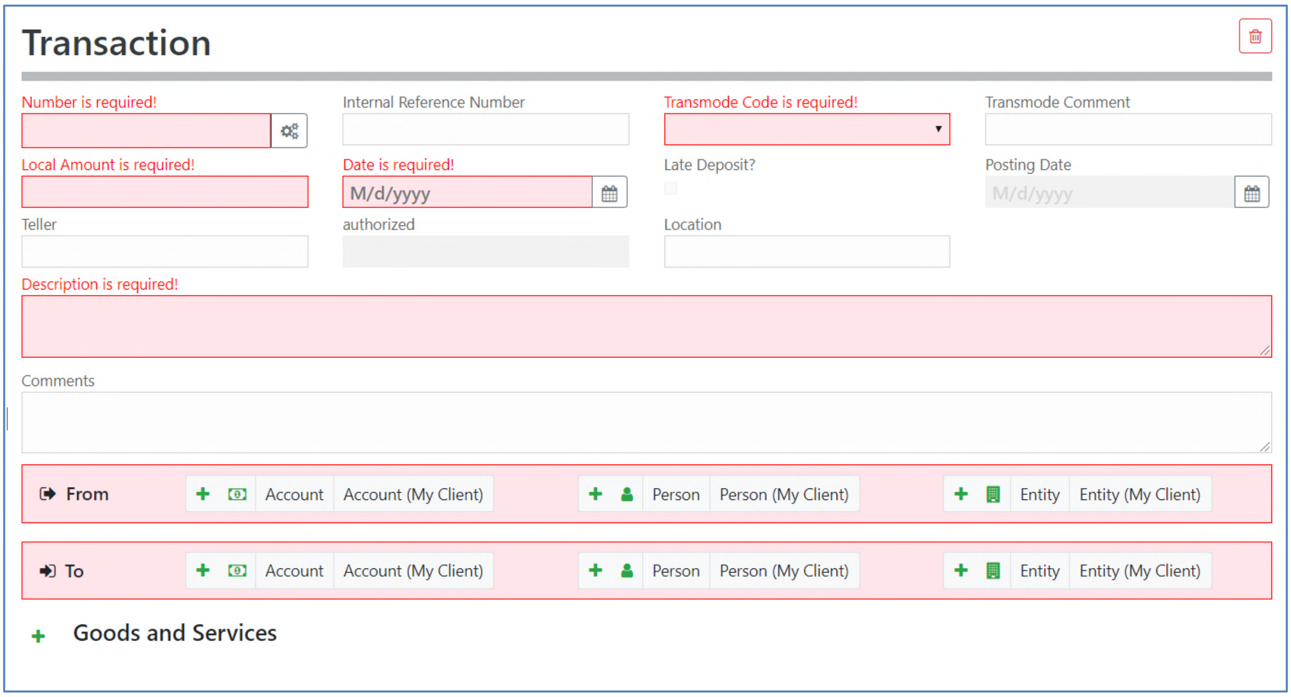


Figure 2-18

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

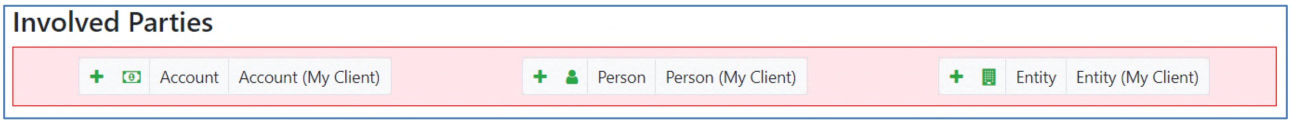
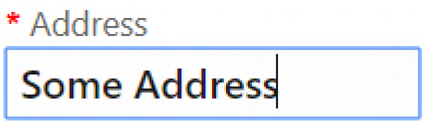


Figure 2-19

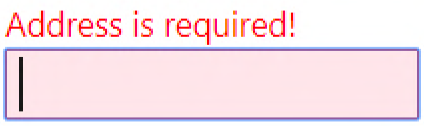
To add a party to either the **From**, **To** or **Involved Parties** select one of the 6 buttons **Account**, **Account My Client**, **Person, Person My Client**, **Entity** or **Entity My Client**

2.7.4.1 Fields

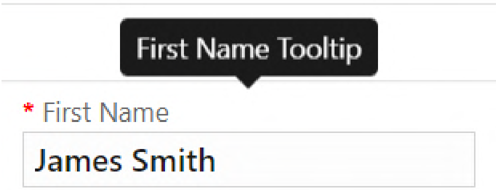
Mandatory fields a shown by a red asterisk next to the field name.



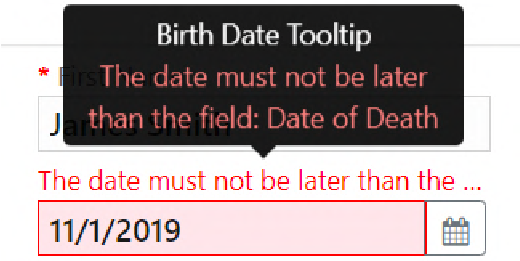
If there are validation errors on the field the field is highlighted pink and the error is shown in place of the field name.



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

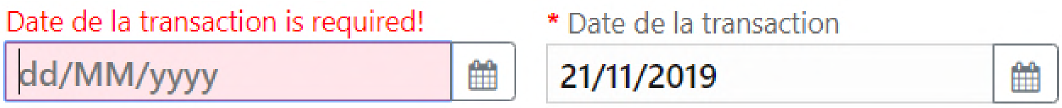


Tooltips also show the error messages if there is not enough room to show them in the form.

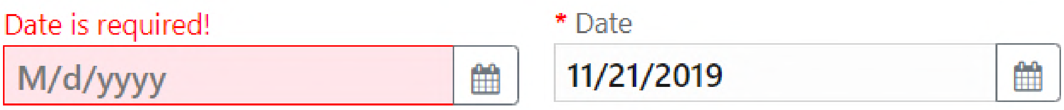


Some fields are mutually exclusive, such as the **institution code** and **swift** in the Account object. Only one of them can be selected and is required. Use the radio buttons on the left of the field to activate the field before entering data.

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.



2.7.4.2 Collections

Some objects contain a collection of other objects, for example Figure 2-20 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. Where as 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.

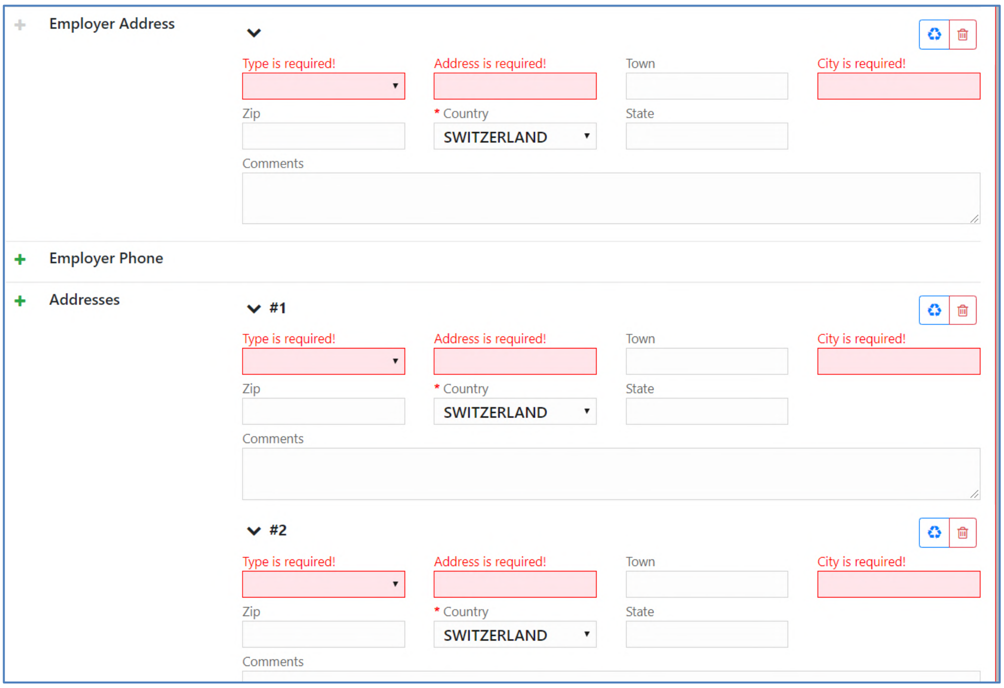


Figure 2-20

2.7.5 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.

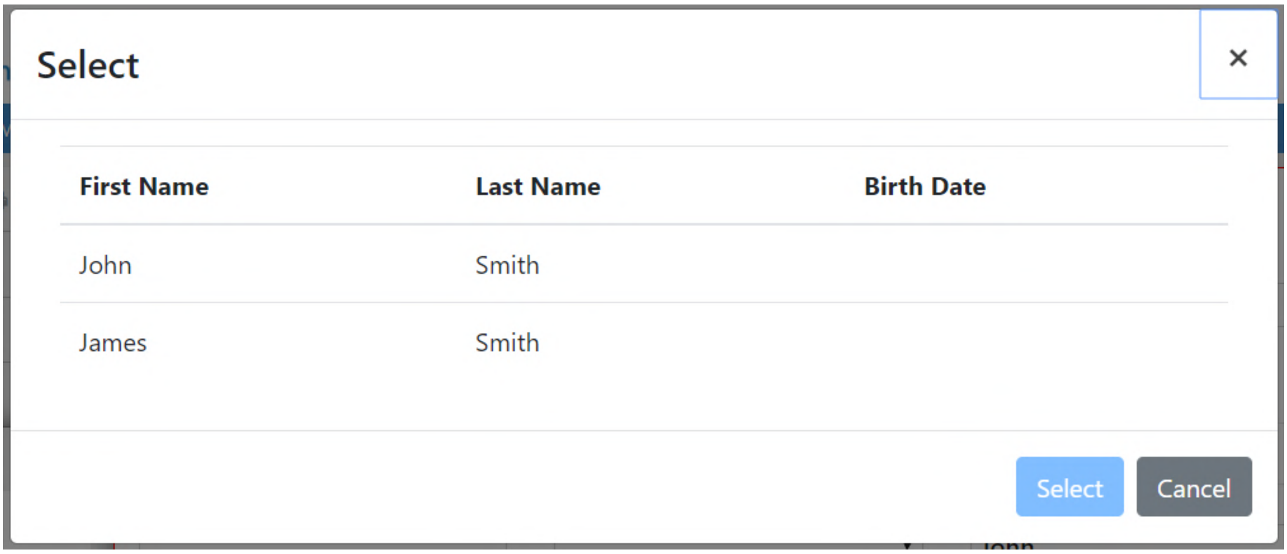


Figure 2-21

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.

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

Figure 2-22

Figure 2-23

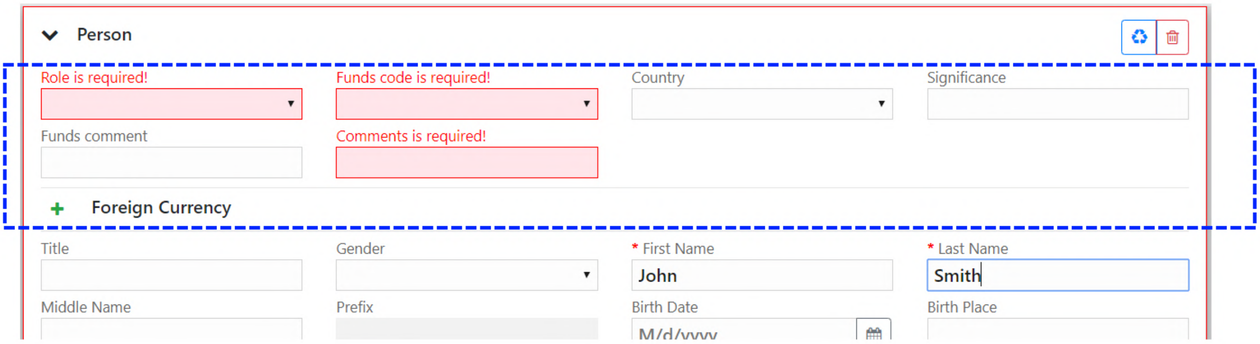


Figure 2-24

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.

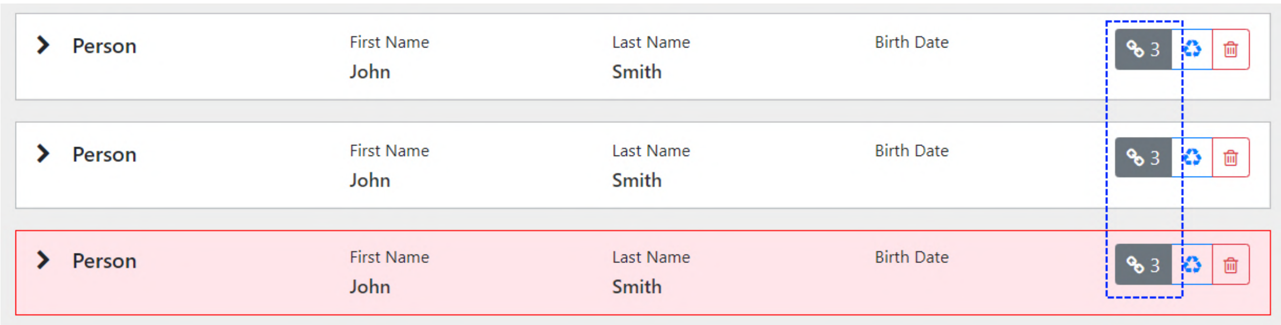


Figure 2-25

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.

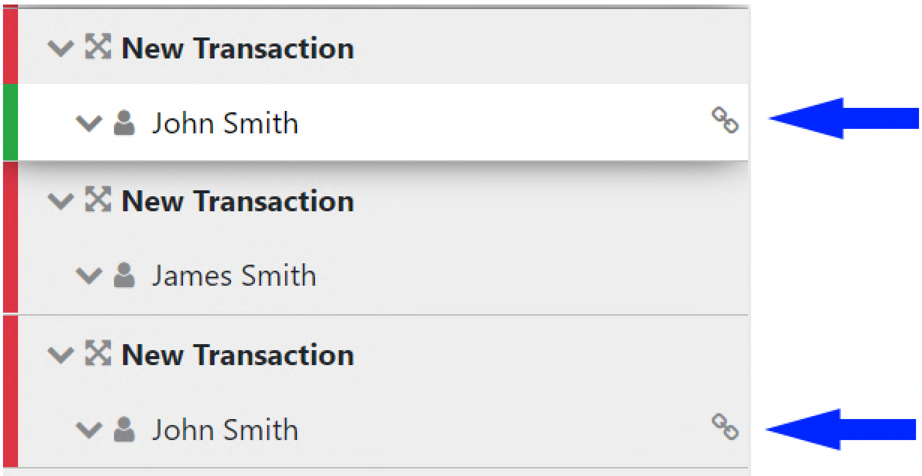


Figure 2-26

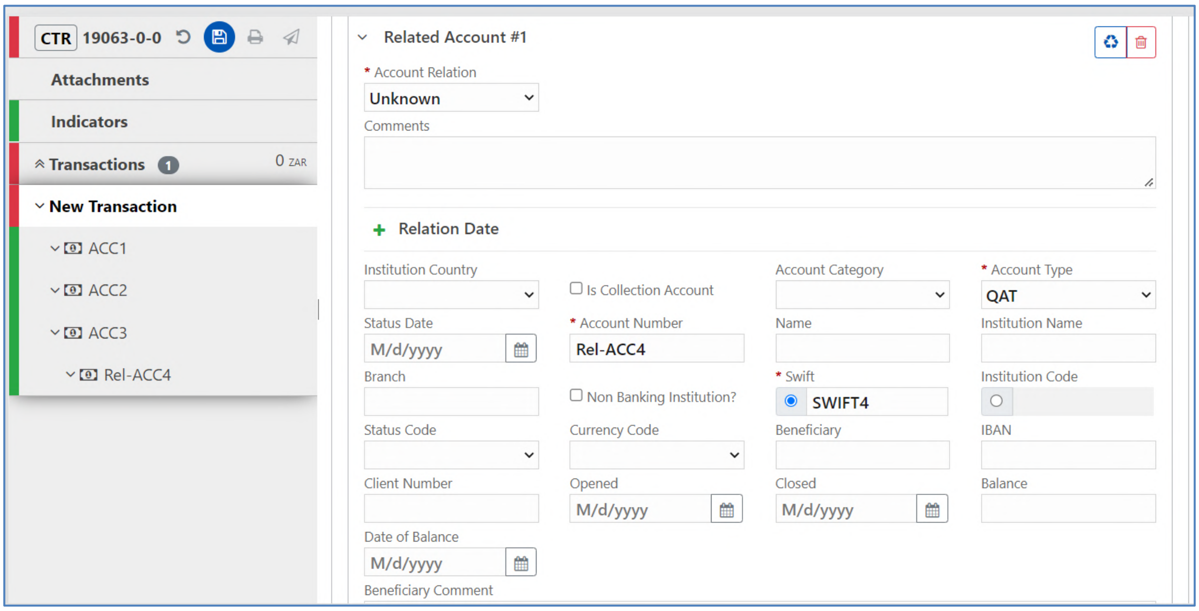
2.7.5.1 Limitation of hierarchy levels in object relations.

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

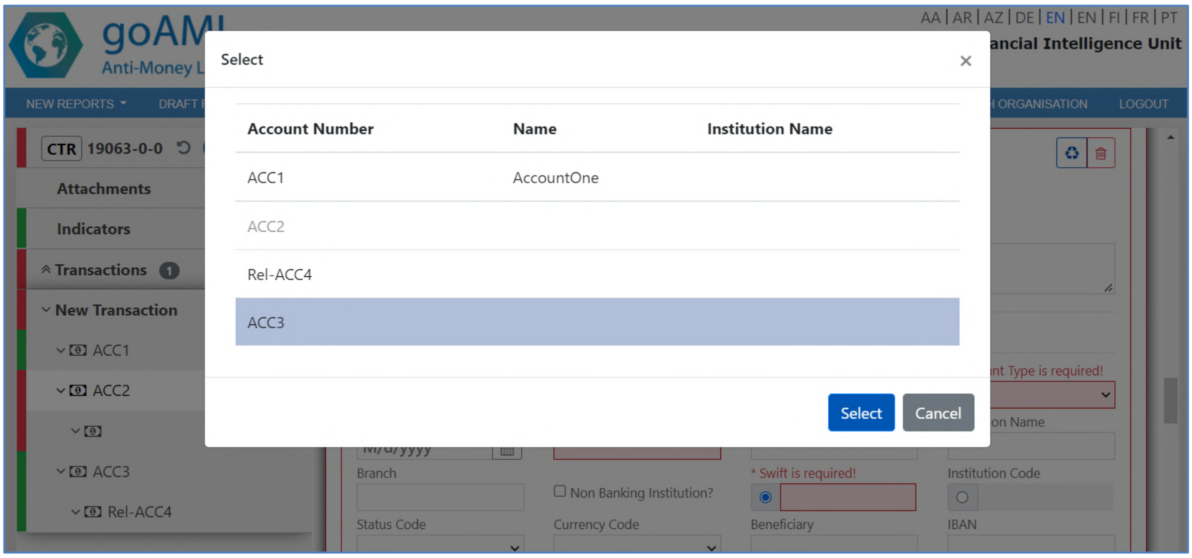
- **Accounts** can have related **Accounts**, **Entities** and **Persons**.
- **Entities** can have related **Entities** and **Persons**.
- **Persons** can have related **Persons**.

Between 2 objects of the same type, there can only be a hierarchy of one level deep. So 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**.

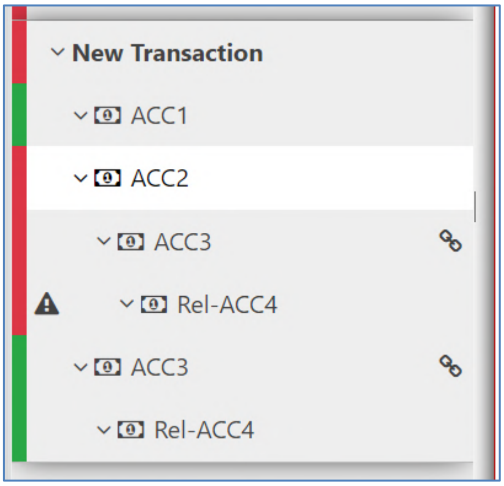


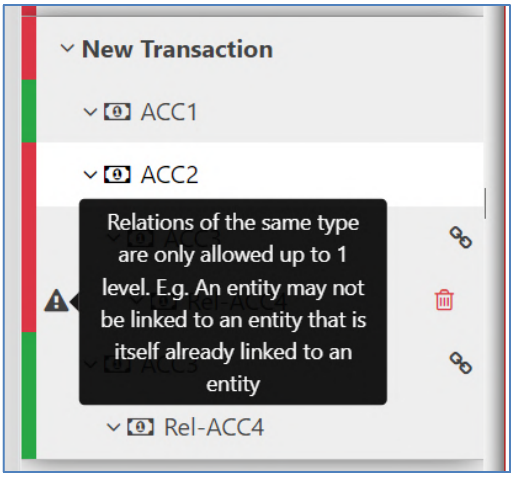
When adding a related Account for **ACC2** it is possible to select **ACC3** even though this Account also has a related Account.



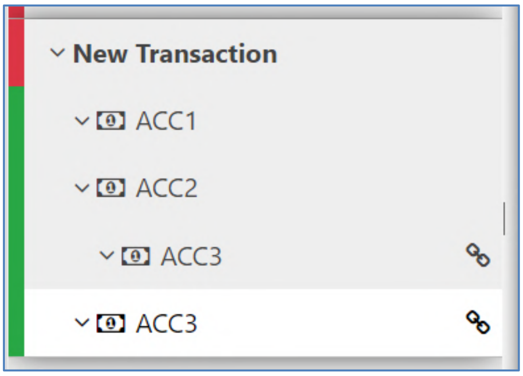
When **ACC3** is added as a related Account to **ACC2**, **ACC2** becomes **invalid.** This is because it has a related object of the same type (Account) that also has a related Account.

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



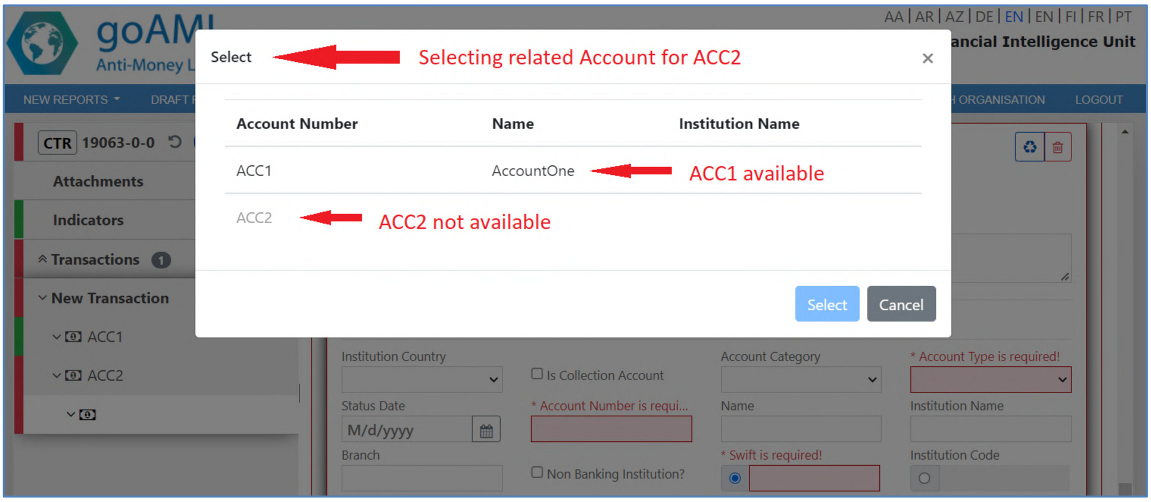
The hierarchy restriction of 1 level deep is only for objects of the same type. The following shows what is allowed and not allowed in the hierarchy.

- Account
    - Related Account
        - ~~Related Account~~ (not allowed)
        - Related Entity
            - Related Entity
                - ~~Related Entity~~ (not allowed)
                - Related Person
                    - Related Person
                        - ~~Related Person~~ (not allowed)
            - Related Person
                - Related Person
                    - ~~Related Person~~ (not allowed)
        -
    - Related Entity
        - Related Entity
            - ~~Related Entity~~ (not allowed)
            - Related Person
                - Related Person
                    - ~~Related Person~~ (not allowed)
        - Related Person
            - Related Person
                - ~~Related Person~~ (not allowed)
    - Related Person
        - Related Person
            - ~~Related Person~~ (not allowed)

- Entity
    - Related Entity
        - ~~Related Entity~~ (not allowed)
        - Related Person
            - Related Person
                - ~~Related Person~~ (not allowed)
    - Related Person
        - Related Person
            - ~~Related Person~~ (not allowed)

- Person
    - Related Person
        - ~~Related Person~~ (not allowed)

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.



2.7.5.2 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.

2.8 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.

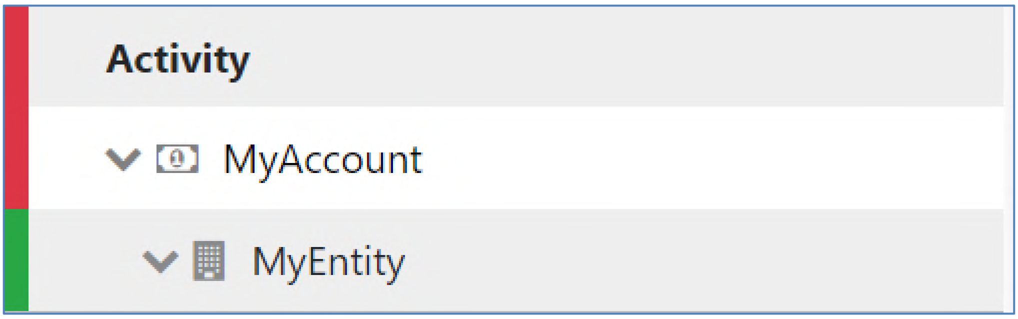


Figure 2-27

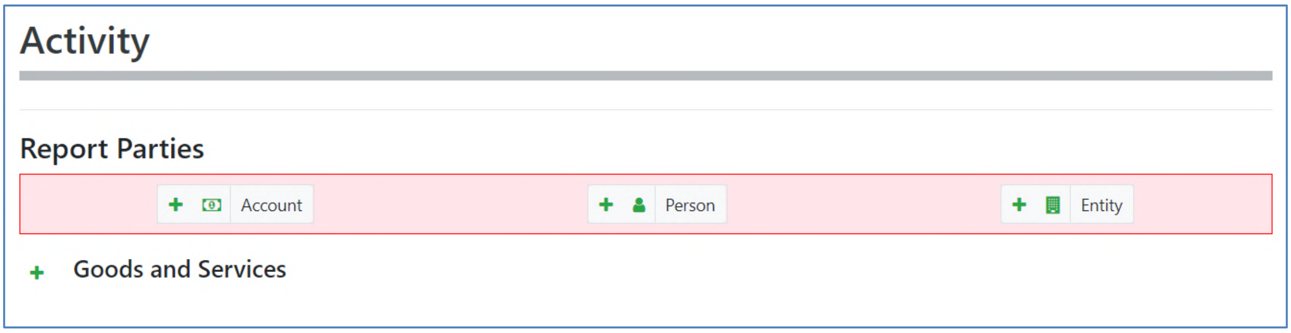


Figure 2-28

2.9 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.

N.B. A note on back-compatibility from 5.2 onwards: Previous versions of goAMLWeb used the following wrapper for uploading and downloading transactions. *Transaction elements were surrounded by a <transactions> element and a <reportdata> element.* For convenience and for extending ability to allow full report uploads to the web report, the upload and download of transactions now use the same structure as defined by the goAML Schema. That is that the *<transaction>*objects are only surrounded by a *<report>* element. The upload is back compatible with previous transaction uploads so the templates should not need to be changed.

2.9.1 How to Download a Transactions

Figure 2-29 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.

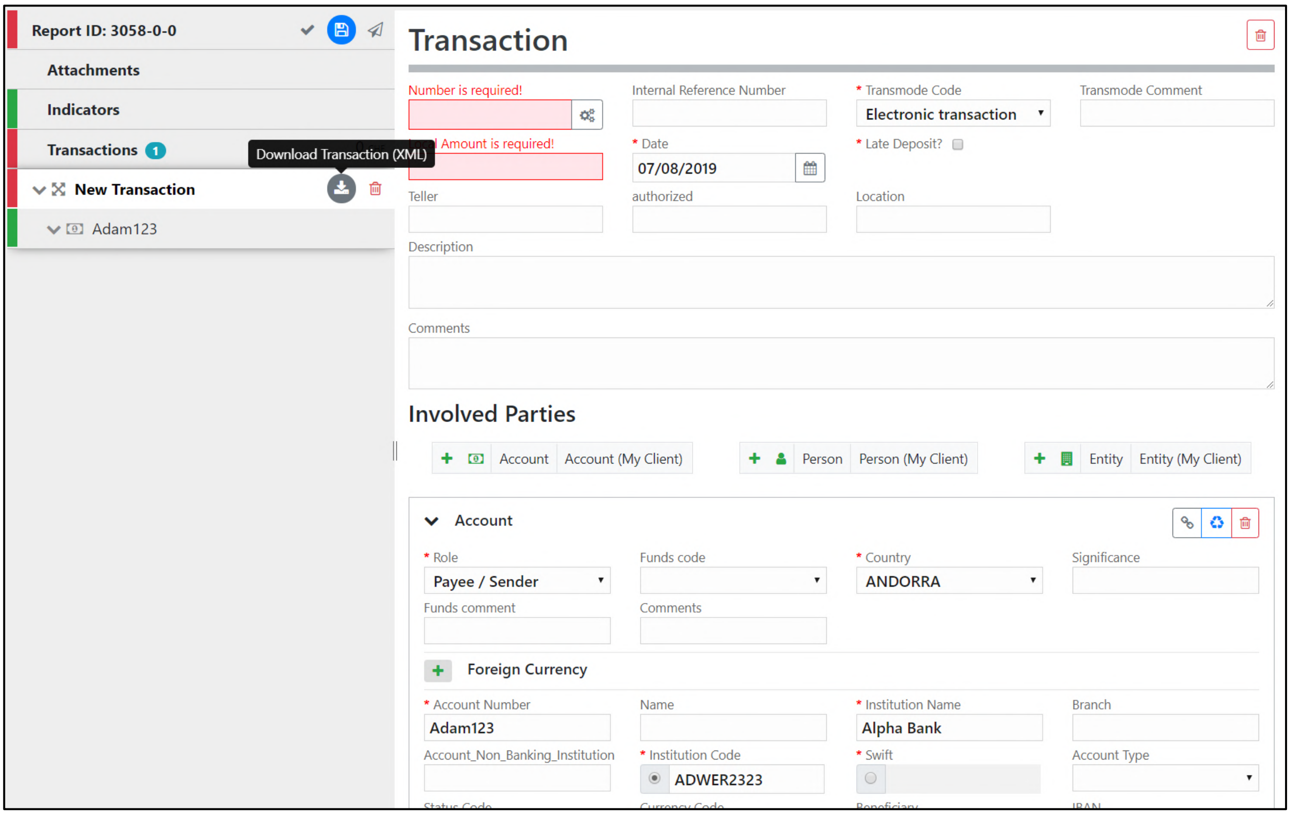


Figure 2-29

Figure 2-30 - 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.

```xml
<?xml version="1.0"?>
- <report>
  - <transaction>
      <date_transaction>2022-09-08T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local>232323</amount_local>
    - <involved_parties>
      - <party>
          <role>B</role>
        - <account>
            <swift>ALP123</swift>
            <account>AlphaAccount</account>
            <account_name>AlphaBank</account_name>
            <account_type>2</account_type>
          </account>
          <funds_code>D</funds_code>
          <country>AF</country>
        </party>
      </involved_parties>
    </transaction>
  </report>
```


Figure 2-30 - Downloaded Transaction XML

Everything inside the <report> tag follow the structure of the goAML Schema.

Figure 2-31 - 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.

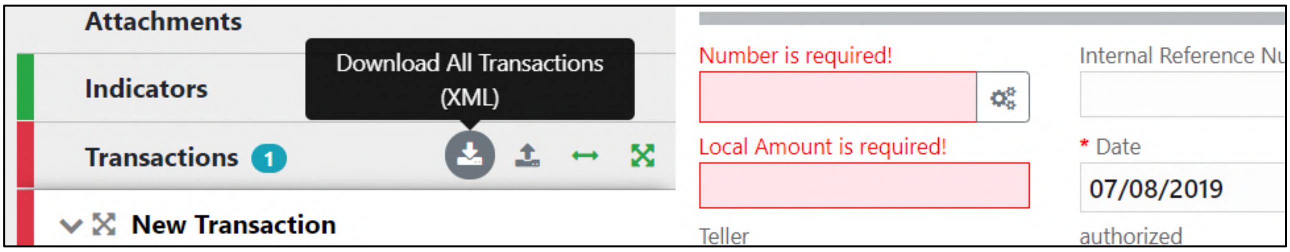


Figure 2-31 - Download All Transactions

Downloading all transactions will result in repeated <transaction> elements, for example

```
  <?xml version="1.0"?>
- <report>
  - <transaction>
      <date_transaction>2022-09-08T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local>232323</amount_local>
    - <involved_parties>
      - <party>
          <role>B</role>
        - <account>
            <swift>ALP123</swift>
            <account>AlphaAccount</account>
            <account_name>AlphaBank</account_name>
            <account_type>2</account_type>
          </account>
          <funds_code>D</funds_code>
          <country>AF</country>
        </party>
      </involved_parties>
    </transaction>
  - <transaction>
    - <involved_parties>
      - <party>
          <role>C</role>
        - <person>
            <first_name>James</first_name>
            <last_name>Smith</last_name>
          </person>
          <funds_code>K</funds_code>
          <country>AF</country>
        </party>
      </involved_parties>
    </transaction>
  </report>
```

2.9.2 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.

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 2-32 and click it to open the file dialog.

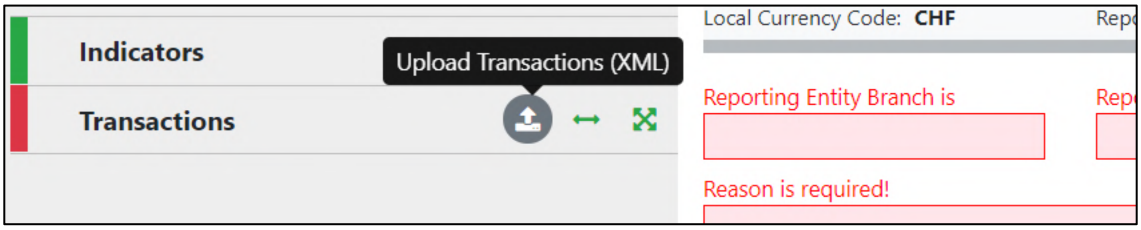


Figure 2-32

The file will be read and the transactions will be added to the report as shown in Figure 2-33.

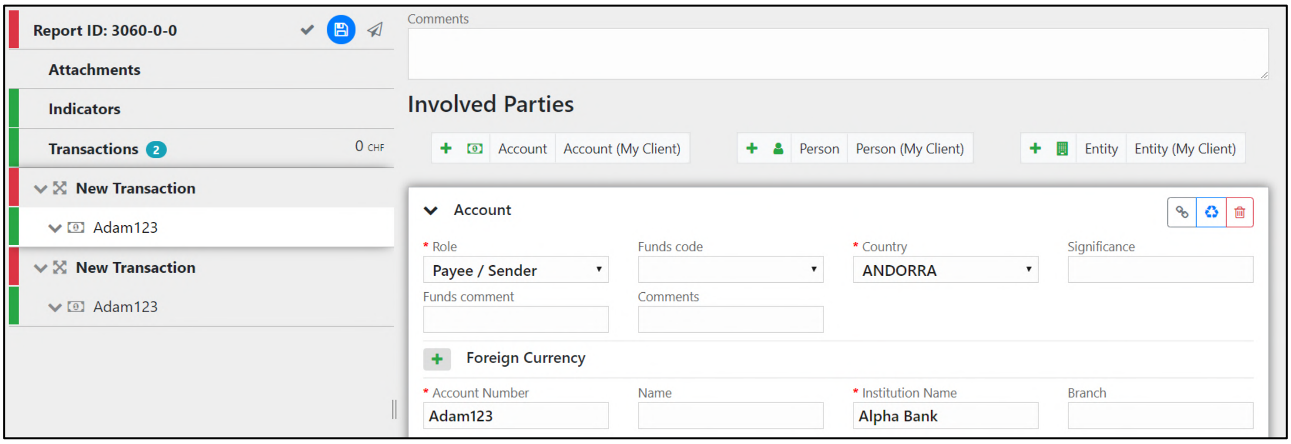
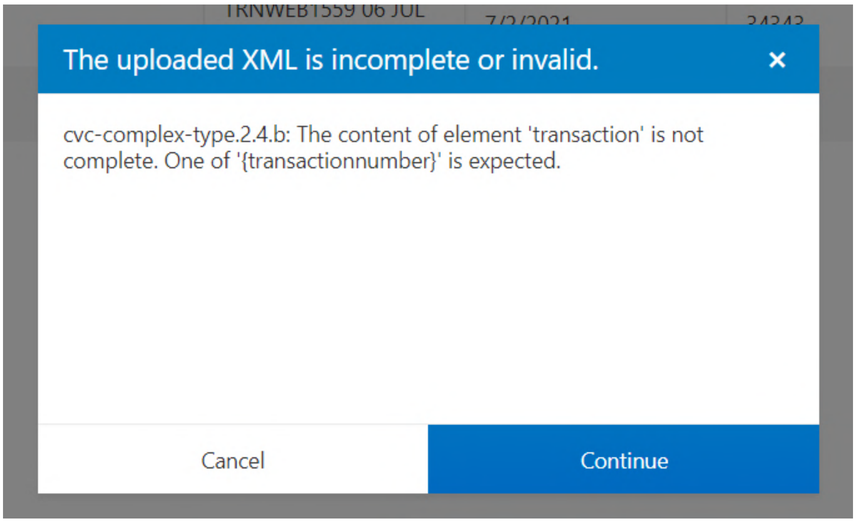


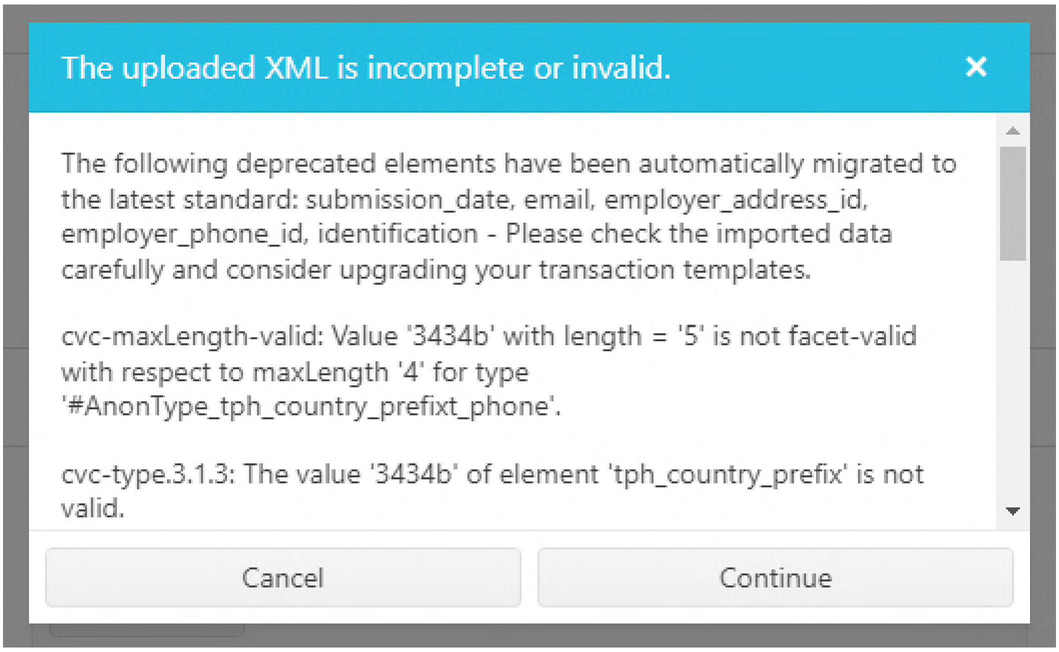
Figure 2-33

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 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.



2.9.3 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 “Emails sent for Reports from goAMLWeb

When email is sent	Recipient
New Message in the message board (including report acceptance or rejection)	**Reporting Entity email address** **(cc’d in Reporting Entity email address of submitting RE if report was sent on behalf of delegate)**
Report is submitted and validated (or determined invalid)	**User email address**

3 Forms Customization

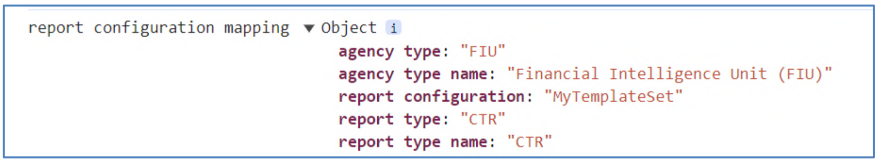
The Registration and Report forms can be customized. This means that fields can be re-arranged, hidden (if not mandatory) and forced to be mandatory. Dropdown lists can be filtered to hide unnecessary items, and Collections (Children objects) can be hidden.

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.

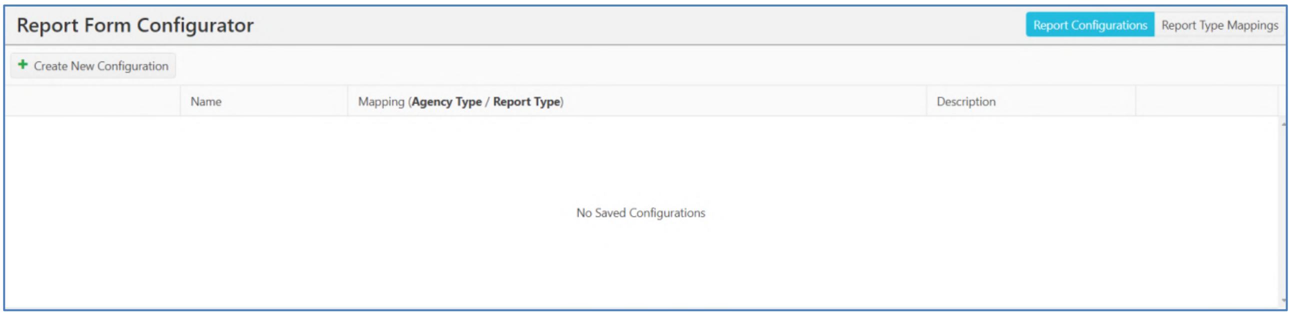
The customizations are created via the Report Form Configurator. This is available to FIU users with the **Site Customization** permission under the menu item **Admin > Report Form Configurator**

Useful tip!!: *To see what configuration is being applied to the current web report, hold the **Ctrl** button while clicking **Save Report** in the developer console of the browser, the configuration mapping will be printed as in the image below so you can be sure which configuration mapping is currently being used.*



3.1 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



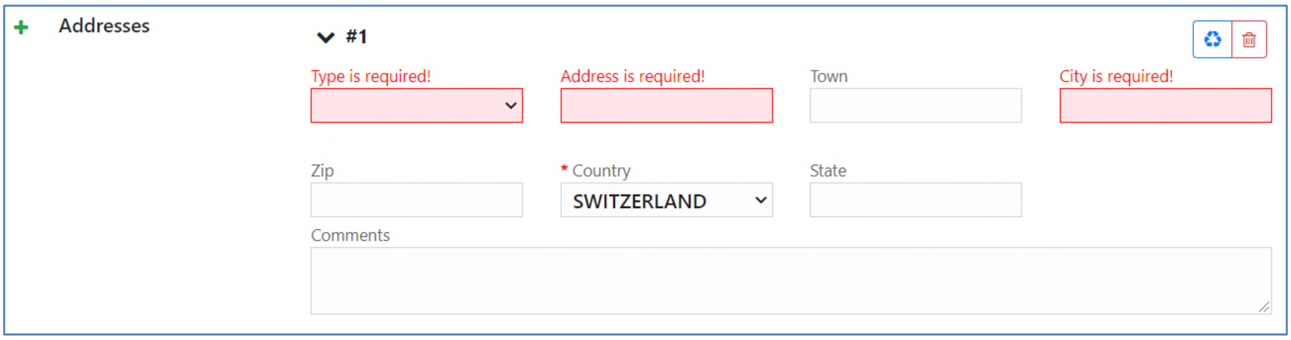
Form Configurator 1

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:

```xml
<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>
```

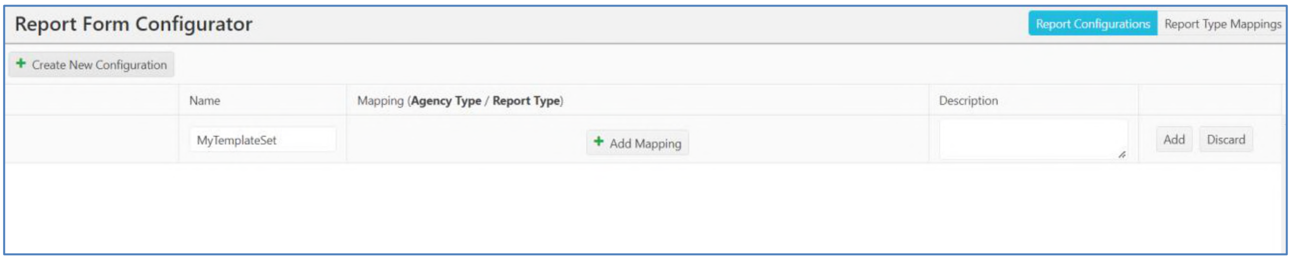
Without any **Template Sets** created, the default view of the **Address** form, based in the schema type above is as shown in the image below.

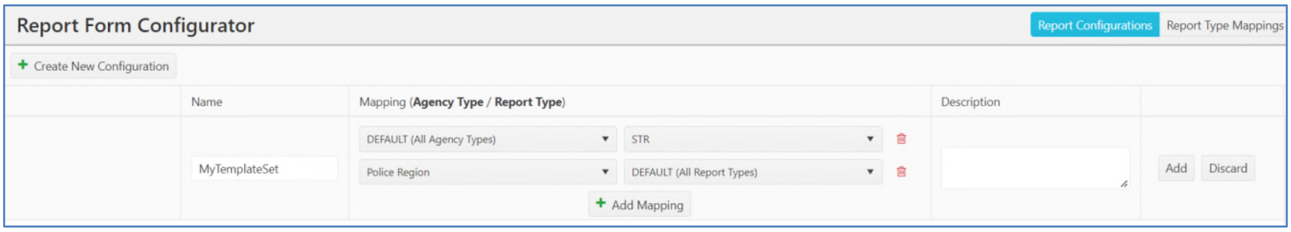


Form Configurator 2

3.1.1 Create a Template Set

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





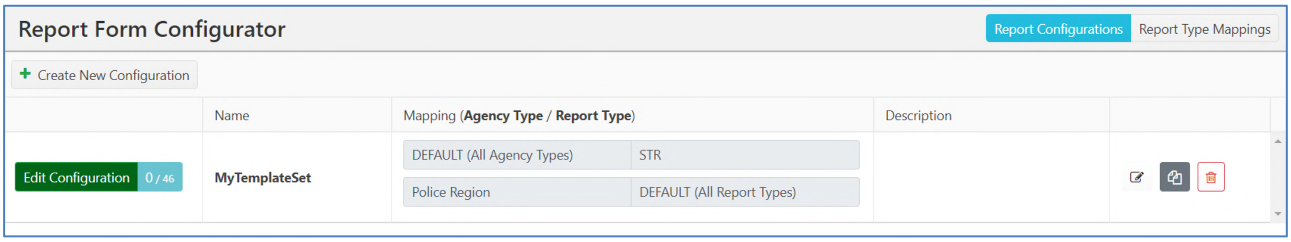
Then provide a **Name** and select **Add Mapping** to add zero or more **Agency Type** and **Report Type** mappings and if necessary a **Description.**

The **Agency Type** and **Report Type** mappings 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.

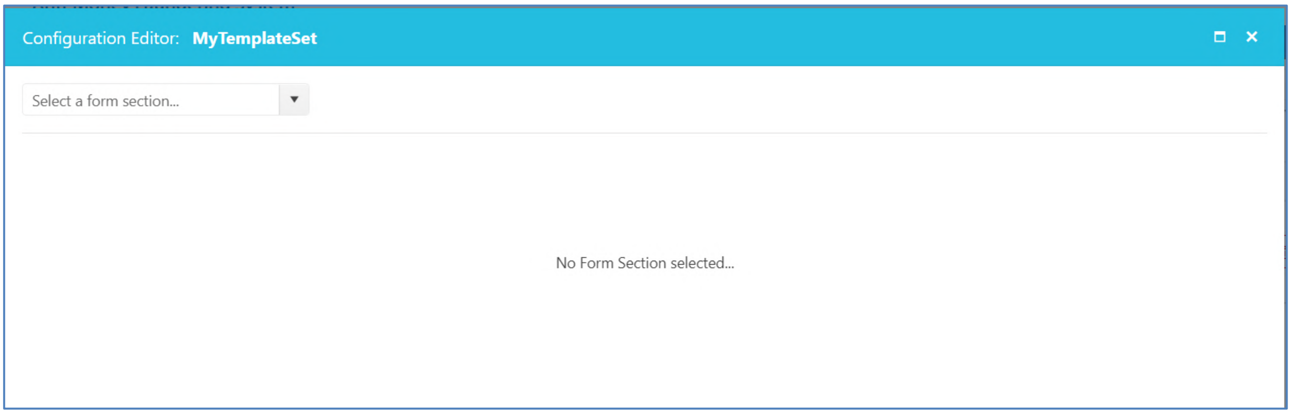
Precedence	Agency Type	Report Type	When it is used
1	Defined (e.g. **BANK**)	Defined (e.g. **STR**)	Reporting Entity is type **BANK** is creating an **STR** report
2	Defined (e.g. **BANK**)	DEFAULT	There is no mapping above and the Reporting Entity is type **BANK**
3	DEFAULT	Defined (e.g. **STR**)	There 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.

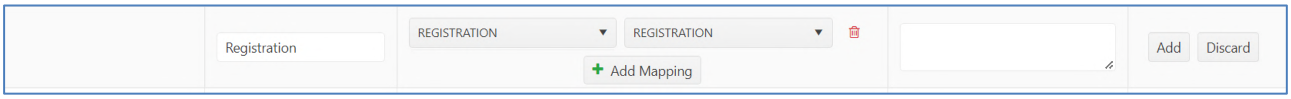


Select the **Edit Configuration** button to bring up the **Configuration Editor** dialog. The dialog is where the individual forms are customized for this particular mapping. The Agency Type and Report Type are displayed in the header and there is a **Form Selection** drop down box.



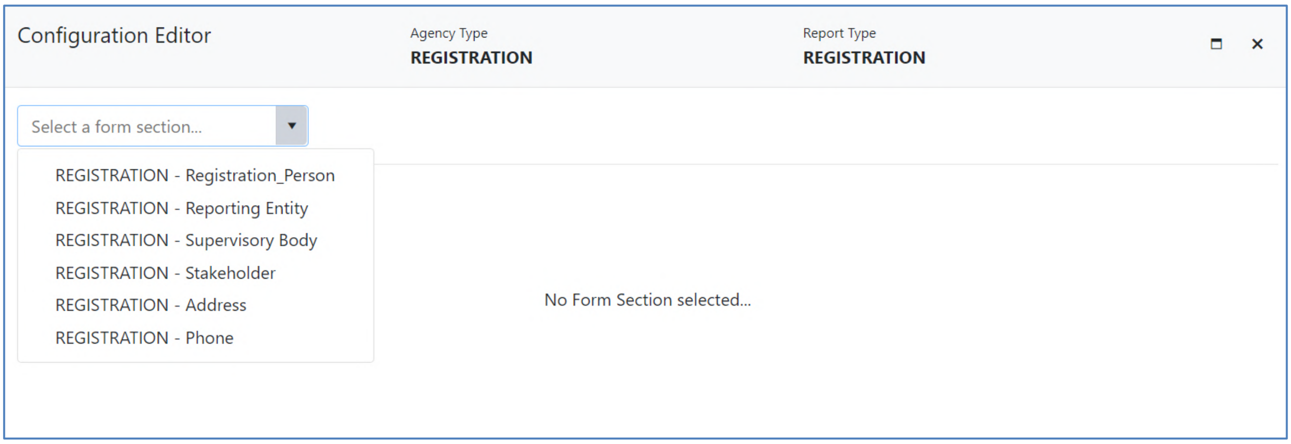
3.1.1.1 Registration and Change Request Template Set

When creating or editing a Tempalte 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.

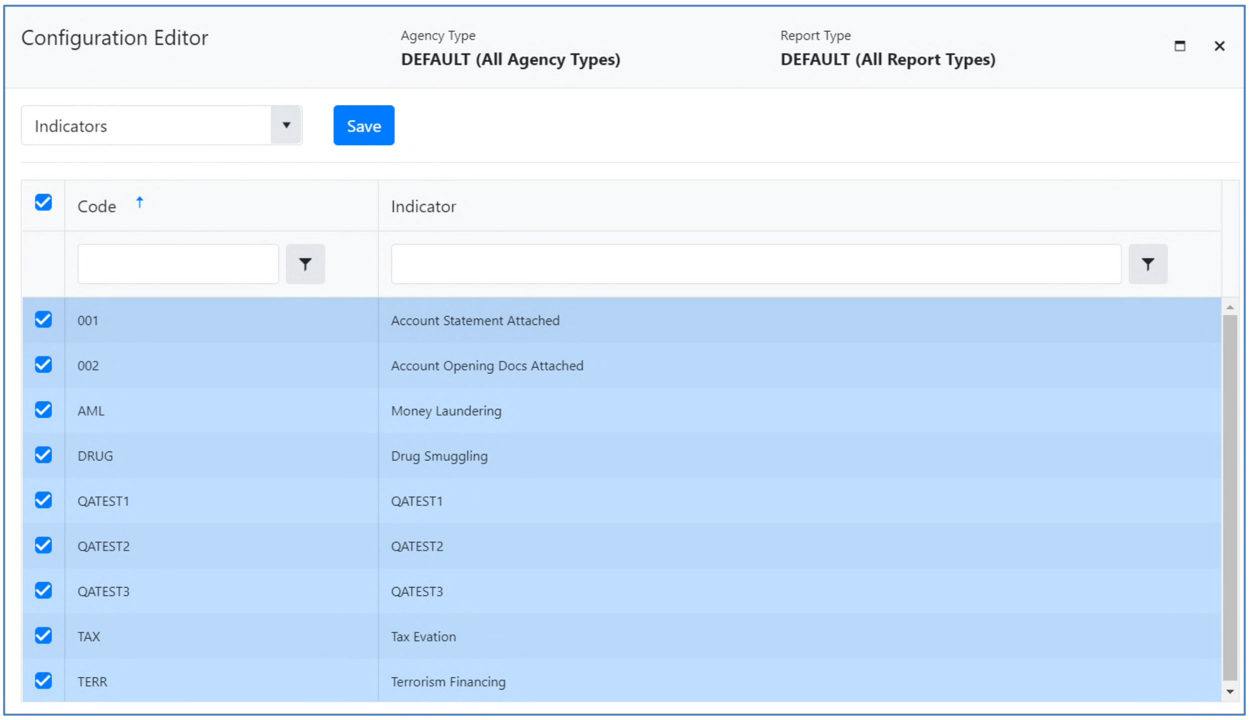
When the Form Configurator dialog is opened the Form Section drop down box will show a different set of options that are only for the Registration and Change Request Forms



Form Configurator 4

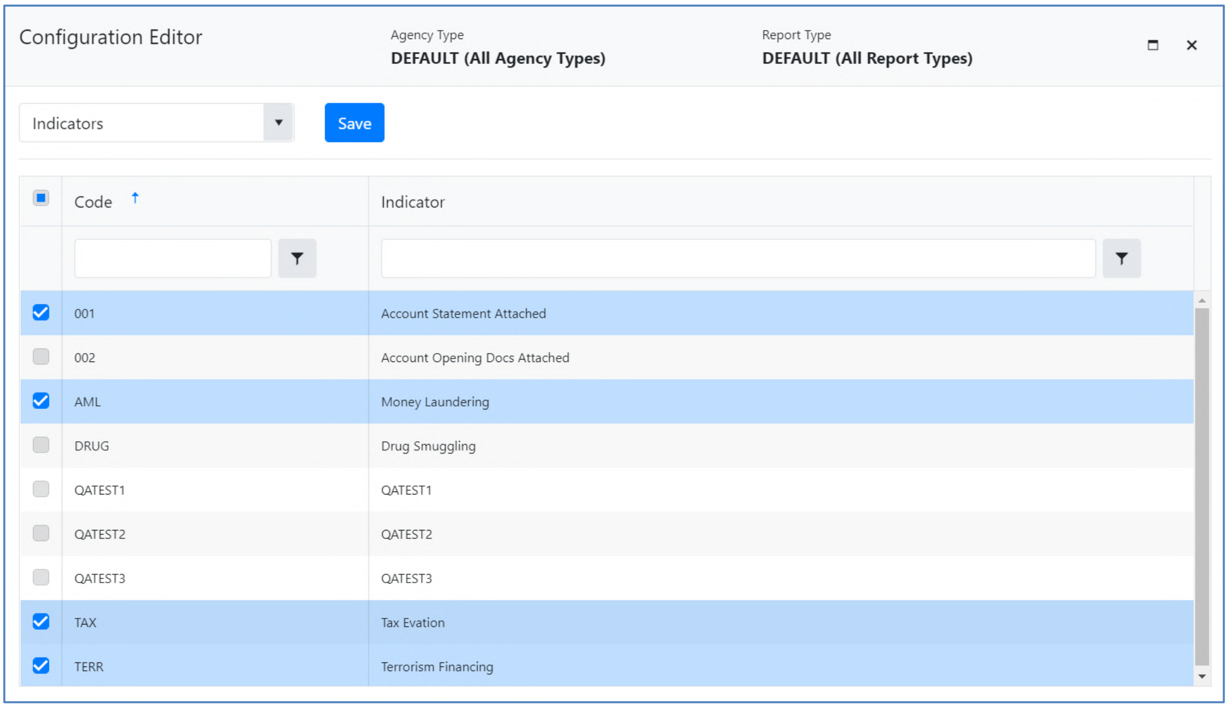
3.1.2 Indicators

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.



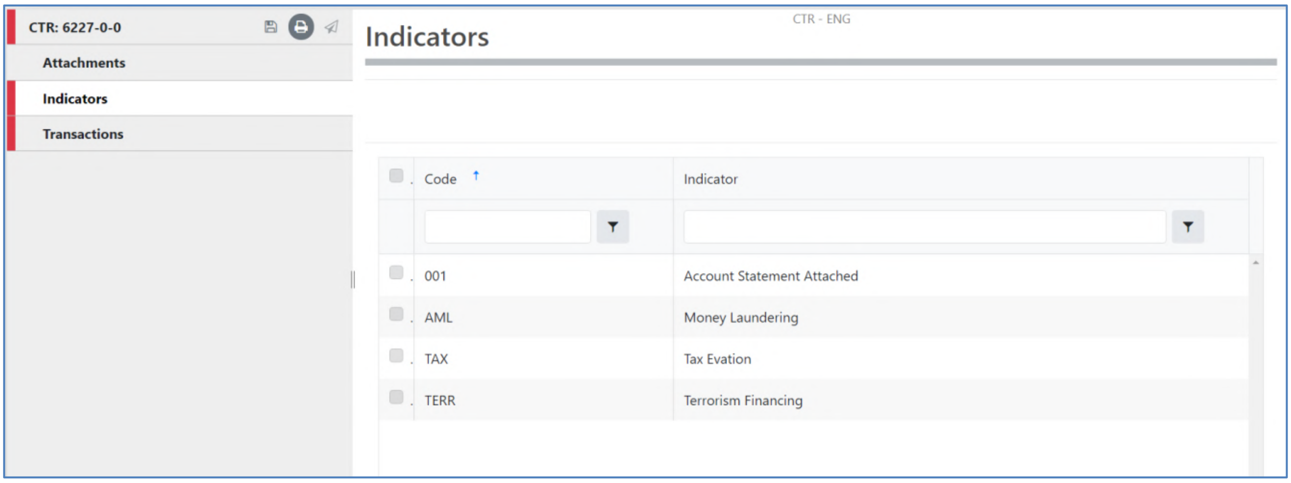
Form Configurator 5

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



Form Configurator 6

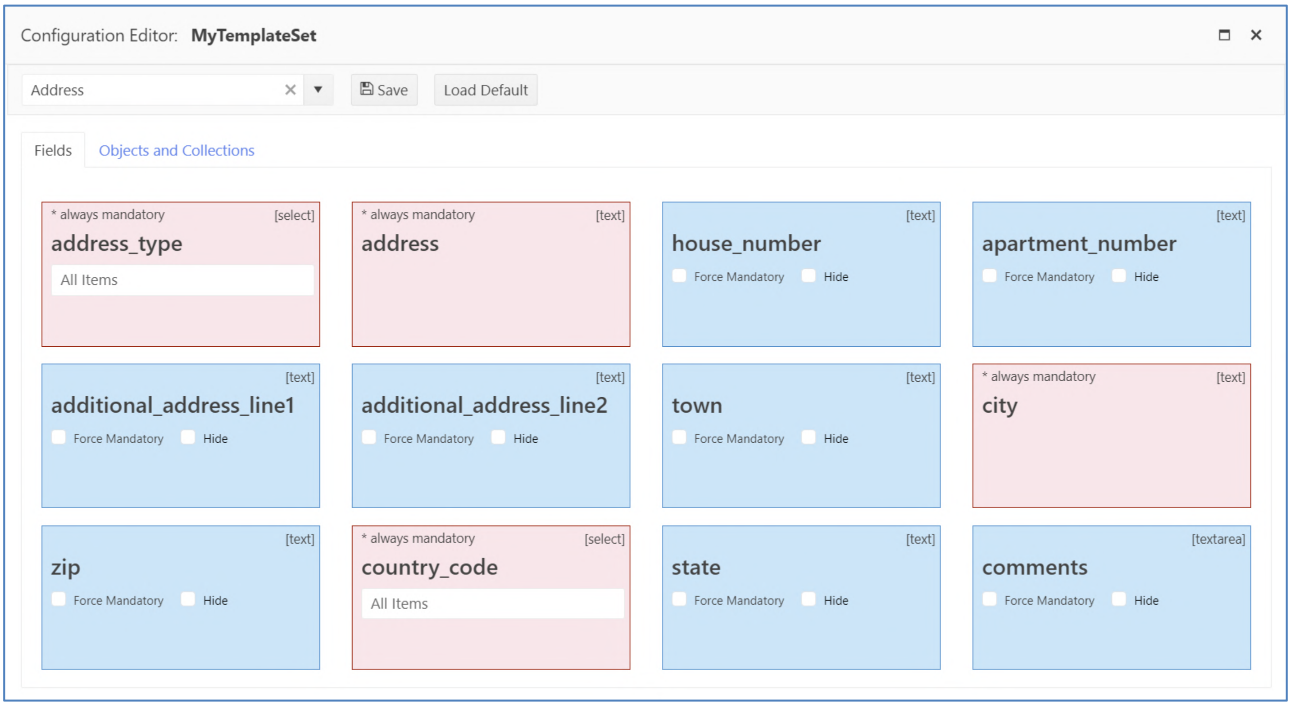
Now when a report is created that uses this Template Set the list of indicators will be filtered based on those saved in the configurator as shown in the image below.



Form Configurator 7

3.1.3 Form Sections – Fields

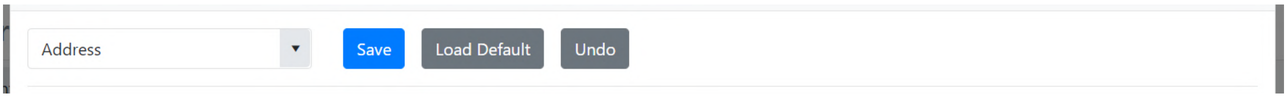
Selecting a Form section other than Indicators shows the fields available for that section in the order that they will be shown in the web report. This example shows **Address** selected and is using the defaults based on the schema type given at the start of this section



Form Configurator 8

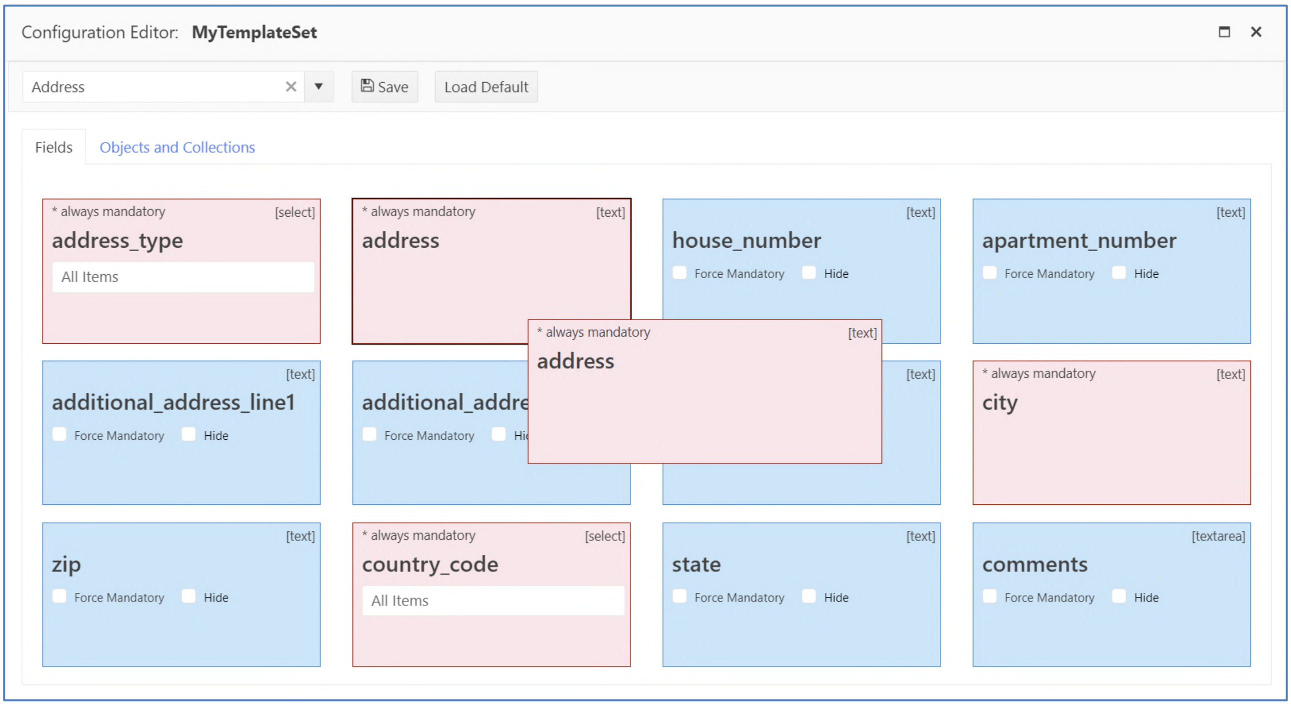
The following buttons are available:

- **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.



3.1.3.1 Ordering

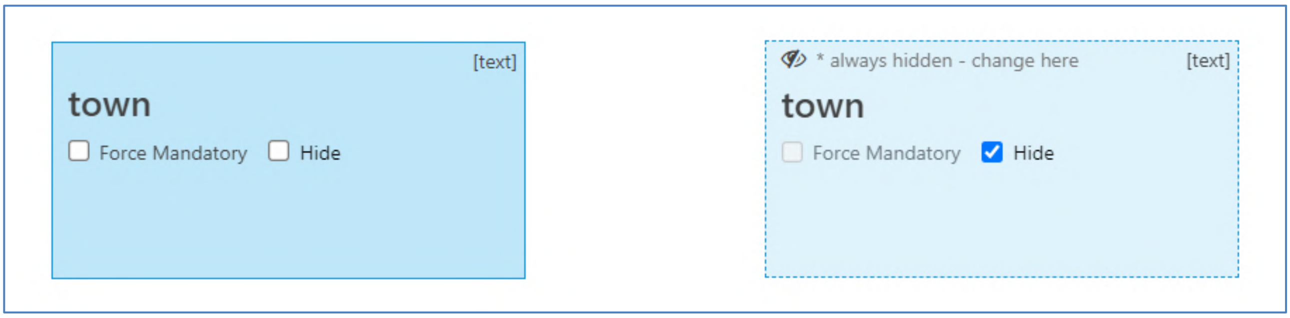
Fields can be dragged and dropped to change the order that they appear in the report. It is necessary to save after any changes have been made.



Form Configurator 9

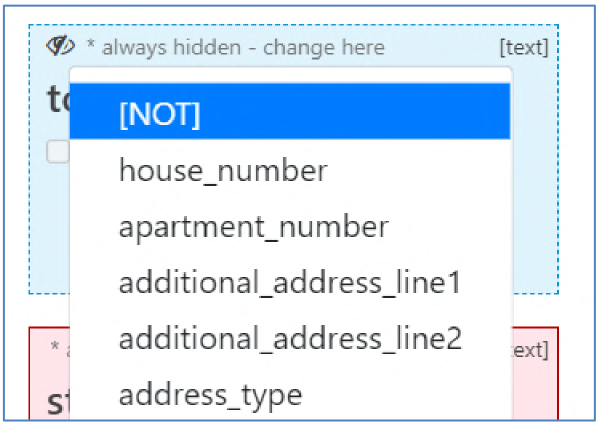
3.1.3.2 Hide and 'Hide IF'

Fields that are not mandatory in the schema can be hidden so that they do not show in the report. Once a field is set to be Hidden the text *** always hidden – change here** appears at the top of the field box.

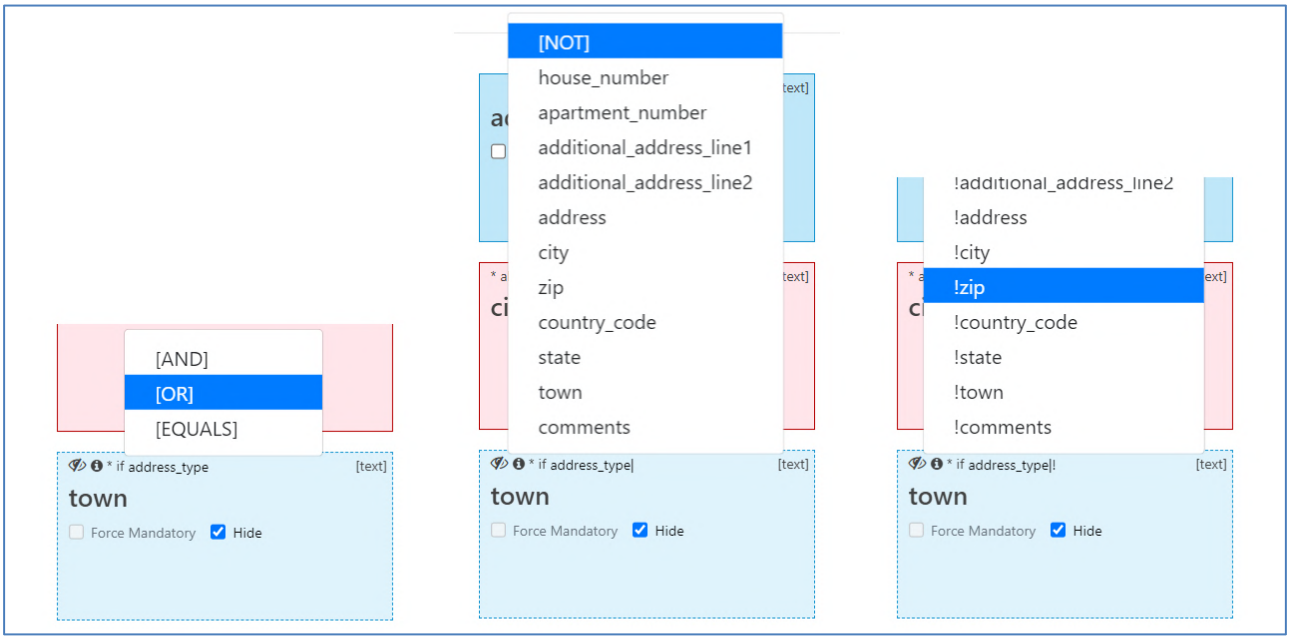


Form Configurator 10

Clicking on this text provides a drop down list of other fields in the template at the logic operator **[NOT]**



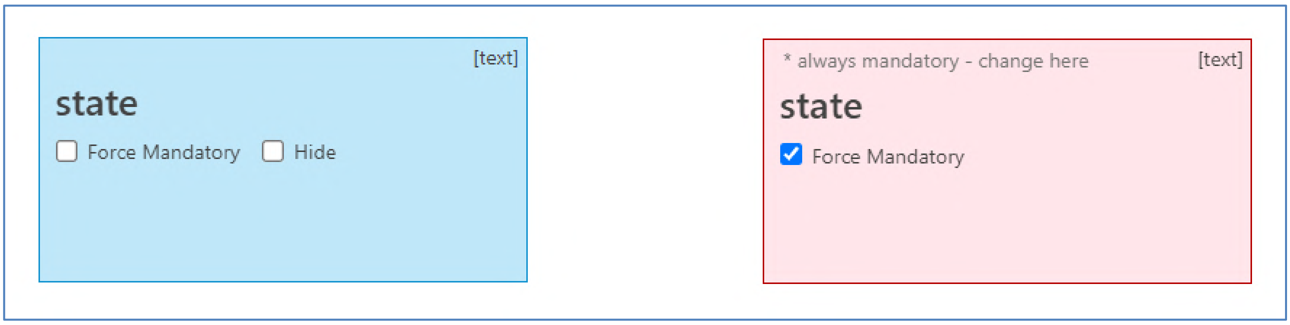
This allows logic to be applied to the field to determine when the field is hidden or not. For example selecting **address_type** then **[OR]** then **[NOT]** then **!zip** (**!** Denotes ‘NOT’) as in the sequence below, results in the town being hidden only if the the **address_type** has a value or the **zip** does not have a value.



If the user has entered data into the field, it will not be hidden regardless of the ‘hide if’ logic

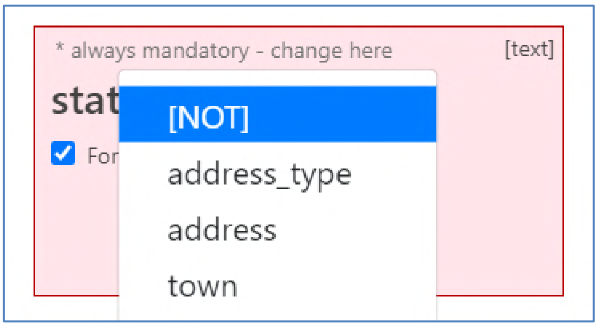
3.1.3.3 Force Mandatory and ‘Mandatory IF’

Fields that are not mandatory in the schema can be *Forced Mandatory* so that they appear as required in the report. Once a field is set to be Forced Mandatory the text *** always mandatory – change here** appears at the top of the field box.

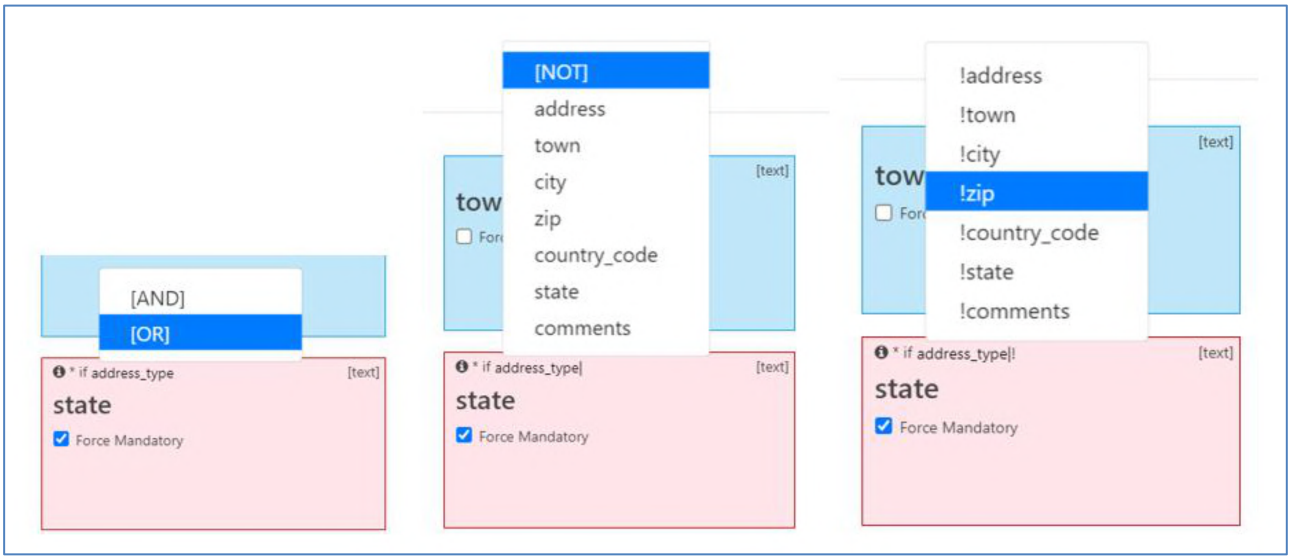


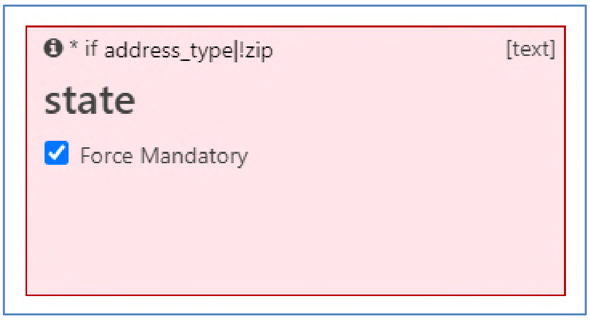
Form Configurator 11

Clicking on this text provides a drop down list of other fields in the template at the logic operator **[NOT]**



This allows logic to be applied to the field to determine when the field is mandatory. For example selecting **address_type** then **[OR]** then **[NOT]** then **!zip** (**!** Denotes 'NOT') as in the sequence below, results in the state being mandatory only if the the **address_type** has a value or the **zip** does not have a value.





Below you can see this logic applied in the **address** template.

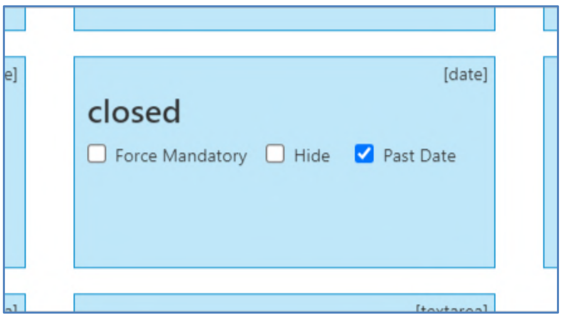
state is required because **zip** has no value

state is optional because **address_type** has no value and **zip** has a value

state is required because **address_type** has a value

3.1.3.4 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

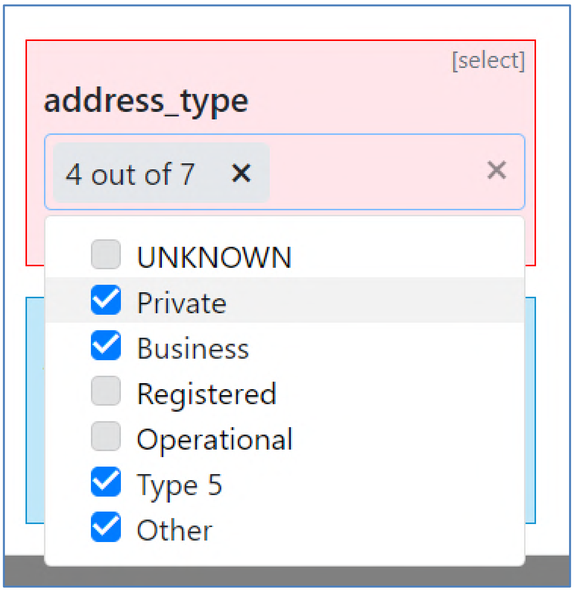


Form Configurator 12

3.1.3.5 Lookup Filter

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

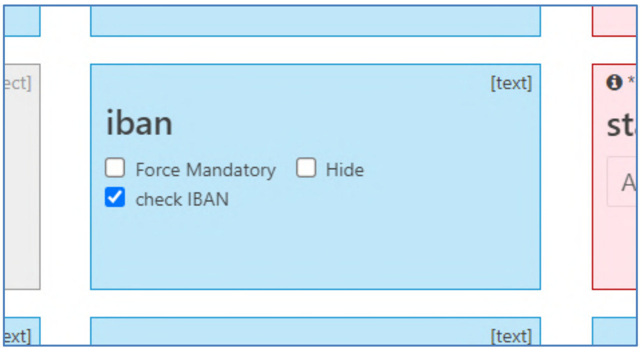
Note: If there is only one value selected in the configuration for a dropdown and the field is mandatory – this value will be pre-selected in the form.



Form Configurator 13

3.1.3.6 IBAN Validation

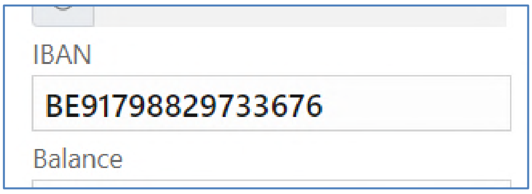
Only the IBAN field in the **Account** and **Account My Client** templates has the IBAN validation. This validation is used by default unless it is explicitly turned off by unchecking the box in the configuration.

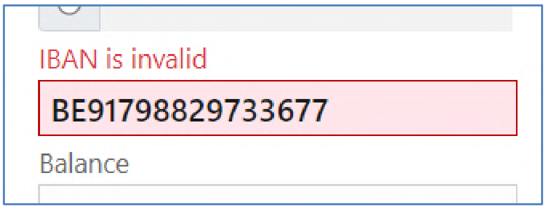


Form Configurator 14

When this is used, the field will only pass validation if it is a valid IBAN for one of the following countries:

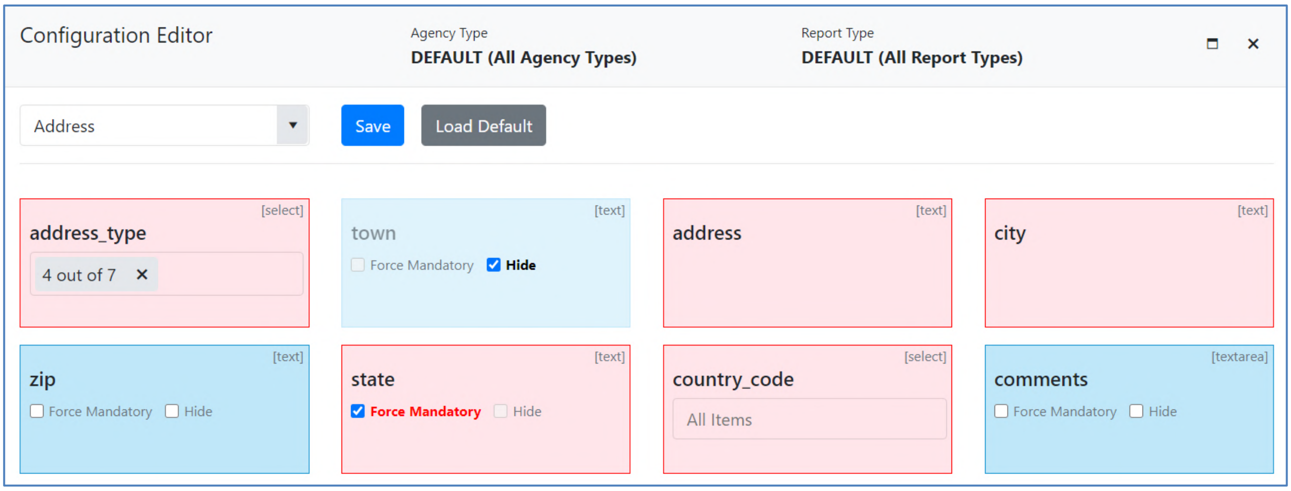
Albania, Algeria, Andorra, Angola, Austria, Azerbaijan, Bahrain, Belgium, Benin, Bosnia, Brazil, Bulgaria, Burkina_Faso, Burundi, Cameroon, Cape_Verde, Chad, Comoros, Congo, Costa_rica, Croatia, Cyprus, Czechia, Denmark, Dominicana, Egypt, Estonia, Faroe_Islands, Finland, France, Gabon, Georgia, Germany, Gibraltar, Greece, Greenland, Guatemala, Honduras, Hungary, Iceland, Iran, Ireland, Israel, Italy, Ivory_Coast, Jordan, Kazakhstan, Kuwait, Lebanon, Liechtenstein, Lithuania, Luxembourg, Macedonia, Madagascar, Mali, Malta, Mauritania, Mauritius, Moldova, Monaco, Montenegro, Morocco, Mozambique, Netherlands, Nicuragua, Niger, Norway, Pakistan, Poland, Palestine, Portugal, Qatar, Kosovo, Romania, Saint_Lucia, San_Marino, Sao_Tome_Principe, Saudi, Senegal, Seychelles, Slovakia, Slovenia, Spain, Sweden, Switzerland, Timor_Leste, Togo, Tunisia, Turkey, Ukraine, UAE, United Kingdom, Virgin_Islands



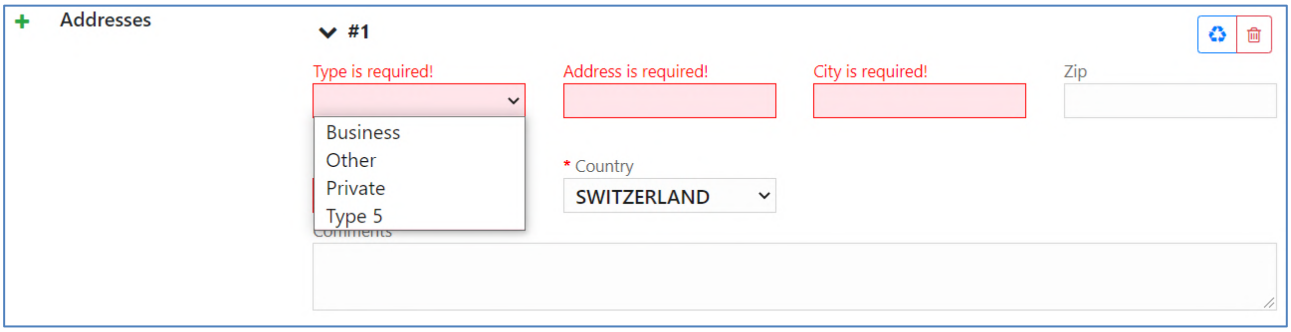


3.1.3.7 Example

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



Form Configurator 15

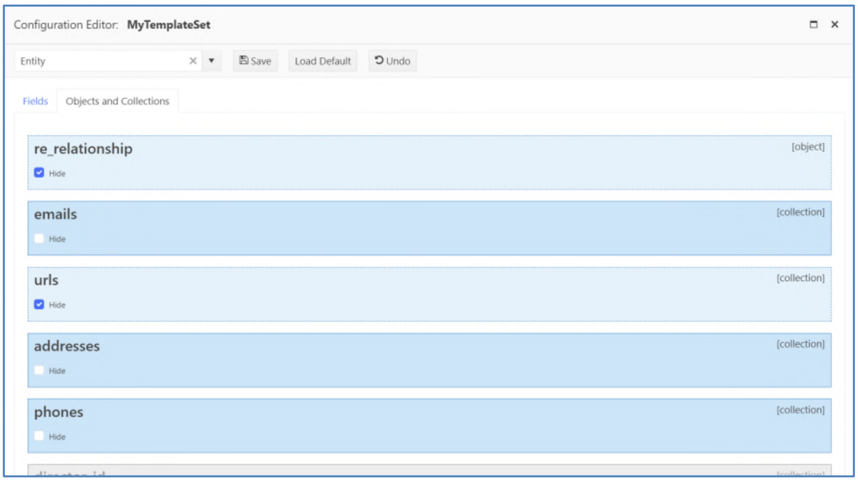


Form Configurator 16

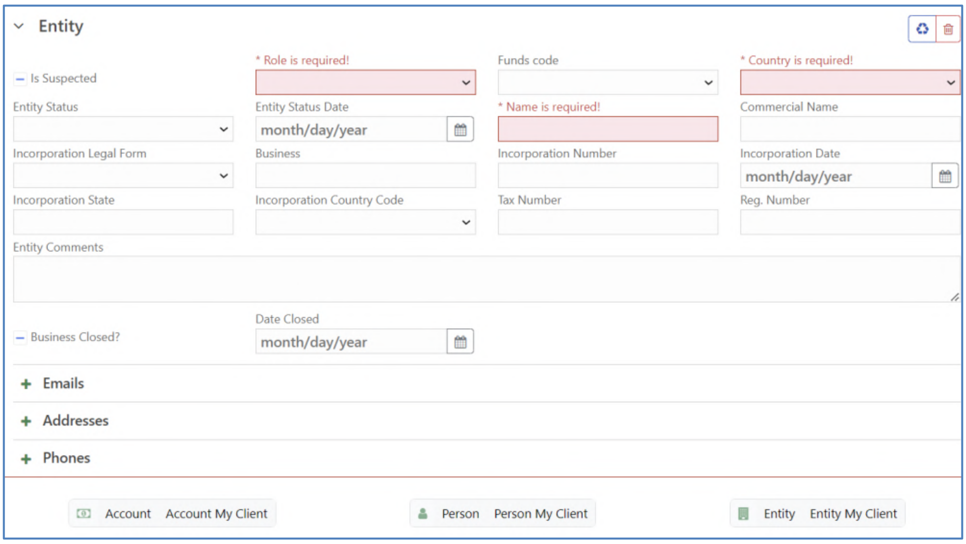
3.1.4 Form Sections – Collections

Selecting the **Objects and Collections** Tab in the Configuration Editor shows a list of the single objects and the collections that are children of the currently selected Form Template.

It is possible to hide the ones that are not mandatory. For example in **Entity** form template below only the **emails, addresses** and **phones** are selected.



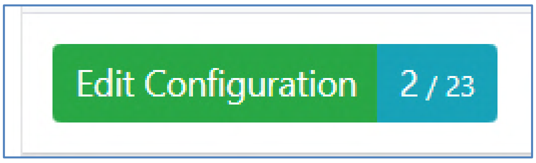
This results in only those collections being shown in the form, providing a cleaner simpler form when some of the more complex objects are unnecessary.



3.1.5 Managing Template Sets

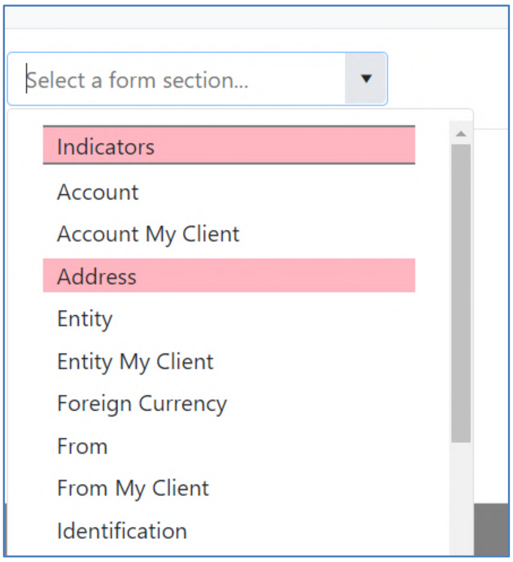
Customizing the Reports can become inherently complex as the combination of template sets, form sections and configurations can become very large very quickly.

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 17

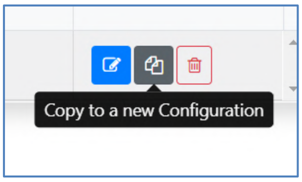
These Form Sections are highlighted in the **Form Section** drop down list in the Configuration Editor



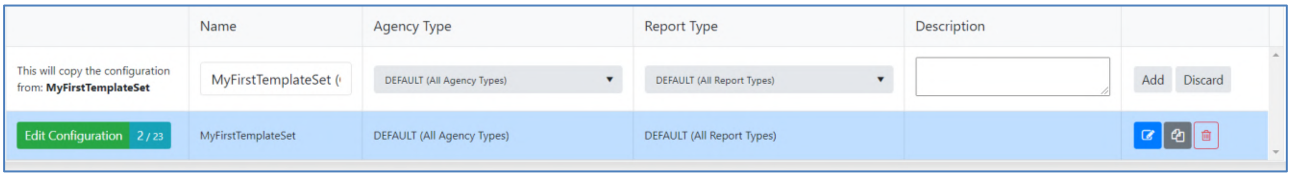
Form Configurator 18

3.1.5.1 Copy Template Sets

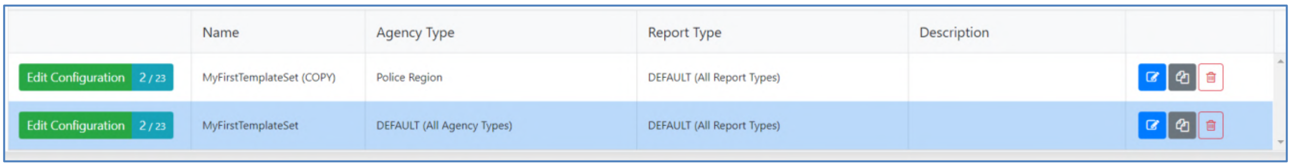
The copy template button allows the user to create a direct clone of the current configuration



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.

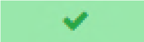


The new template set will have the same number of customizations in the **Edit Configuration** badge and can now be customized separately.

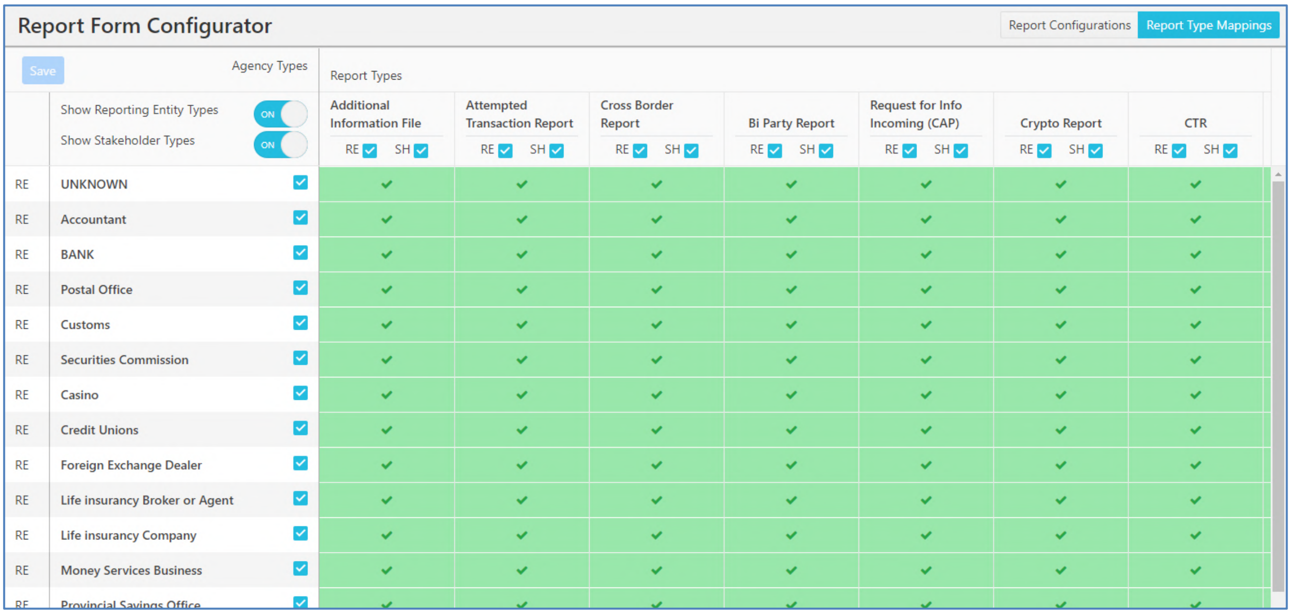


3.2 Report Type Mappings

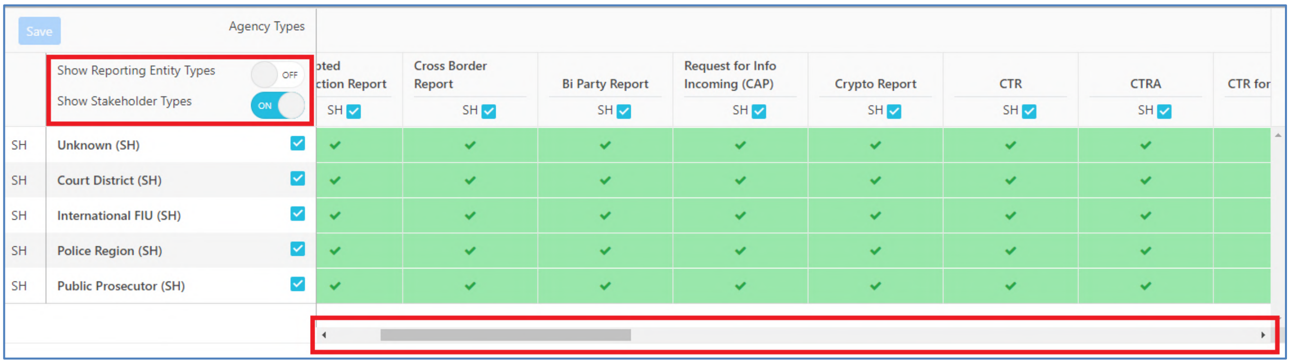
By selecting the **Report Type Mappings** button in the top right of the report form configurator, a grid will be shown that displays which reports appear in the **Report Type** drop down box when a user is creating a report. This mapping is based on the agency type of the entity that the user is logged in as.

By default all reports are shown to all agency types as shown in the image below. A green cell  means that the Report Type of that column will be available for the Agency type of that row. A red cell  means that it wont.

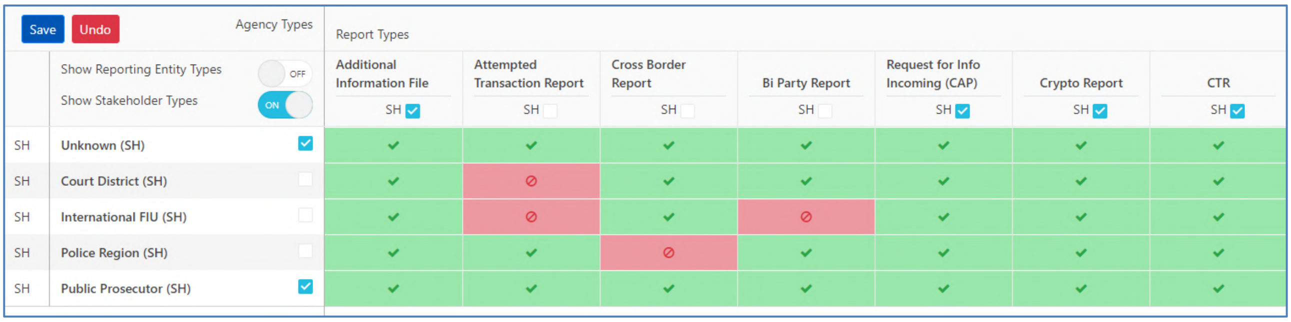
N.B. The **show to RE** and **show to SH** settings in the report configuration in the client are deprecated as this functionality replaces them. These settings will be migrated to these mappings on upgrade.



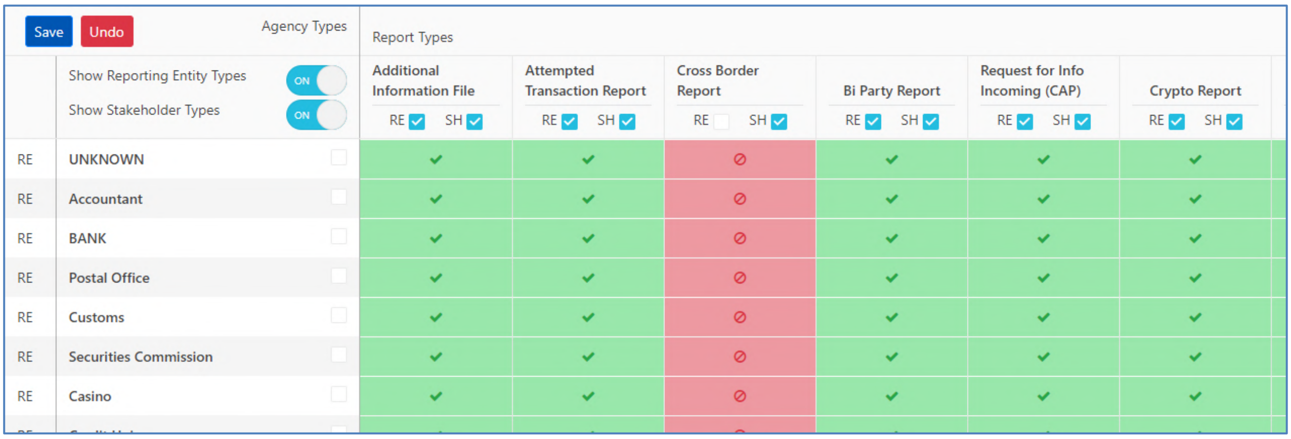
The **Show Reporting Entity Types** and **Show Stakeholder Types** switches filter the rows that are shown in the grid. To see all the reports use the scroll bar at the bottom of the page.



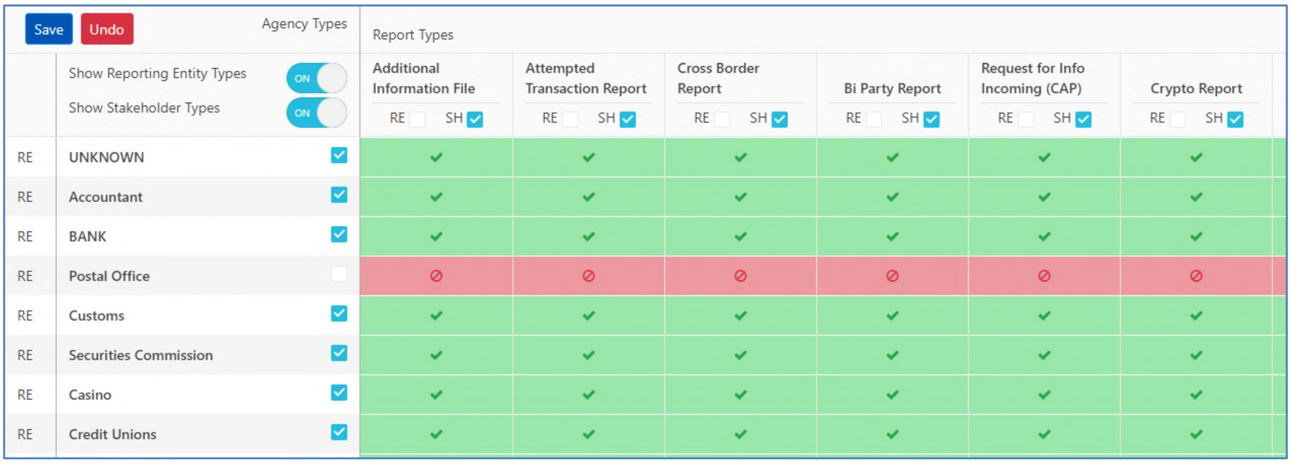
Individual mappings can be toggled on or off by clicking the cell. Click **Save** to save the changes or **Undo** to revert to the previously saved state.



The **RE** checkbox toggles the mapping for the report for all Reporting Entity Types and the **SH** checkbox toggles the mapping for the report for all Stakeholder Types



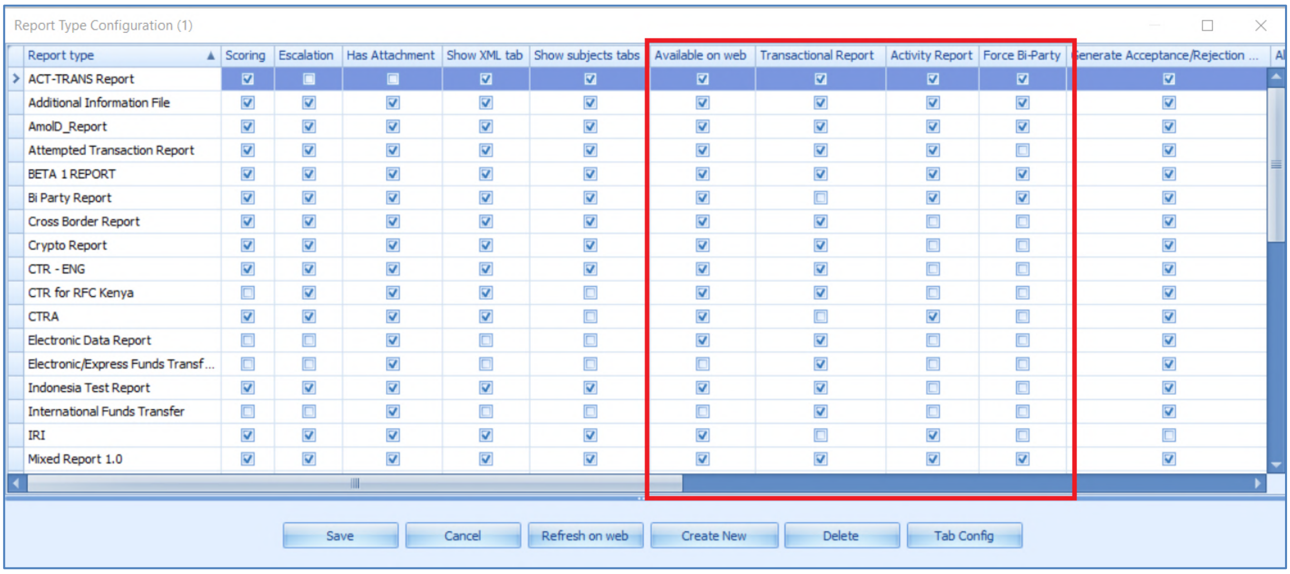
The checkbox next to each agency type toggles the mapping for the agency for all Report Types



3.3 Report Type Configuration (goAML Client)

There are some web report configurations that are done in the **goAML Client** application. These are accessed via the client menu **Management > Report Configurations**.

After making, any changes remember to push the configuration to the web database and restart IIS before changes take effect.



The following table describes the web related report configurations that are done in the client.

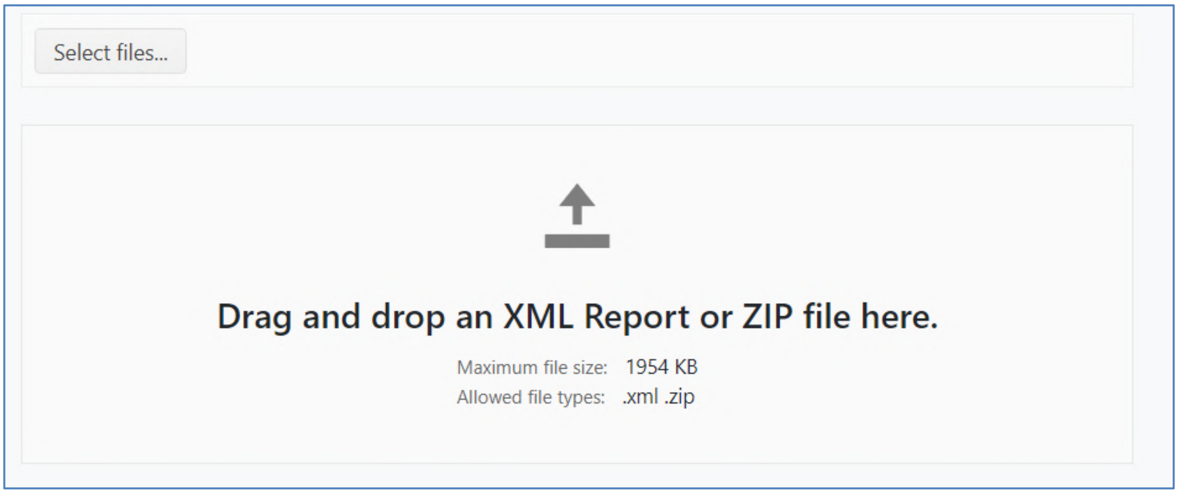
These settings only affect how the web report is rendered; it does not affect XML Uploads or define rules for what reports are accepted.

Report Configuration	Description
Available on Web	This must be selected for the report to be available in for use in the web report.
Transaction Report	If a report is set as a transaction report then the **Transaction** section is visible.
Activity Report	If a report is set as an activity report then the **Activity** section in the form is visible
Force Bi-Party	If the report type is set to Force Bi-Party then the **MultiParty** option for **Transaction Type** will not be available and the user must populate the **To Party** and **From Party** sections to complete the Transaction.

4 XML and ZIP Upload

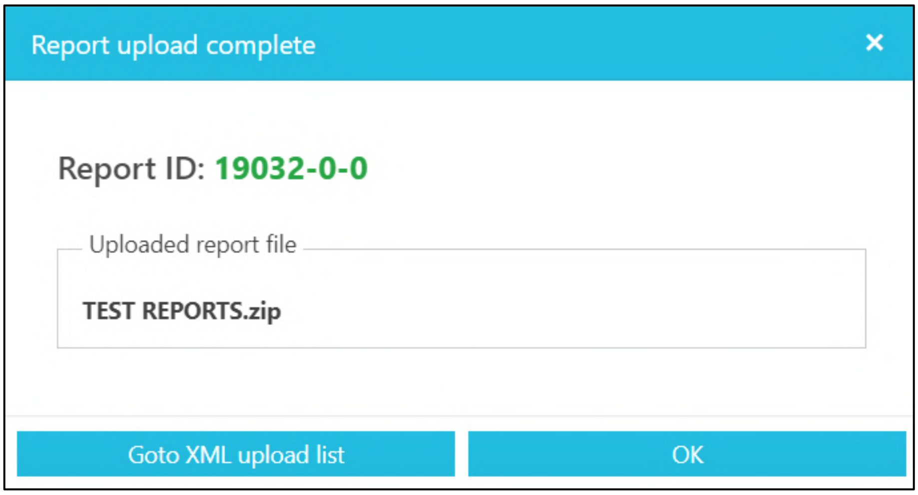
The XML Upload screen is accessed via the main menu **New Reports > XML Upload**

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

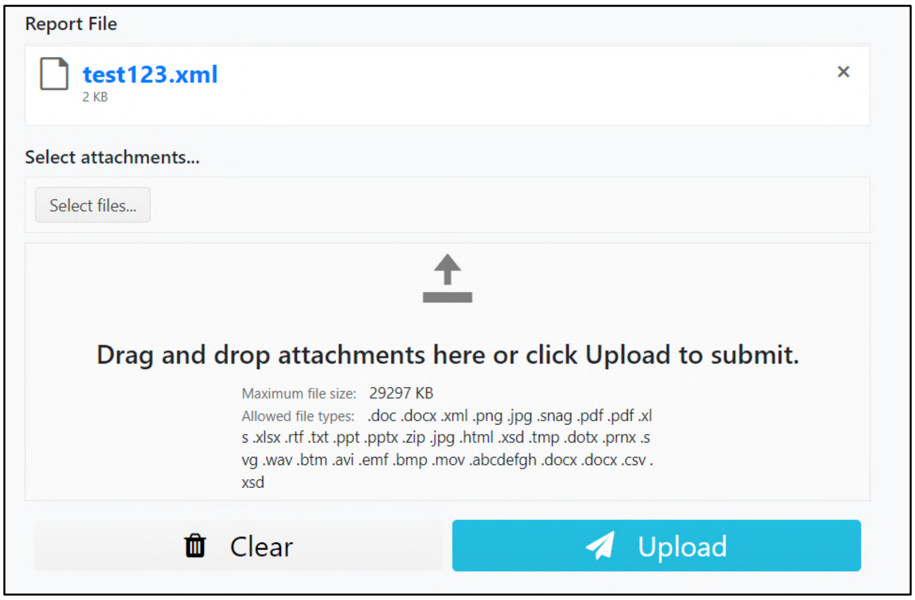


If a ZIP is selected the user has the option to **Upload** the file or **Clear** the file.

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

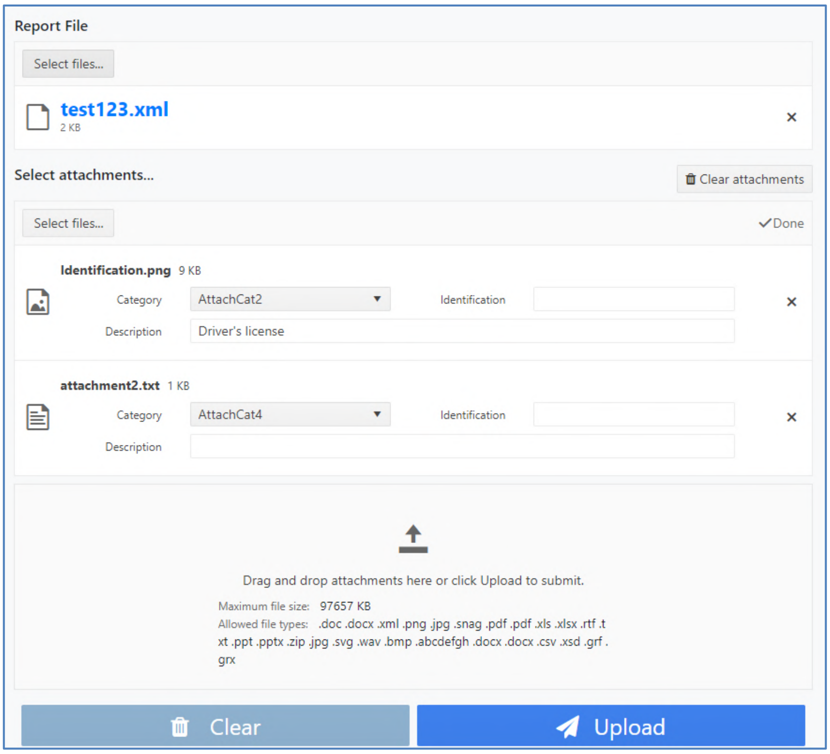


If an XML file is selected, an attachments area is shown so that the user can select files to upload with the XML file as attachments.

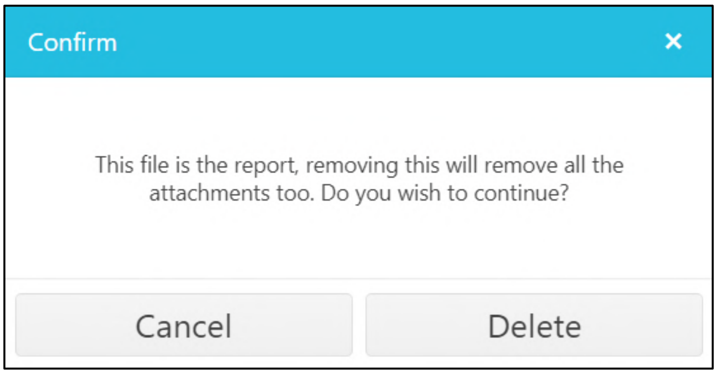


Attachments can either be added by checking **Select files…** or by dragging and dropping the files into the attachments area.

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

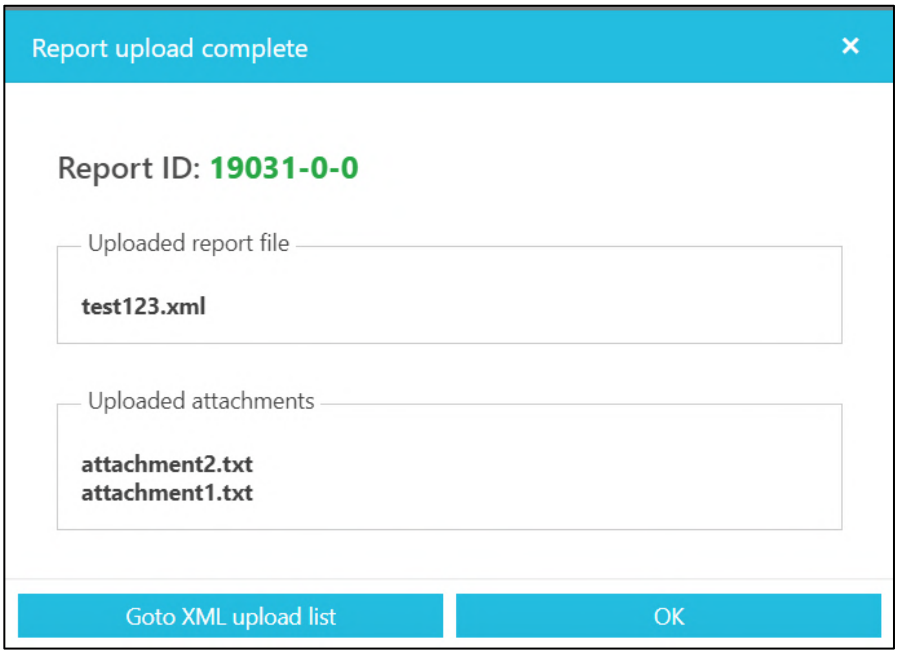


Deleting the XML report at any point will also remove all the attachments



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



4.1 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

4.2 Report Numbering

Each XML document and ZIP file that is uploaded to the Web Application is assigned a **Report Key** this is held in the **rfd_report_key** column of the **r_file_drop** table in the web database. It is the common id to reference a specific XML report between the Web and the Client. It is also the report key shown in the grids and referenced by the users.

The Report key is three numbers in the form **x-y-z** where x, y and z are integers.

- **X** is the sequential number. The incremented number of the last row of the **r_file_drop** table
- **y** is the file number within a zip file. For web reports and zip files, this is 0. If the report was uploaded in a zip file and was the third file processed in the zip the value will be 3.
- **z** is the version number. If a report fails validation then it can be reverted, this creates a new row in the table for the report with an incremented version number. For details on reverted reports, refer to the **Report Workflow** section.

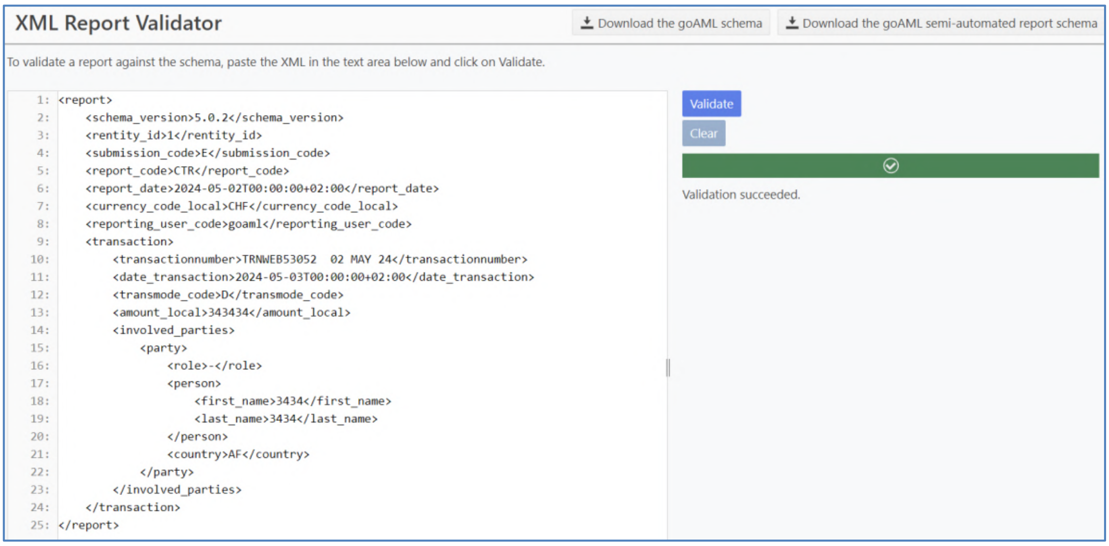
4.3 XML Report Validator

1. The XML report Validator is accessed via the main menu **New Reports** > **XML Report Validator**

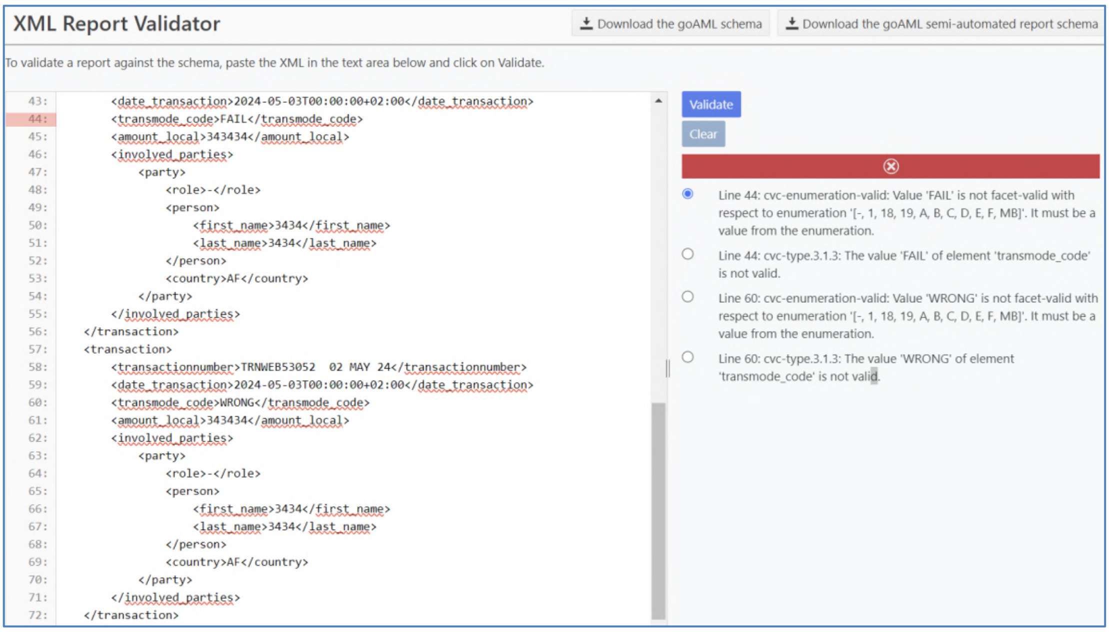
2. This allows the user to verify their XML reports prior to upload. Simply paste the XML into the text area and click **Validate.**

3. 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 tab of the settings page.

4. The images below show examples of successful and unsuccessful validation.

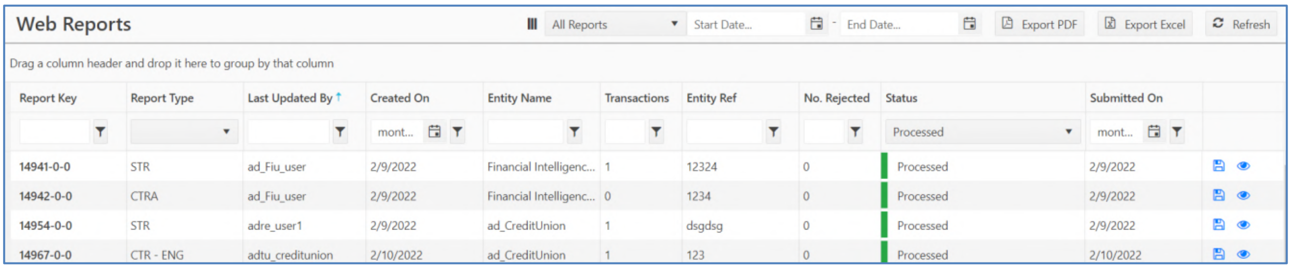


When a report fails the validation, the lines on which it failed are highlighted and the errors can be jumped to by selecting the radio button for the corresponding error on the output on the right of the validator.

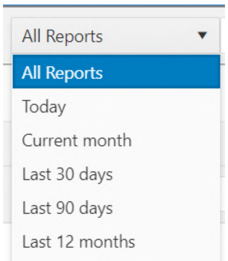


5 Report Grids

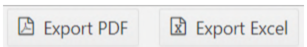
Three grids in the Web Application show the report data. The following image shows the header how each grid appears



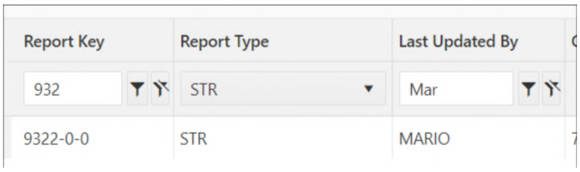
1. Each grid can be filtered by a date range by entering the Start Date and End Date or using one of the quick filters. The start and end dates filter based in the date the report was initially created.



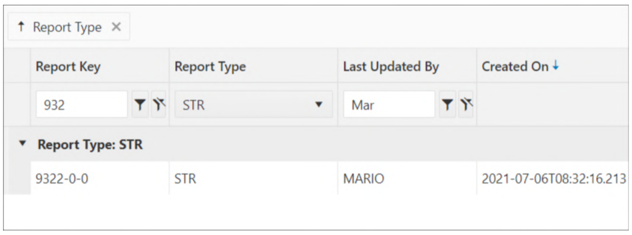
The **Current Month** filters all the reports from the 1st day of the current month until today.

2. The Export PDF and Export Excel buttons  opens a dialog to export the currently viewed grid as a PDF or Excel document.

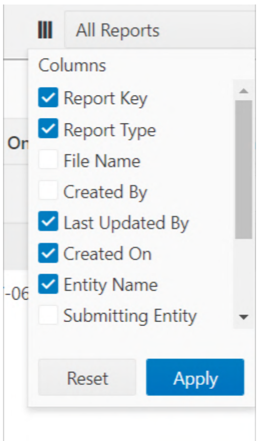
3. Each grid can be filtered by selecting from the drop down box, the date selector or entering a value, depending on the column type, in the filter boxes at the head of the columns



4. Column headers can also be dragged into the grouping header to group by that column.



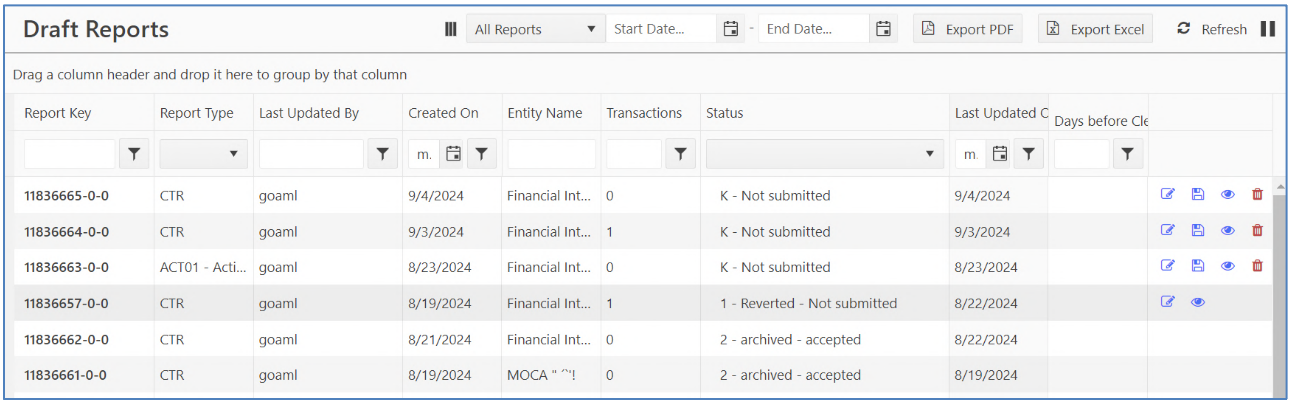
5. A column selector shown by the ||| button in the header allows the user to add or hide columns from the current grid view:



6. The total number of rows if there are more than 9999 will be shown as 9999+. The available number of reports to view in the grid and the pages is always a total of 10,000 for the current filter. To search for specific reports, use the column filters to find the ones you need.

5.1 Draft Web Reports

The **Draft Reports** also the (**Not Submitted Web Reports**) is where all **Web Reports** that have been saved but not submitted are sent, as well as reports that have been reverted.



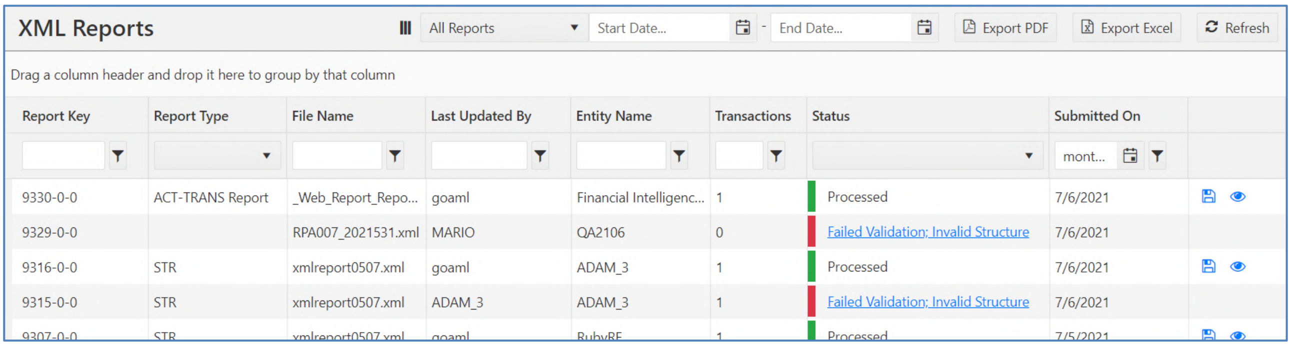
Actions available for the Draft Reports grid

Action Name	Description
Edit	Opens the report for editing. This is only visible for reports that have not been archived.
Download	Downloads the report as XML, if the report is not complete, the partial report will be downloaded.
Delete	Deletes the report, this is only visible if the report has not been archived

Preview	Opens the report in the preview format for viewing and printing. This is only visible for reports that have not been archived.

5.2 XML Reports

The XML Reports grid is where all the files and reports from the **XML Upload** page are displayed. For zip files that are uploaded there will be one row for the zip file and one row for each of the contained XML reports. The status column will contain a link if there are actions or error data available for that row.

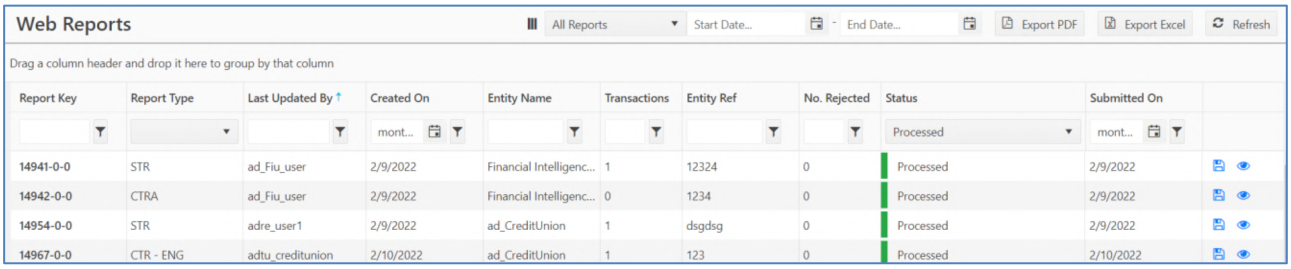


Actions available for the XML Reports grid

Action Name	**Description**
Preview	Opens the report in the preview format for viewing and printing. This is only visible for the XML documents not the ZIP files and only if the report has not been archived.
Save	Download the report as an XML document. **Not available if the report fails validation.**

5.3 Web Reports

The Web Reports grid is where all of the submitted web reports are displayed. The status column will contain a link if there are actions or error data available for that row.



Actions available for the Not Submitted Reports grid

Action Name	**Description**
Preview	Opens the report in the preview format for viewing and printing. This is only visible for reports that have not been archived. **Not available if the report fails validation.**
Save	Download the report as an XML document **Not available if the report fails validation.**
Revert (from Failed Validation)	Creates a new revision for editing that will appear in the **Not Submitted Reports** grid. Please refer to the Report Workflow
Reset (from *Unexpected Error* or *Processing*)	Resets the report status to **Uploaded** so that the report can be processed again. This can only be done by the FIU.
Reject (from *Unexpected Error* or *Processing*)	Reject the report that has become stuck in processing or failed due to an unexpected error. This can only be done by the FIU.

5.3.1.1 5.2.3.4 Report Grid Column Definitions

Each report grid uses columns from the same set of columns. The screen shots above show which columns are available in each grid.

Column Name	**Description**
Report ID	The report key for the report.
Report Type	The type of report (lookup table ref: **lk_report_type**)
File	The file name for XML and ZIP uploads
Created By	The user who added the report
Last Updated By	The user who last edited or changed the status of the report
Created On	The date the row was added to the database (in r_file_drop this is **rfd_date**)

Org Name	The Reporting Entity name that is in the report. If the REID in the report is invalid for the user that is uploading the report, then this value will appear as the user's Reporting Entity
Submitting Org	The Reporting Entity of the user that submitted the report.
Transactions	The number of transactions in the report
Entity Ref	The value given in the Report's **Reporting Entity Reference** field. If there is one.
No. Rejected	The number of transactions in the report that have been rejected (if any) by the client. This is only populated once the report is processed on the client.
Status	The status of the report
Last Updated On	(in r_file_drop this is **lup_date**)
Submitted On	The date when a report is submitted. This is not extracted from the report, which might contain a different submission date. (in r_file_drop this is **rfd_submit_date**) In the web report the translation for **Report_Submission_Date** should be **Reference Date** not **'**Submission Date' This is understandably confusing since the tag in the XML is still **<submission_date>.** In the next schema a new tag **<reference_date>** is proposed that will run alongside the submission date tag which will eventually be deprecated.
Days before Cleanup	The number of days before the row is archived. (Refer to the Cleanup settings)

Account matching logic" for examples.

For example:

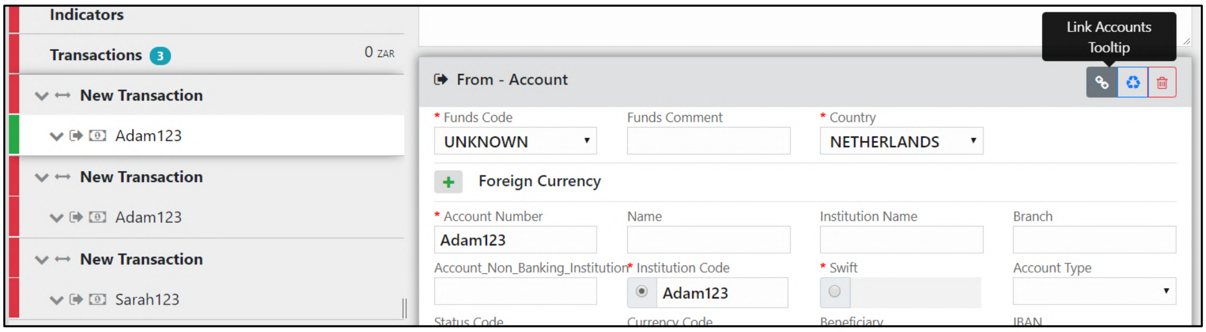


Figure 5-1

In Figure 5-1 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 5-2 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.

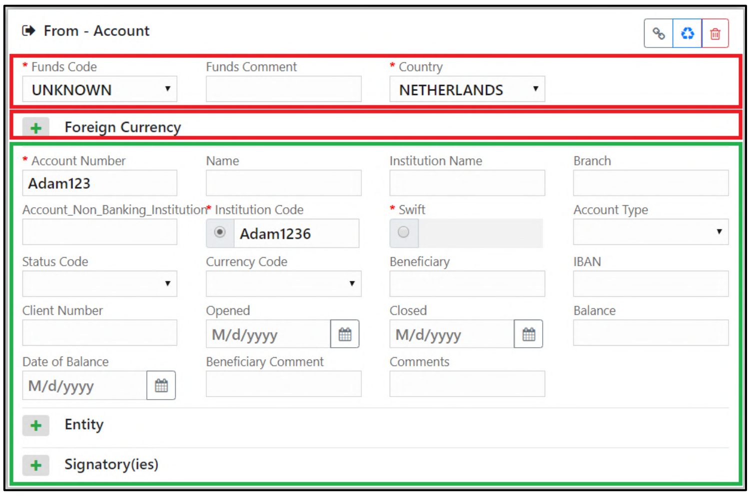


Figure 5-2

5.4 Emails sent for Reports from goAMLWeb

When email is sent	Recipient
New Message in the message board (including report	**Reporting Entity email address**

acceptance or rejection)	**(cc'd in Reporting Entity email address of submitting RE if report was sent on behalf of delegate)**
Report is submitted and validated (or determined invalid)	**User email address**