



SEYCHELLES
FIU

GOAML VAWEB REPORT GUIDE

August 2024

Table of Contents

1 Overview	3
2 New Registration	3
2.1 Selecting a registration type	3
2.1.1 Reporting Entity Registration (VASP).....	4
3 New Web Report Forms	5
3.1 Creating a Web Report.	5
3.2 Creating a Web Report from Existing XML.	6
3.3 Report Main Page	7
3.3.1 Attachments	10
3.4 VA Suspicious/disclosure Report Main page tab details (transactional reports)	11
3.4.1 Transaction List tab	12
3.4.2 Transaction form (Virtual Asset transaction specific)	15
3.4.3 Money From.....	18
3.4.4 Money To	24
3.4.5 Submission of report.....	24
3.4.6 Fields in depth	25
3.4.7 Reuse of objects	28
3.5 VA Suspicious Activity Report (VASAR).....	37
3.6 How to Download a Transactions	38
3.6.1 How to Upload Transactions	41
3.7 XML and ZIP Upload	46
File rules	50

1 Overview

There are two platforms available for VA web reporting, being the production and the test platforms. Both platforms have different logins and does not hold the same data (independent from each other).

The Test platform will be in place for some time to ensure that VA reporting entities have the necessary practice and testing to ensure data quality and understanding of the platforms services before moving onto the production environment. VA reporting entities can also test their XML uploads and XML data on the test platform.

The Production platform is the platform that will accept actual real word information. Once Testing is completed, reporting can be done on this platform.

Please note that it would still be advisable to submit XML reports through the testing platform for review. Upon FIU confirmation, you would be allowed to submit to the production environment.

Below are the following links:

- 1) goAML Production environment: https://goaml.fiu.sc/goAML_VA
- 2) goAML Testing environment: https://goaml.fiu.sc/goAML_VA_TEST

2 New Registration

2.1 Selecting a registration type

Access the platform and click the registration button.

Register

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

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



Selecting this will open the selection page below.

2.1.1 Reporting Entity Registration (VASP)

Register an Organisation



Register a User

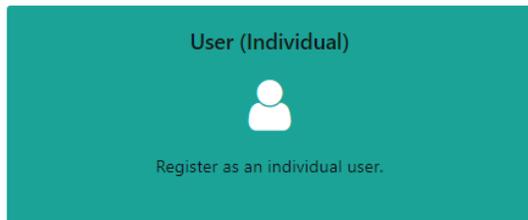


Figure 1: Registration

- 1- Firstly, Select register **as an organization** -> **Reporting Entity**

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

Figure 2: Registering you organization

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

Figure 3: Registration of administrator

NRF 1

- For the moment, you do not have to attach anything in the attachment tab
- We only require the name of the VASP and contact details of the user (admin).
- Once completed click on preview and submit.

3 New Web Report Forms

3.1 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, as shown in the image below and then select **Create Report**.

There are two report types configured for VA reporting namely;

- 1- Virtual Asset suspicious transaction report/disclosures. **User this report type if report has transactions.**
- 2- Virtual Asset suspicious Activity reports. **Use this report type if you wish to report non-transactional data.**
- 3- **Clicking on create report** will bring you to the report screen.

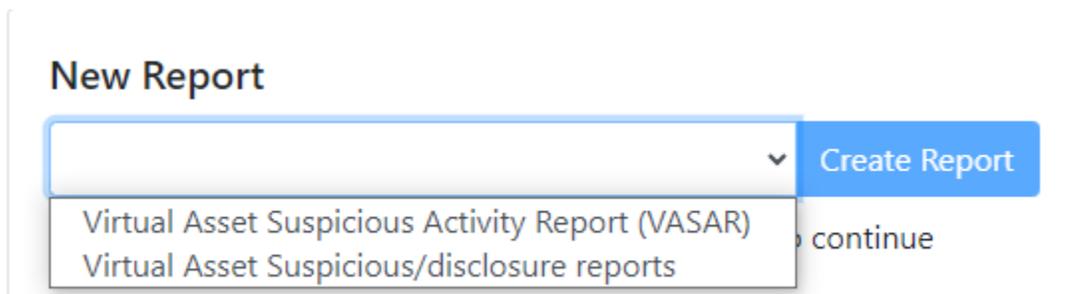


Figure 4: Selecting a report type

3.2 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.

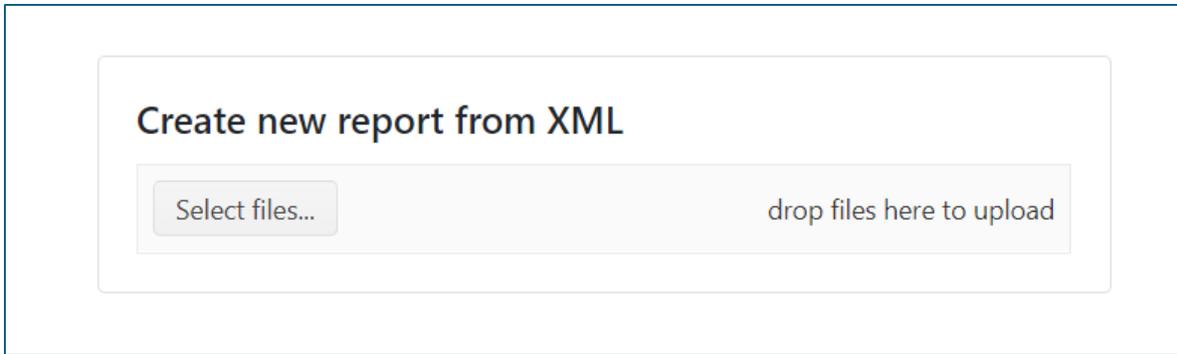


Figure 5: Option to create report from an existing XML file

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.

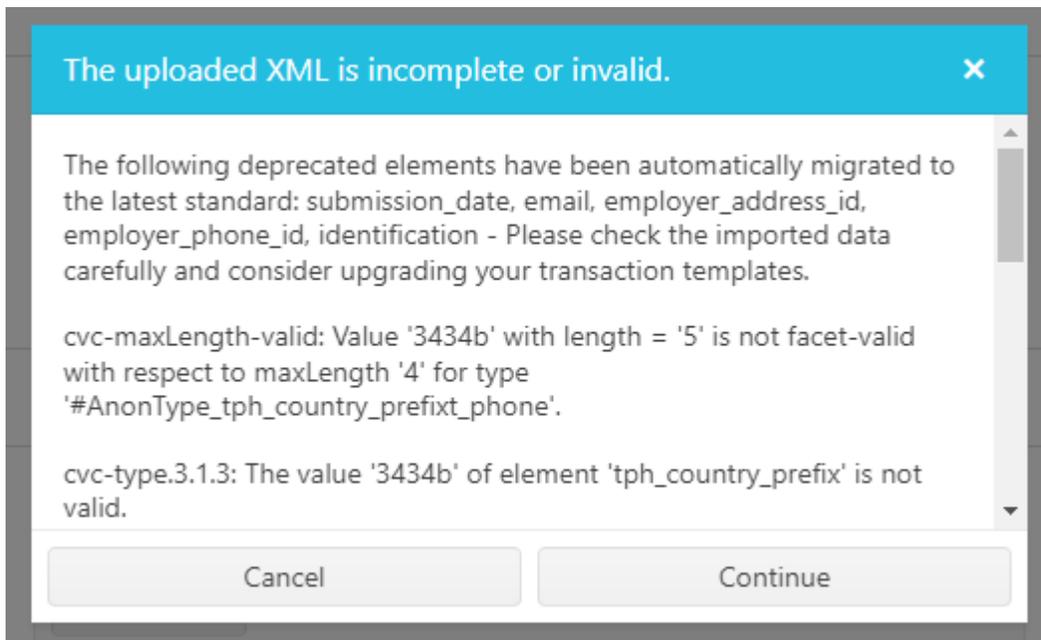


Figure 6: Example error that might occur with XML

3.3 Report Main Page

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 7: Report main tabs

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.



Figure 8:

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



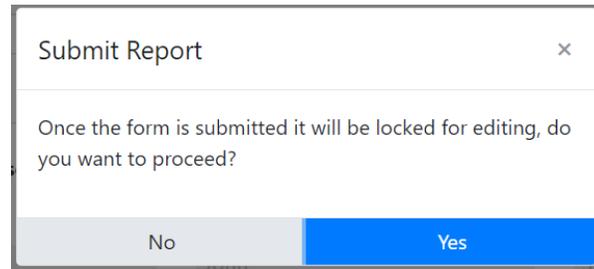
Figure 9

The actions on the **Report Tab** are

	<p>Undo Delete</p> <p>This is only shown after a Delete operation. When clicked the deleted object will be restored.</p>
	<p>Save</p> <p>Saves the report. This can be done at any time and allows the user to reload the report in its current state to be completed later.</p>
	<p>Print Preview</p> <p>This opens the report in a new tab in a print ready format. If there are changes made in the report form since the report was last saved the button will be disabled. Once the report is saved it will be enabled again. This is because the preview shows the report that was last saved, so that there is no discrepancy between what is shown in the form and what is shown in the preview.</p>
	<p>Submit</p> <p>Once the form is complete and valid the bars on the right of each tab</p>

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.

3.3.1 Attachments

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 10

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

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

Figure 11: attachments tab

3.4 VA Suspicious/disclosure Report Main page tab details (transactional reports)

Virtual Asset Suspicious/disclosure reports

Local Currency Code: **SCR** Reporting Entity: **Financial Intelligence Unit (FIU)** Entity ID: **1** Report ID: **29-0-0**

Reporting Entity Reference: * Report Date:  FIU Reference: Previously Rejected Report Ref ...:

Reason:

Action:

+ Location

+ Additional Information

Figure 12: VASAR

Field Names	Description
Reporting Entity Reference	This is your reference number for your reports. VA reporting entities should make a naming convention as the they submit reports (EG: REPO001)
Report Date	Date the report was made
FIU Reference	This will be used when sending reports to the FIU for information requests. The FIU will tell you what to put here. For the moment leave blank
Previously Rejected Report Reference	If your report was rejected. You are required to input the same exact report ID or your reporting entity reference in this field.
Reason	The reason why this report is suspicious
Action	What action did you take? (i.e: froze wallet)

3.4.1 Transaction List tab

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



Figure 13

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



Figure 14

The actions on the transactions list are:

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

--	--

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.

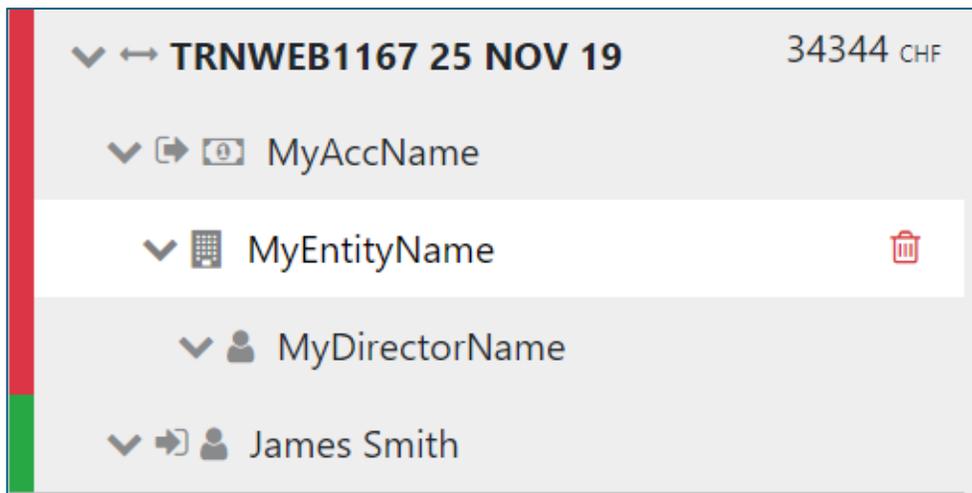


Figure 15

	Expand / Collapse
	Bi-Party Transaction
	Multi-Party Transaction

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

3.4.2 Transaction form (Virtual Asset transaction specific)

The diagram below shows how the goAML platform has been configured to cater for the most basic transaction between 2 virtual accounts. An account containing a wallet sends some bitcoin to another account containing another wallet. Both accounts are owned by different people.

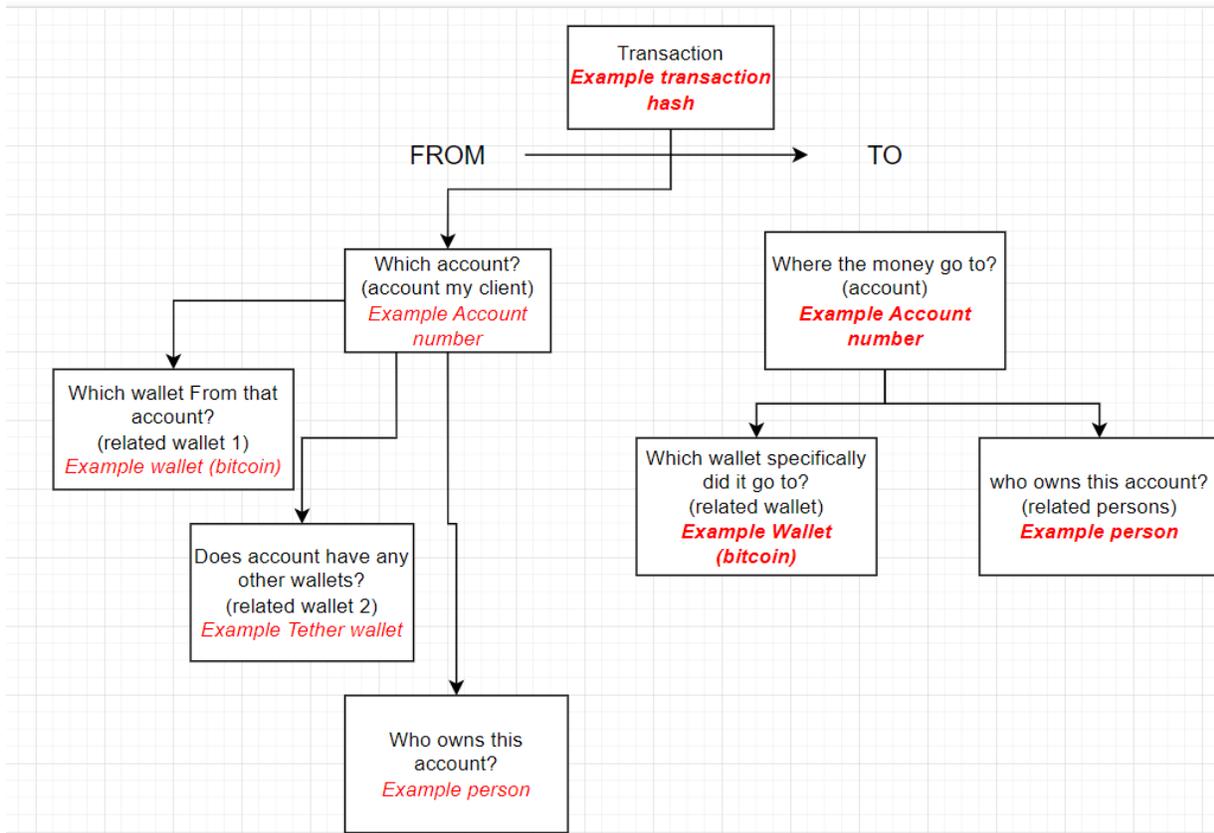


Figure 16: example of the flow

Now that the concept is here let us transfer this over to goAML.

We shall be using the bi-party transaction.

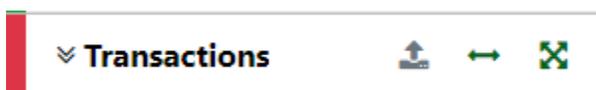


Figure 17

Details of the suspicious transaction.

Transaction Virtual Asset Suspicious/disclosure reports

* Date of Transaction: 05/06/2024
 Transaction End Date: 05/06/2024
 * Transaction Hash: fdf\$%465fgdfggfFDG
 Method of Detection: [Dropdown]
 * Transaction Type: VA to VA
 Virtual Asset Type: Bitcoin
 * Transmode Code: Wallet to Wallet
 Transmode Comment: [Text Area]
 * Amount in Roupees: 150,000
 Location: [Text Area]
 * Description: Client sent massive sum to a random wallet. Its clients first transaction in 6 months.
 Comments: [Text Area]
 + Address
 From: [Account, Account My Client, Person, Person My Client, Entity, Entity My Client]
 To: [Account, Account My Client, Person, Person My Client, Entity, Entity My Client]
 + Goods and Services
 + Means of Transport

Figure 18: Transactions example

Mandatory fields have an *.

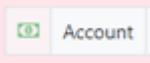
Field Name	Description
Date of Transaction*	The date of the transaction
Transaction End Date*	The end date of the transaction
Transaction hash*	The transaction hash
Method of Detection	The method of detection
Transaction Type*	Type of transaction. This is a dropdown
Virtual Asset Type	Which virtual asset was involved>
Transmode code*	Which mode of transaction was used? This is a dropdown
Transmode comment	Any comments about the mode of transaction
Amount in roupees*	The amount of that specific transaction in roupees

Location	Location of the transaction
Description*	Description of transaction
Comments	Any comments?

Now, from where did the virtual asset originate? Which account/person or entity initiated the transaction. In these scenarios, we always use the object **'ACCOUNT'**.

The screenshot shows two rows for 'From' and 'To'. Each row contains three selection buttons: 'Account' (with a coin icon), 'Person' (with a person icon), and 'Entity' (with a document icon). Each button also has a secondary label: 'Account My Client', 'Person My Client', and 'Entity My Client' respectively.

Figure 19

Selecting  means you do not have KYC on this account. You only have wallet address or account number.

Selecting  means you have KYC on that account. You know who owns it.

3.4.3 Money From

Upon clicking on one of the three subjects, you will be prompted to enter the foreign currency or virtual currency details relating to the transaction. If the transaction included a conversion between FIAT to VA or VA to FIAT then you would be able to enter those details. See the screenshots below.

+ Amount Virtual Currency / Foreign Currency

Amount Virtual Currency / Foreign Currency		
* Currency Code	* Amount	Exchange Rate
Bitcoin	0.45566567	

Figure 20: Transaction if origin of currency was a virtual asset

OR;

Amount Virtual Currency / Foreign Currency

* Currency Code United States Dollar	* Amount 50,000	Exchange Rate
---	--------------------	---------------

Figure 21: Transaction if origin of currency was a FIAT currency

In the screenshot below, we enter the details of the account and the responsible wallet for that transaction.

From My Client - Account

Is Suspected

+ Foreign Currency

+ Conductor

+ Additional Info

* Funds Type (Nature of funds before transaction) Virtual Currency	Funds Comment	* Funds Origin Country AUSTRIA
---	---------------	-----------------------------------

* Account Number 12345	* Account Type Digital Wallet	Currency Code Bitcoin	Wallet balance 0.34255467789
Swift O	Institution Code TST	Wallet Address effgfgDFGFGfg56776GFGFHFJHghg	Opened 09/06/2021
Closed day/month/year	Status Code Active		

Account Comments

+ Owning Entity

+ Account Funds

+ Other Related Entities

+ Related Persons

+ Related Accounts

+ Network Devices

+ Sanctions

+ Additional Information

Figure 22

The tabs with the ‘+’ are all optional but the main ones are;

- Owning entity
- Related persons
- Related accounts

Field Name	Description
Funds Type (Nature of funds before Transaction)	The nature of funds before transaction. This is always Virtual currency
Funds comment	
Funds origin Country	Where di the funds originate from
Account number	What is the account number
Account Type	This is always digital wallet
Currency Code	The currency code of the wallet (drop down)
Wallet balance	Wallet balance in the currency of the wallet
Swift	NOT APPLICABLE
Institution code	Your given code here
Wallet address	The wallet address
Opened	Date account was opened
Close	Date if account was closed
Status code	
comments	Any additional comments about this account/wallet?

Now we must report the owner of this account by opening the ‘RELATED PERSONS’ tab.

+ Related Persons

▼ Related Person #1
↺ ✖

Is Primary
 * Account Relation Role

Primary Signatory

+ Relation Date

Title

* First Name

Middle Name

* Last Name

Full Name Foreign

Gender

Birth Date

Nationality 1

Nationality 2

Country Of Birth

SSN

Passport Number

Passport Country

Alias

+ RE Relationship

+ Addresses

+ Phones

The contents of the persons tab is pretty straight forward. It requires KYC information such as first and last name. Other information such as ssn and passport details are also available.

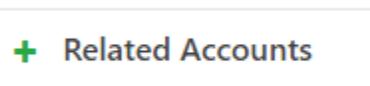
Click the related person tab to minimize it.



It should show something like the screenshot below.

> Related Person #1	Is Primary	Account Relation Role Primary Signatory	Comments
---------------------	------------	--	----------

Let's assume this person has another different wallet on the same account number. This is a wallet that contains tether currency. Let's report this as well by selecting the 'Related Accounts' tab.



▼ Related Account #1

* Account Relation

Wallet ▼

Comments

+ Relation Date

* Account Number is required!

Opened

day/month/year

Closed

day/month/year

Wallet Address

Account Type

▼

Currency Code

▼

Wallet balance

* Swift is required!

Institution Code

○

Status Code

▼

Account Comments

+ Owning Entity

+ Account Funds

+ Other Related Entities

Figure 23

Notice how there is an ‘Additional Information tab’ at the top of this page.

Additional Info 

Block Address Virtual Address

+ Network Device*

Device Number Operating System Service Provider

+ Ip Address*

* Operating IP Address is re...

City Country First Seen  Last Seen 

Using Proxy

Comments

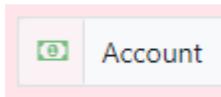
Figure 24: additional information tab

Although, this section is optional and not mandatory.

3.4.4 Money To

There is a need to record where the virtual currency went. To be more specific, which account or address went to.

Once again, we will select an account.



This time we will not select account my client because you will not have KYC on that account holder as it is from another exchange unless this account is registered with your exchange.

The fields in the account dialogue section are the exact same as the previous screenshot of account. The same process would be applied here where you will have to enter the signatory/account holder of that account on the receiving end, that is if you have it.

Do not forget to select the **'Amount Virtual Currency/ Foreign Currency'** to show the conversion between the currencies.

+ Amount Virtual Currency / Foreign Currency

3.4.5 Submission of report

- 1) once you have completed the report without any errors, the submit button will be available to click.
- 2) Submit and review
- 3) click on submitted reports tab -> web reports to view your report.

Web Reports All Reports Start Date... End Date... Export PDF Export Excel Refresh

Drag a column header and drop it here to group by that column

Report Key	Report Type	Last Updated By	Created On	Entity Name	Transactions	Entity Ref	No. Rejected	Status	Submit On	Days before Cleanup	
32-0-0	VASA...	goaml	05/0...	Finan...	0		0	P - Processed	05/0...		 
30-0-0	VAST...	goaml	05/0...	Finan...	1		0	A - Approved; scheduled for processi	05/0...		 
26-0-0	VAST...	goaml	27/0...	Finan...	1	TEST_...		X - Transferred From Web	27/0...		 
22-0-0	VAST...	goaml	22/0...	Finan...	1	Test1		X - Transferred From Web	22/0...		 
20-0-0	VAST...	goaml	21/0...	Finan...	1	Test2		X - Transferred From Web	21/0...		 
18-0-0	VAST...	goaml	20/0...	Finan...	1	Test1	0	P - Processed	20/0...		 

Figure 25: Report submission status

- 4) The status of the report will determine whether your report has been successfully integrated with the system or not. If it says P-Processed, the report has integrated. If it says R-Rejected then it has been rejected.
- 5) The icons on the right-hand side are explained below.

	<p>Download XML</p> <p>This button will download your submitted file as an XML file. From this file your are able to see the XML structure or use it to fix a report that was rejected instead of re-inputting the information over again.</p>
	<p>View report</p> <p>Views the report in a readable format on a separate page.</p>

3.4.6 Fields in depth

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

* Address

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

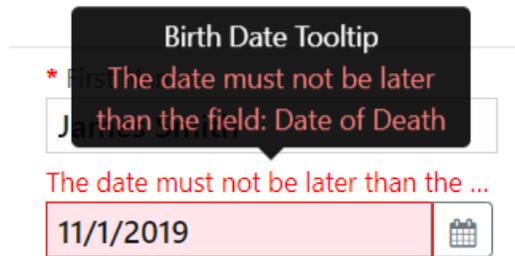
Address is required!

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

First Name Tooltip

* First Name

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.



Collections

Some objects contain a collection of other objects, for example Figure 26 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.

The screenshot displays a web form with three main sections: 'Employer Address', 'Employer Phone', and 'Addresses'. The 'Employer Address' section is expanded and shows a form with the following fields: 'Type' (dropdown menu with 'Type is required!' error), 'Address' (text input with 'Address is required!' error), 'Town' (text input), 'City' (text input with 'City is required!' error), 'Zip' (text input), 'Country' (dropdown menu with 'SWITZERLAND' selected), and 'State' (text input). Below these fields is a 'Comments' text area. A blue recycling icon and a trash icon are located in the top right corner of this section. The 'Addresses' section contains two sub-sections, '#1' and '#2', each with an identical set of fields and error messages as the 'Employer Address' section. The 'Employer Phone' section is collapsed and shows a plus sign.

Figure 26

3.4.7 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.

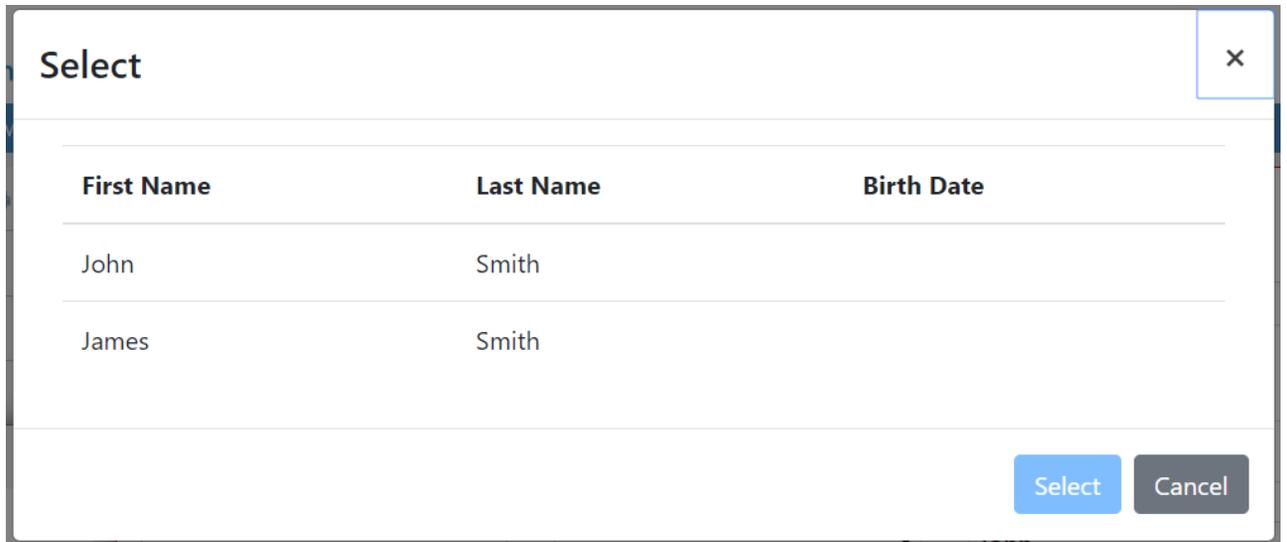


Figure 27

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

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

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

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

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

The screenshot shows a form titled "From - Person" with a blue dashed box highlighting the header area. The header area contains a red error message "Funds Code is required!" next to a dropdown menu, a "Funds Comment" text field, and a "Country" dropdown menu. Below the header are two expandable sections: "+ Foreign Currency" and "+ Conductor". The main form fields include: Title, Middle Name, Gender, Prefix, * First Name (containing "James"), * Last Name (containing "Smith"), Birth Date (with format "M/d/yyyy" and a calendar icon), and Birth Place.

Figure 28

The screenshot shows a form titled "To - Person" with a blue dashed box highlighting the header area. The header area contains a red error message "Funds Code is required!" next to a dropdown menu, a "Funds Comment" text field, and a "Country" dropdown menu. Below the header is one expandable section: "+ Foreign Currency". The main form fields include: Title, Middle Name, Gender, Prefix, * First Name (containing "John"), * Last Name (containing "Smith"), Birth Date (with format "M/d/yyyy" and a calendar icon), and Birth Place.

Figure 29

Person

Role is required! Funds code is required! Country Significance

Funds comment Comments is required!

+ Foreign Currency

Title Gender First Name Last Name

Middle Name Prefix Birth Date Birth Place

M/d/yyyy

Detailed description: This is a form for a 'Person' object. It contains several input fields and dropdown menus. A dashed blue box highlights a section containing four error messages: 'Role is required!' (next to a dropdown), 'Funds code is required!' (next to a dropdown), 'Comments is required!' (next to a text input), and 'Funds comment' (next to a text input). Below this section is a '+ Foreign Currency' section. The form also includes fields for 'Title', 'Gender', 'First Name' (with the value 'John'), 'Last Name' (with the value 'Smith'), 'Middle Name', 'Prefix', 'Birth Date' (with a date format 'M/d/yyyy' and a calendar icon), and 'Birth Place'. In the top right corner, there are icons for refresh and delete.

Figure 30

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

> Person	First Name John	Last Name Smith	Birth Date	
> Person	First Name John	Last Name Smith	Birth Date	
> Person	First Name John	Last Name Smith	Birth Date	

Detailed description: This figure shows a list of three 'Person' objects. Each object is represented by a row with columns for 'Person', 'First Name', 'Last Name', and 'Birth Date'. The first two rows have a light gray background, while the third row has a light red background. Each row has a 'linked badge' icon (two interlocking circles with the number 3) next to the 'Birth Date' column. A dashed blue box highlights these linked badge icons across all three rows. To the right of the linked badge icon are icons for refresh and delete.

Figure 31

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.

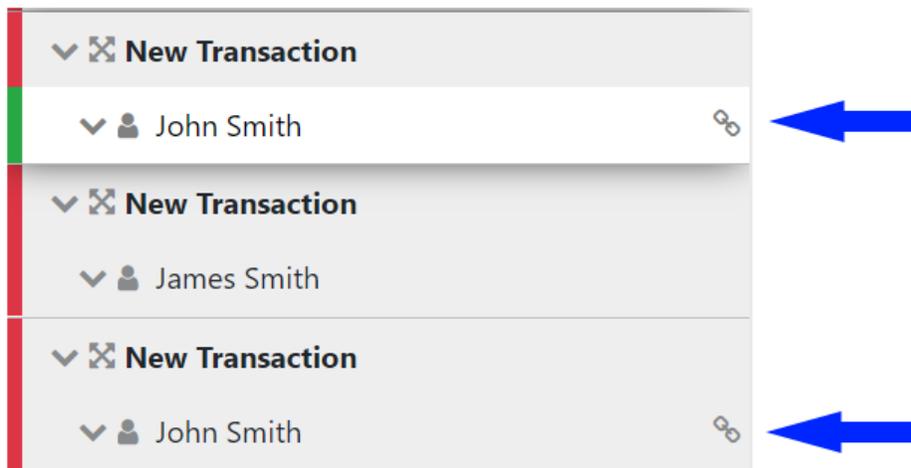


Figure 32

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.

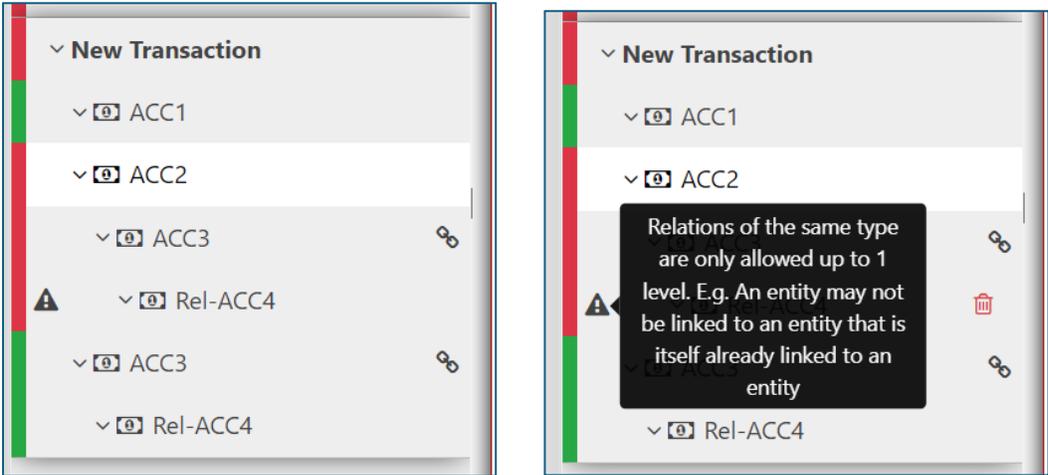
In the example below there are 4 accounts. 3 Accounts are involved parties of the transaction **ACC1**, **ACC2** and **ACC3**. **Rel-ACC4** is a related Account of **ACC3**.

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

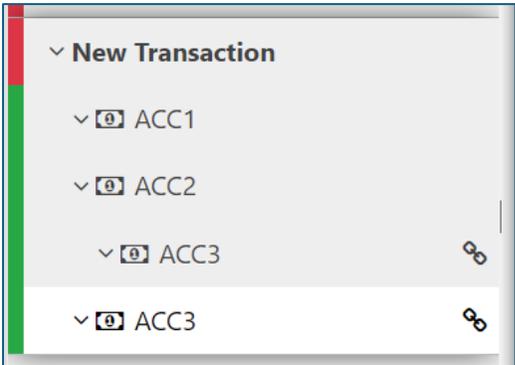
Account Number	Name	Institution Name
ACC1	AccountOne	
ACC2		
Rel-ACC4		
ACC3		

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

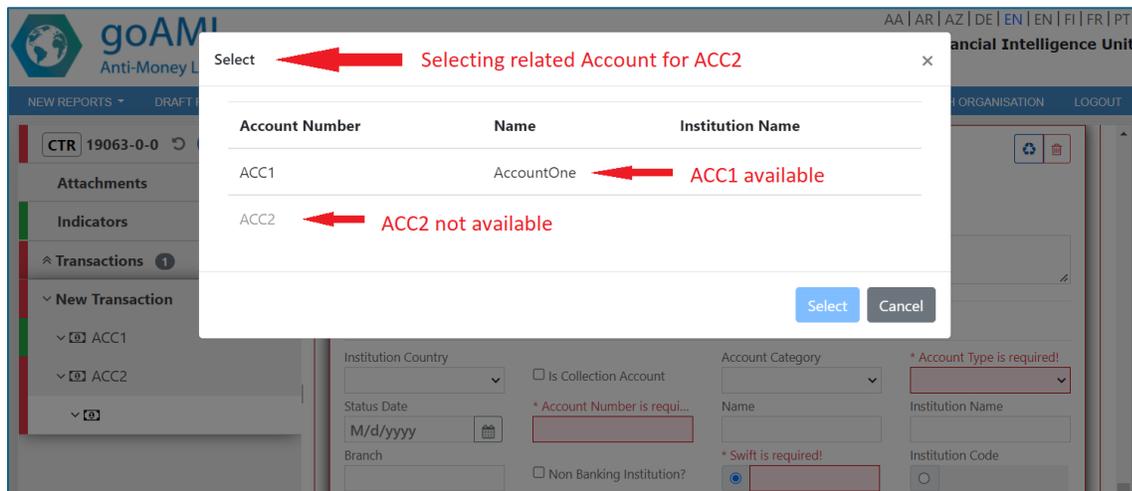


The hierarchy restriction of 1 level deep is only for objects of the same type. The following shows what is allowed and not allowed in the hierarchy.

- 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.



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.

3.5 VA Suspicious Activity Report (VASAR)

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.

The activity report (VASAR) is used mainly to report suspicious wallets, accounts or persons. No transactions are recorded in here.

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

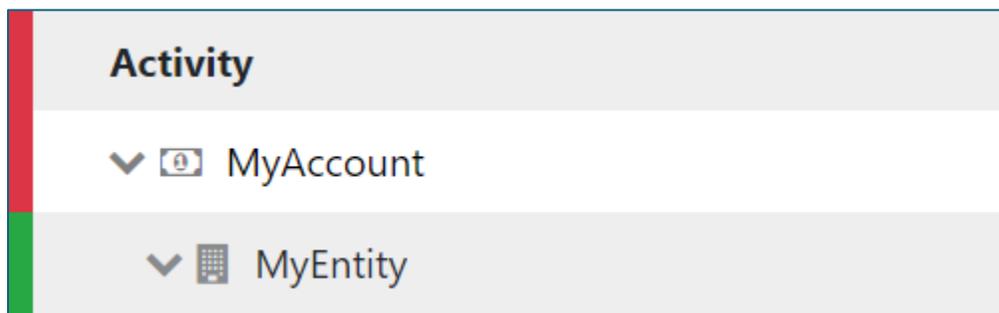
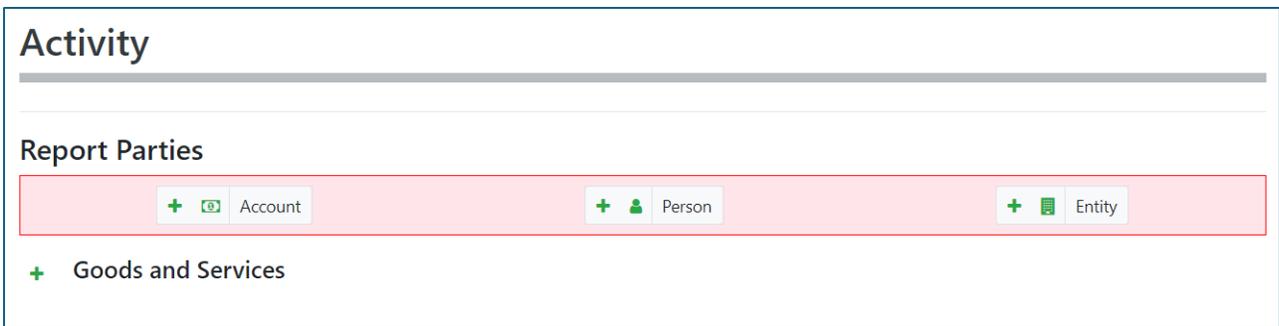


Figure 33



3.6 How to Download a Transactions

Figure 34 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 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.

Report ID: 3058-0-0

Transaction

Attachments

Indicators

Transactions 1

Download Transaction (XML)

New Transaction

Adam123

Number is required!

Amount is required!

Internal Reference Number

Transmode Code: **Electronic transaction**

Transmode Comment

Date: **07/08/2019**

Late Deposit?

Teller: authorized

Location

Description

Comments

Involved Parties

+ Account Account (My Client) + Person Person (My Client) + Entity Entity (My Client)

Account

Role: **Payee / Sender**

Funds code

Country: **ANDORRA**

Significance

Funds comment

Comments

Foreign Currency

Account Number: **Adam123**

Name

Institution Name: **Alpha Bank**

Branch

Account_Non_Banking_Institution

Institution Code: **ADWER2323**

Swift

Account Type

Figure 34

Figure 35 - 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 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 35 - Downloaded Transaction XML

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

Figure 36 - 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.

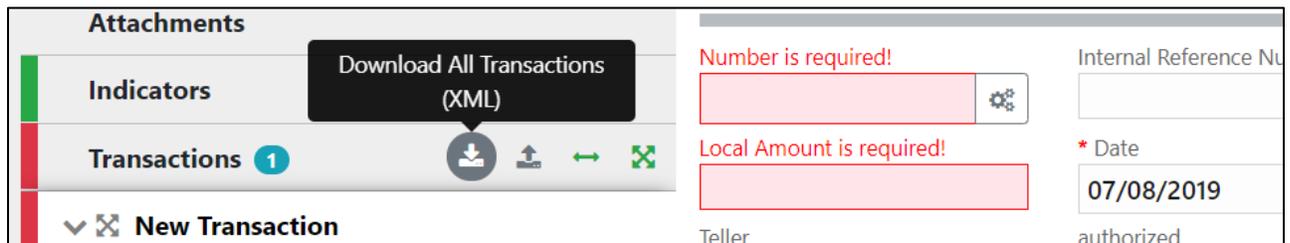


Figure 36 - Download All Transactions

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>

```

3.6.1 How to Upload Transactions

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

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

The transactions should then be placed inside [<reportdata>](#) and [<transactions>](#) tags as shown in Figure 37 below. It is also possible to upload each transaction individually in

separate files however even a single transaction must be contained in these *wrapper* tags for it to be uploaded successfully.

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

Figure 37

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 38 and click it to open the file dialog.



Figure 38

Select the file containing the transactions and click the **Upload** button as shown in Figure 39

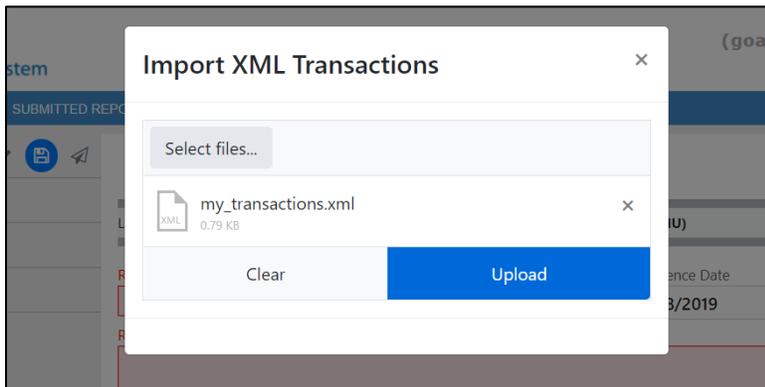


Figure 39

The file will be read and the transactions will be added to the report as shown in Figure 40.

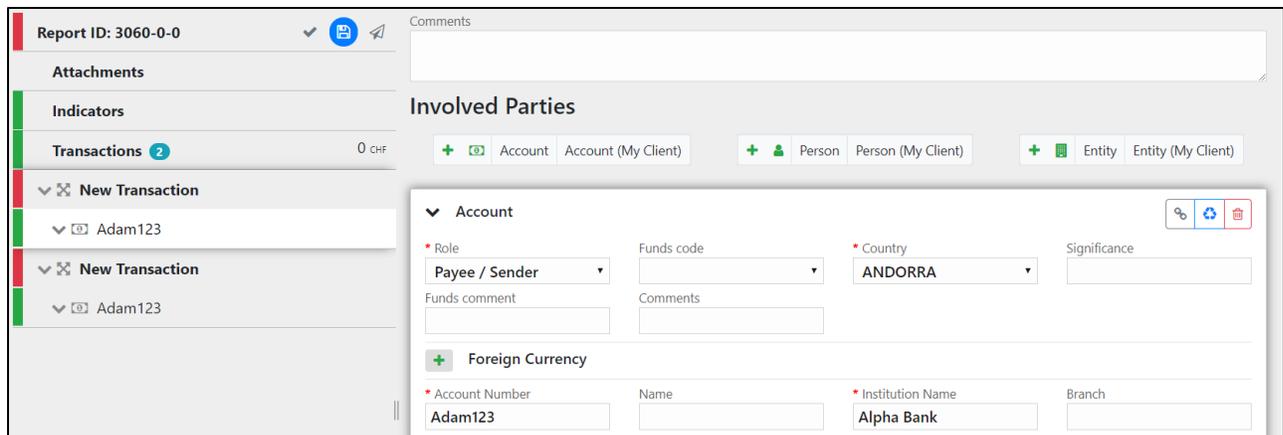
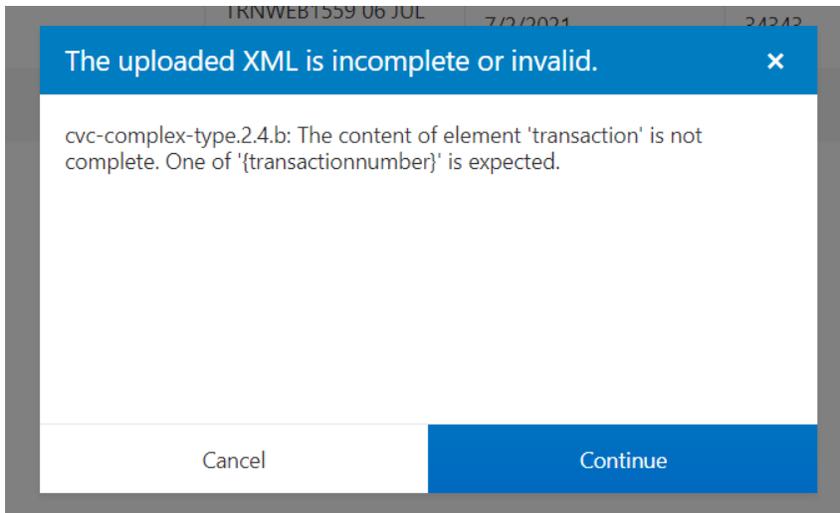


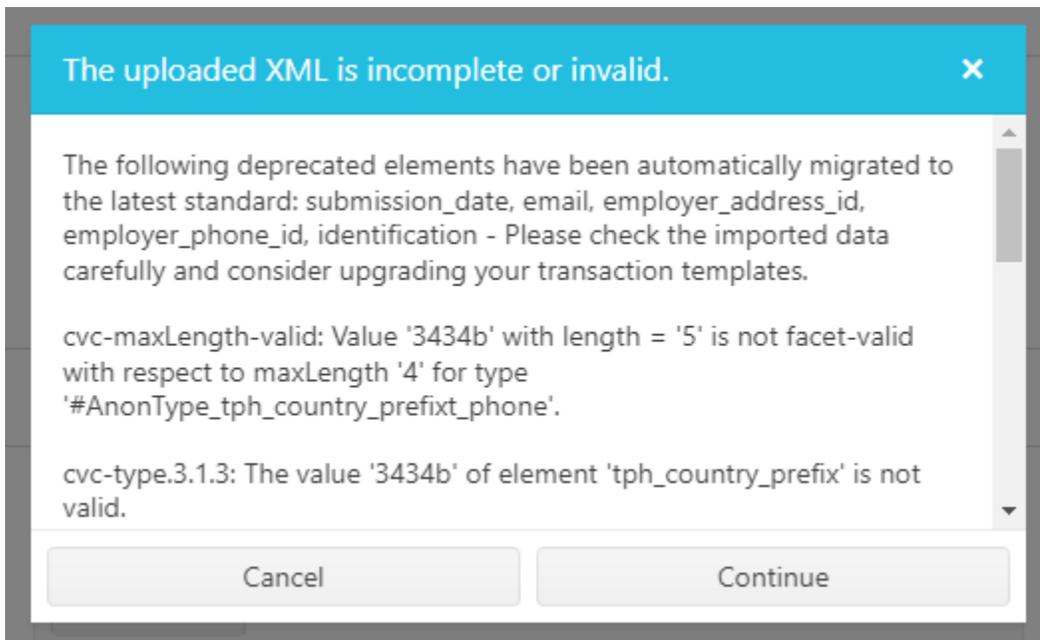
Figure 40

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.



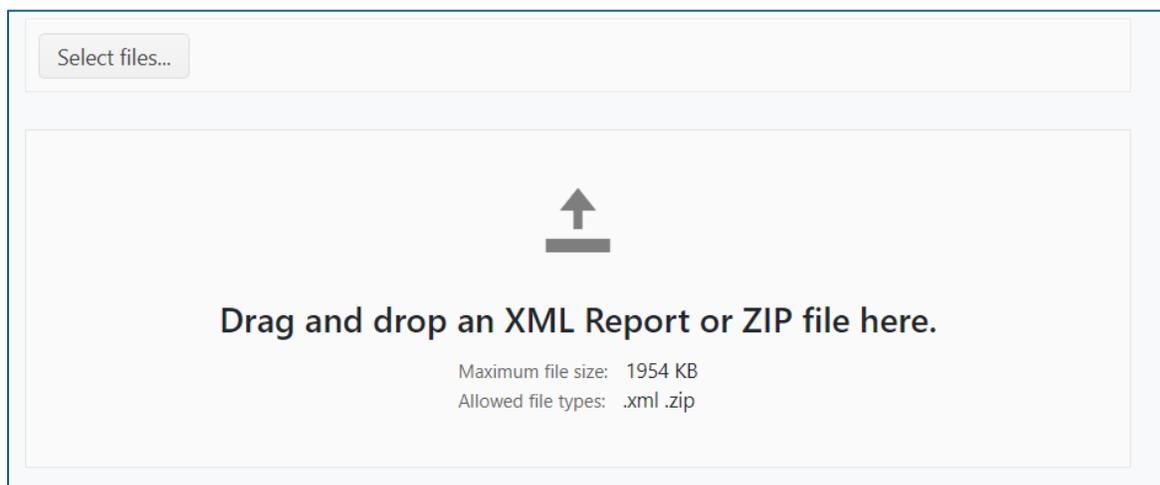
If the transactions contain data for deprecated elements from a previous schema, there will be a best effort to migrate the data in the deprecated elements to the new schema elements. The transformation that is applied is from the XLSX that can be found in Appendix II.



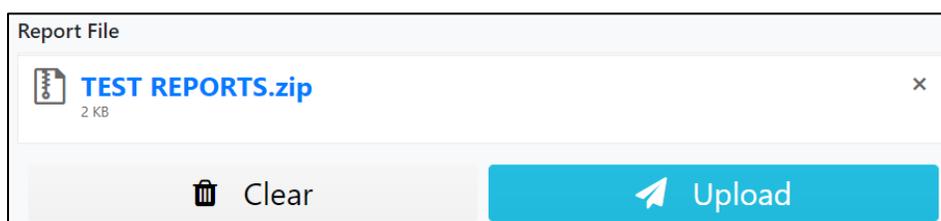
3.7 XML and ZIP Upload

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

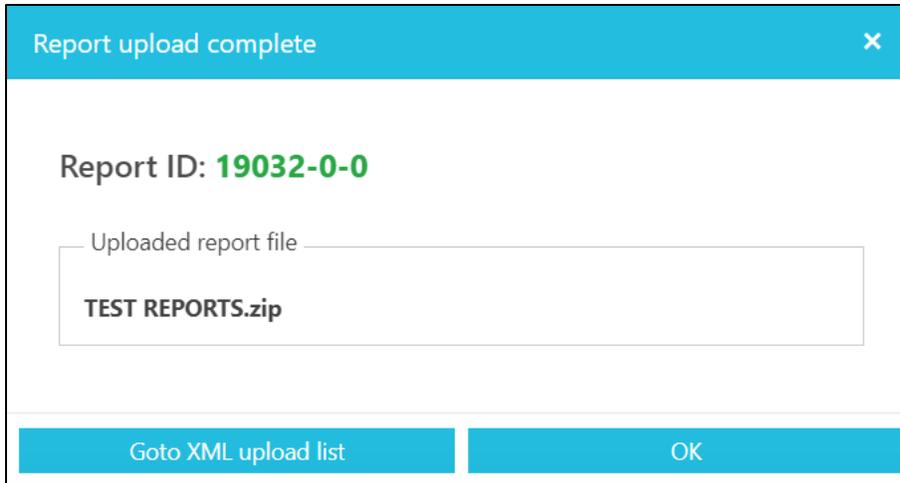
The initial page shows a file input to select an XML or ZIP file. Alternatively the user can drag and drop the files to upload



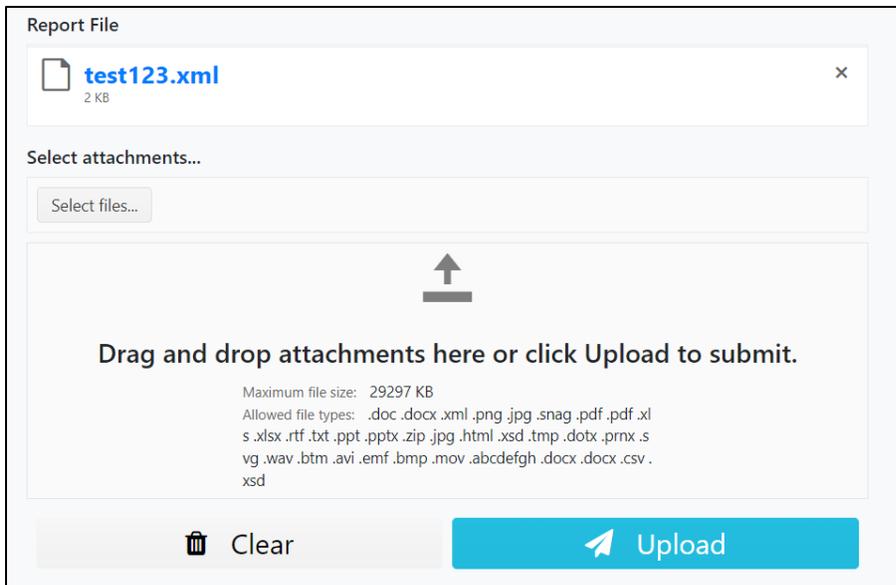
If a ZIP is selected the user has the option to **Upload** the file or **clear** the file.



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.

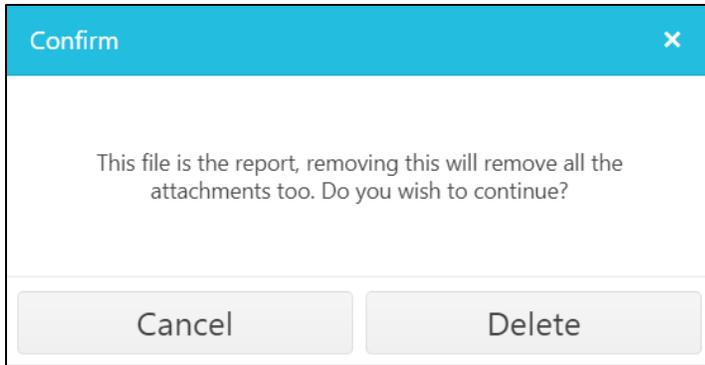


Attachments can either be added by checking **Select files...** or by dragging and dropping the files into the attachments area.

The attachments can be individually removed by clicking the **×** button for that attachment or selecting the **Clear attachments** button to remove all attachments.

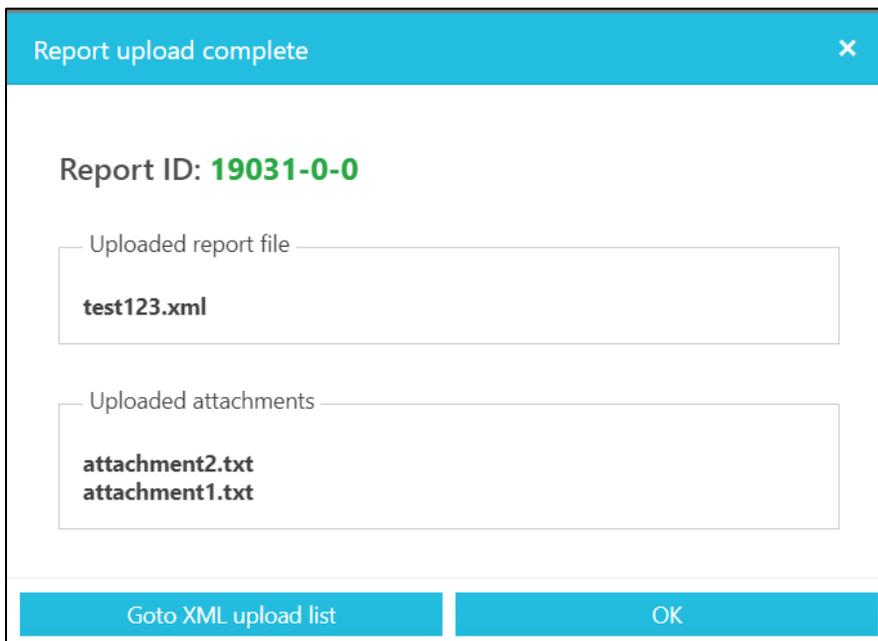
The screenshot shows a web interface for uploading files. At the top, there is a section titled "Report File" containing a single file entry: "test123.xml" (2 KB) with a close button (×) to its right. Below this is a "Select attachments..." section with a "Clear attachments" button (trash icon) on the right. A "Select files..." button is on the left, and a "Done" button (checkmark) is on the right. Two attachments are listed: "attachment2.txt" and "attachment1.txt", both with "File successfully uploaded." status and close buttons (×). Below the attachments is a large area with an upward arrow icon and the text "Drag and drop attachments here or click Upload to submit." Below this text, it specifies "Maximum file size: 29297 KB" and lists "Allowed file types: .doc .docx .xml .png .jpg .snag .pdf .pdf .xls .xlsx .rtf .txt .ppt .pptx .zip .jpg .html .xsd .tmp .dotx .prnx .svg .wav .btm .avi .emf .bmp .mov .abcdefgh .docx .docx .csv .xsd". At the bottom, there are two buttons: "Clear" (trash icon) and "Upload" (paper plane icon).

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



File rules

Open the zip file and navigate to '**XML care package > Multiple reports**' for an example of how to set your directories.

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