



goAML Web Manual

Financial Intelligence Unit
Sri Lanka
Version 1.2

Revision History

Version	Date	Creator	Status	Comment
1.0	14-02-2020	Financial Intelligence Unit	Release	Incorporated main functionalities and features relevant to LCBs and LSBs.
1.1	14-10-2020	Financial Intelligence Unit	Release	Incorporated main functionalities and features relevant to LFCs, ICs, SBs and MVTS.
1.2	18-03-2021	Financial Intelligence Unit	Release	Incorporated Message Board functionalities <u>Other Sections Updated</u> 1.3, 4.2, 4.3.4

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1. Registration

1.1 Registering a Person

A person can register to the goAML Web application as a user of a Reporting Entity (RE).

1. To Register as a Compliance Officer/Assistant of a RE, it is mandatory to know the relevant **Entity ID**
2. The **Entity IDs** for LCBs, LSBs, LFCs, ICs, SBs and MVTs are given in the following table.

Licensed Commercial Bank	Entity ID
Amana Bank Ltd	8
Axis Bank Ltd	9
Bank of Ceylon	10
Bank of China Ltd	11
Cargills Bank Ltd	12
Citibank, N.A.	13
Commercial Bank of Ceylon PLC	34
Deutsche Bank AG	33
DFCC Bank PLC	32
Habib Bank Ltd	31
Hatton National Bank PLC	30
Honkong & Shanghai Banking Corporation Ltd	16
ICICI Bank Ltd	29
Indian Bank	28
Indian Overseas Bank	27
MCB Bank Limited	26
National Development Bank PLC	25
Nations Trust Bank PLC	24
PABC Banking Corporation PLC	22
People's Bank	23
Public Bank Berhad	21
Sampath Bank PLC	20
Seylan Bank PLC	19
Standard Chartered Bank	18
State Bank of India	17
Union Bank of Colombo PLC	15

Licensed Specialized Bank	Entity ID
Pradeshiya Sanwardhana Bank	39
Sanasa Development Bank Ltd	38
Sri Lanka Savings Bank Ltd	37
State Mortgage and Investment Bank	36
HDFC Bank of Sri Lanka	35
National Savings Bank	14



Licensed Finance Company	Entity ID
Abans Finance PLC	83
Alliance Finance Co. PLC	84
AMW Capital Leasing and Finance PLC	85
Arpico Finance Co.PLC	86
Asia Asset Finance PLC	87
Associated Motor Finance Co. PLC	88
Bimputh Finance PLC	89
Central Finance Co.PLC	90
Citizens Development Business Finance PLC	91
Commercial Credit & Finance PLC	92
Commercial Leasing & Finance PLC	93
Dialog Finance PLC	94
ETI Finance Ltd	95
Fintrex Finance Ltd	103
HNB Finance Ltd	96
Ideal Finance Ltd	97
Kanrich Finance Ltd	98
L B Finance PLC	100
Lanka Credit and Business Finance Ltd	99
LOLC Development Finance PLC	101
LOLC Finance PLC	102
Mercantile Investments & Finance PLC	104
Merchant Bank of Sri Lanka & Finance PLC	105
Multi Finance PLC	106
Nation Lanka Finance PLC	107
Orient Finance PLC	108
People's Leasing & Finance PLC	109
People's Merchant Finance PLC	110
Prime Finance PLC	111
Richard Pieris Finance Ltd	112
Sarvodaya Development Finance Ltd	113
Senkadagala Finance PLC	114
Serendib Finance Ltd	115
Singer Finance (Lanka) PLC	116
Sinhaputhra Finance PLC	117
Siyapatha Finance PLC	118
Softlogic Finance PLC	119
Swarnamahal Financial Services PLC	120
Trade Finance & Investments PLC	121
U B Finance Co. Ltd	122
Vallibel Finance PLC	123



Insurance Company	Entity ID
AIA Insurance Lanka LTD	57
Allianz General Insurance Lanka Ltd	172
Allianz Life Insurance Lanka Ltd	58
Amana Takaful Life PLC	59
Amana Takaful PLC	60
Arpico Insurance PLC	61
Ceylinco General Insurance Limited	62
Ceylinco Life Insurance Limited	63
Continental Insurance Lanka Ltd	64
Cooperative Insurance Company Ltd	65
Cooplife Insurance Limited	66
Fairfirst Insurance Limited	67
HNB Assurance PLC	68
HNB General Insurance Ltd	69
Janashakthi Insurance PLC	70
Life Insurance Corporation (Lanka) Ltd	71
LOLC General Insurance Limited	72
LOLC Life Assurance Limited	73
MBSL Insurance Company Limited	74
National Insurance Trust Fund	75
Orient Insurance Limited	76
People's Insurance PLC	77
Sanasa General Insurance Company Limited	78
Sanasa Life Insurance Company Limited	79
Softlogic Life Insurance PLC	80
Sri Lanka Insurance Corporation Ltd	81
Union Assurance PLC	82

Stockbroker Company	Entity ID
Acuity Stockbrokers (Private) Limited	124
Asha Securities Limited	125
Asia Securities (Private) Limited	126
Assetline Securities (Private) Limited	127
Bartleet Religare Securities (Private) Limited	128
Candor Equities Limited	129
Capital Alliance Limited (Debt Securities)	130
Capital Alliance Securities (Private) Limited	131
Capital Trust Securities (Private) Limited	132
CT CLSA Securities (Private) Limited	133
Enterprise Ceylon Capital (Pvt) Ltd	134
First Capital Equities (Private) Limited	135
First Guardian Equities (Private) Limited	136
JB Securities (Private) Limited	137
John Keells Stock Brokers (Private) Limited	138



Lanka Securities (Private) Limited	139
LOLC Securities Limited	140
Navara Securities (Pvt) Ltd	141
NDB Securities (Private) Limited	142
NSB Fund Management Co. Ltd (Debt Securities)	143
Richard Pieris Securities (Private) Limited	144
SC Securities (Private) Limited	145
SMB Securities (Private) Limited	146
Softlogic Stockbrokers (Pvt) Ltd	147
Somerville Stock Brokers (Private) Limited	148
Taprobane Securities (Private) Limited	149
TKS Securities (Private) Limited	150
Wealth Trust Securities Ltd (Debt Securities)	151

Money Value Transfer Service Provider	Entity ID
Dialog Axiata PLC	152
MMBL Money Transfer (Pvt) Ltd	154
Mobitel (Pvt) Ltd	153

3. Select **Register a new Person** from the Home page

Register

"Register as an Organization" - Not applicable for Reporting Entities.

"Register a new Person" - Register as a Compliance Officer/Assistant of a Reporting Entity.

Compliance Officer Declaration

Register a new Organisation

Register a new Person

1.1.1 Registering as the Compliance Officer

1. Download and fill the [Compliance Officer Declaration](#)

Note: If you have already submitted Compliance Officer Declaration to the FIU, use a copy of the same.

2. Complete the "Register a new Person" web form.
3. Click on **Upload** button to attach a scanned copy of the **Compliance Officer Declaration**.

Attachments

File Name	File Size	

4. Click on **Submit Request** button.
5. An email will be sent to the email address that is provided, upon confirming the submission.



6. If a new Compliance Officer is appointed, send the original of the [Compliance Officer Declaration](#) to the FIU.

1.1.2 Registering as a Compliance Assistant

1. Fill the “Register a new Person” form.
2. Click on **Submit Request** button.
3. An email will be sent to the email address that is provided, upon confirming the submission.

1.2 Registration Approval

1. Approval of the Compliance Officer’s registrations is done by the FIU only.
2. An email will be sent to the email address that is provided, upon confirming the registration.
3. The Compliance Officer should approve the registration of the Compliance Assistant Refer **Section 2 - User/Entity Management**

1.3 Roles of the Users

There are 2 roles which can be assigned to a user registered under a RE. Roles and the permissions in the goAML are as follows;

- **Compliance Officer:** User administration, edit organization details, report generation and submission rights, message board access
- **Compliance Assistant:** Report generation and submission rights, message board access
- **IT Developer:** Report generation and submission rights

2. User/Entity Management

2.1 Approving Users

2.1.1 New User

1. This request will be submitted to the **Compliance Officer**
2. Compliance Officer can **Finalize** or **Reject** the request by accessing **Admin > User Request Management**.
3. An email will be sent to the email address that is provided, upon confirming the registration.



NEW REPORTS ▾ DRAFTED REPORTS ▾ SUBMITTED REPORTS ▾ MESSAGE BOARD (0) MY GOAML ▾ STATISTICS ADMIN ▾ HELP LOGOUT

User Change Requests

Start Date: 01 January 1900 End Date: 14 February 2020

Requests View Type:

 All

 Active

 Pending my actions

 In progress

User Request Management

 Active Users

 Org Request Management

 Active Organizations

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
REP20/00149	Existing User	Waiting for RE Admin to Approve	Test Bank Limited	6	nipun	12/02/2020	

2.2 Editing Existing Users

1. Users can edit the existing user details by accessing **My goAML > My User Details**.

NEW REPORTS ▾ DRAFTED REPORTS ▾ SUBMITTED REPORTS ▾ MESSAGE BOARD (0) MY GOAML ▾ HELP

Change Password

 My User Details

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government of India to combat money laundering and terrorist financing. The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information on suspicious financial transactions.

- This request will be submitted to the **Compliance Officer**.
- Compliance Officer** can **Finalize** or **Reject** the request by accessing **Admin > User Request Management**.
- An email will be sent to the email address that is provided, upon confirming the change.

NEW REPORTS ▾ DRAFTED REPORTS ▾ SUBMITTED REPORTS ▾

Preview - Internet Explorer

User Change Requests

Start Date: 01 January 1900

Requests View Type:

 All

 Active

 Pending my actions

 In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status
REP20/00153	Existing User	Waiting for RE Admin to Verify
REP20/00152	Existing User	Waiting for RE Admin to Approve
REP20/00151	New User	Waiting for RE Admin to Verify
REP20/00145	Existing User	Recalled
REP20/00144	New User	Activated
REP20/00142	Existing User	Activated
REP20/00141	New User	Activated
REP20/00140	Existing User	Activated
REP20/00139	New User	Activated
REP20/00138	New User	Activated

Request: REP20/00153

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

Change Request History ▾

Reporting Person

User Name	Email
cccc	ayojir
First Name	Last Name
cccc	cccc
NIC	Nationality
Passport Number	Passport

Phones

Addresses

Comments

Actions:

2.3 Editing Existing Entities

- Compliance Officer** can edit the existing organization details by accessing **My goAML > My Org Details**.

NEW REPORTS ▾ DRAFTED REPORTS ▾ SUBMITTED REPORTS ▾ MESSAGE BOARD (0) MY GOAML ▾ STATISTICS

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government of Sri Lanka to combat money laundering and terrorist financing. The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information on suspicious financial transactions.

- Change Password
- My User Details
- My Org Details

- Attach the relevant documents (if any) to support the request and click on **Submit Request**.
- The **FIU** will approve the request.
- An email will be sent to the email address that is provided, upon confirming the change.

2.4 User/Entity Management History



Clicking on **Change Request History** shows the history of changes which includes the user who made the change and the date the change occurred. Below is an example of a new person registration request history that has gone through all the possible states in the process.

Request: REP20/00147

Request Type: **Existing User**
Request Status: **Activated**

Change Request History ▲

Date	User	State From	State To	Comments
2020-02-12	nipun	Not Exists	Waiting for RE Admin to Verify	
2020-02-12	nilshani	Waiting for RE Admin to Verify	Activated	

Reporting Person

User Name	Email	Gender	Title

3. Password Management

3.1 Change Password

1. Go to **My GoAML > Change Password**

Change Your Password

Password:

New Password:

Confirm New Password:

3.2 Forgot Password

1. Click the **Forgot Password** button on the login screen.
2. Fill out the username and email address for the account you wish to reset the password for and click submit
3. An email similar to the one below is sent to the user.

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



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

4. Reporting

goAML reports can be submitted in two ways;

- Web Report:** This is where the user manually keys in the data into an online form.
- XML Upload:** This is where the user has created the XML documents themselves and directly uploads them individually or grouped together as part of a zip file.

4.1 Web Reports

- The web report form is opened via the main menu **New Reports > Web Reports**
- It is possible to start filling out the form and save it for working on it later.



Select a report type

- Once a report is saved for the first time, it will be assigned a **Report ID** that is shown in the header of the form,



- The report can now be accessed from the main menu **Drafted Reports > Not submitted Web Reports** menu, where if necessary it can be deleted.

There are several 'save points' in the form where the report can be saved in following situations:

- Adding a Transaction
- Adding an Involved Party within a Multi-Party Transaction
- Adding a To or From Party within a Bi-Party Transaction

Note:

- Compliance Assistant can fill web reports and save, but not submit.
- Such web reports should be submitted by the Compliance Officer by accessing **Drafted Reports > Not Submitted Web Reports**

Report ID	Report Type	Created By	Last Updated By	Org Name	Submitting Org	Transactions	No. Rejected	Status	Last Updated On	Days before Cleanup	#
2716-0-0	Cash Transaction Report	mohan	mohan	Test Bank Limited	Test Bank Limited	0		Not submitted	14/10/2020	10	ⓘ ✕ ⌂
2687-0-0	STR(A) - With Activity/Aggregate Transactions	kosalahm	kosalahm	Test Bank Limited	Test Bank Limited	0		Not submitted	08/10/2020	4	ⓘ ✕ ⌂
2670-0-0	Cash Transaction Report	ayoj	ayoj	Test Bank Limited	Test Bank Limited	0		Not submitted	06/10/2020	2	ⓘ ✕ ⌂

4.1.1 Reusable Objects (within a form)

In the web form, once a **Person, Account, Entity** or **Address** has been created it can be reused elsewhere in the form.


- When the form is open, select **Use an Existing Person** and a dialog will open containing a list of those objects that are already in the form that can be reused.
- Select the object to auto-populate the form with this object.



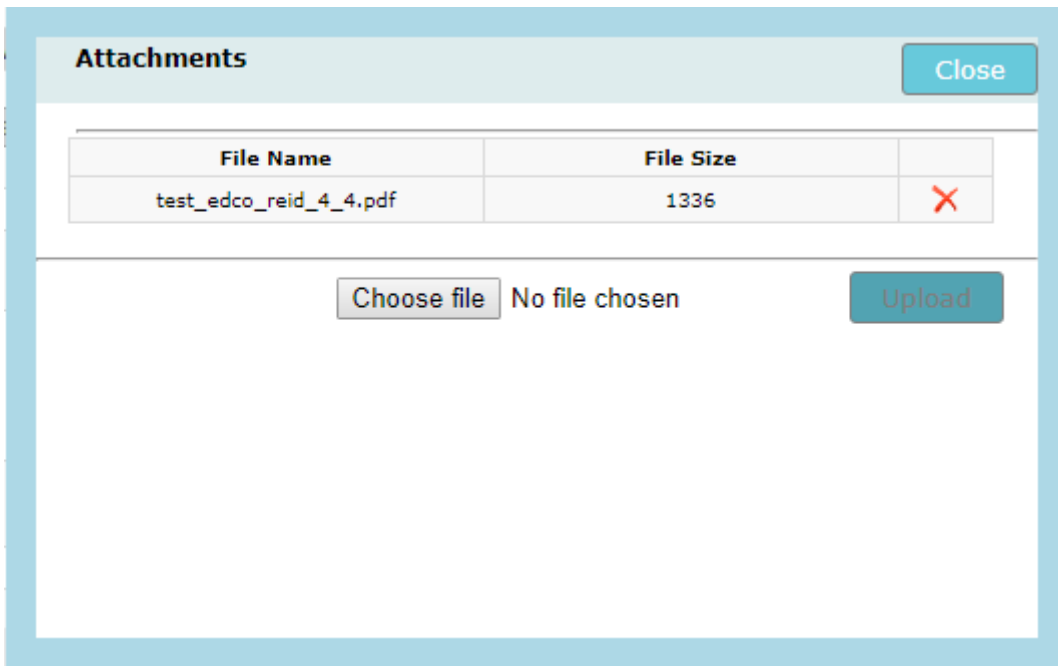
- Any update to one of those objects will automatically update the rest of those objects in the report.
- For example, if an account is created called **Account_1** and that account is reused in several **Entity** objects, and if in one of those references the **Institution Name** is changed, then all the other **Account_1** objects will have their **Institution Name** changed as well.

4.1.2 Attachments

Attachments can only be added to a saved report.

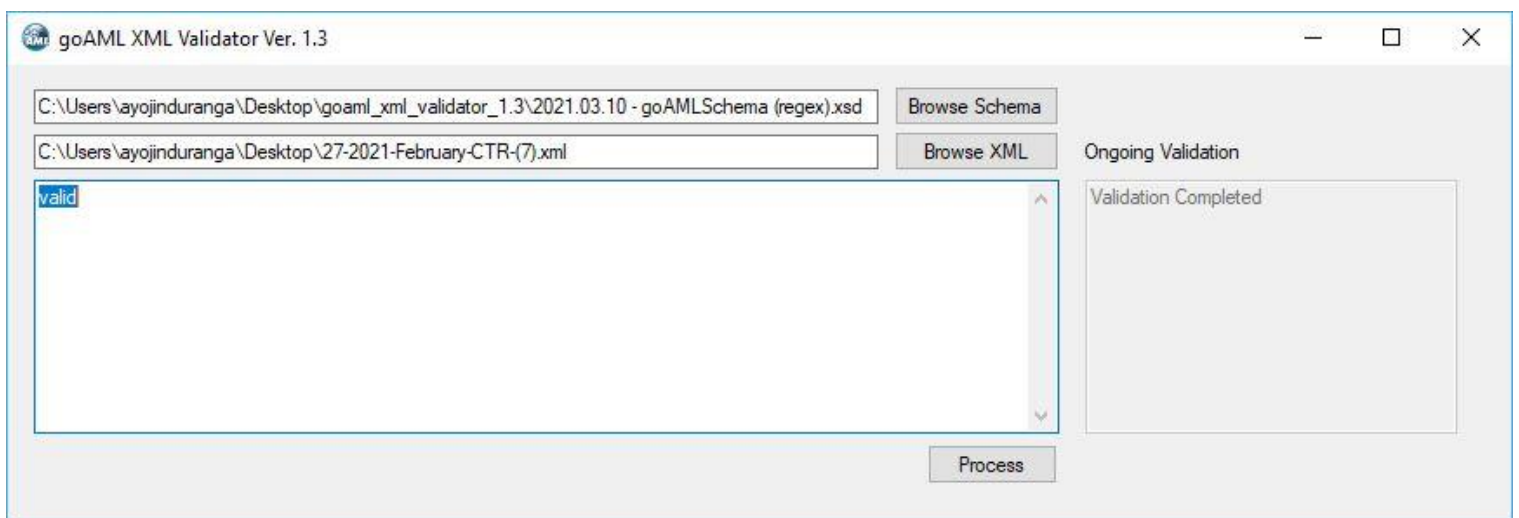
- Once a report is saved, select the **Show Attachments** button at the bottom of the report.
- Select **Choose File** and then select the file from the dialog box.
- Click the **Upload** button.
- The attachment will then appear in the list. The attachment can be deleted by selecting the 'cancel' icon ()

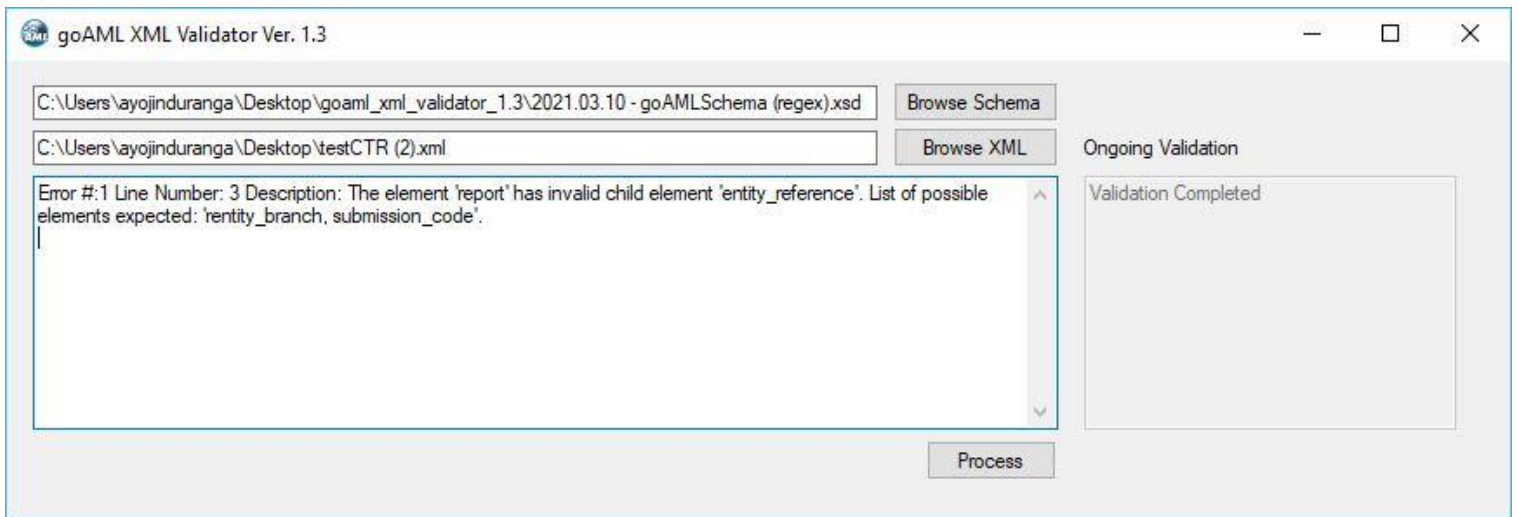




4.2 XML Validator

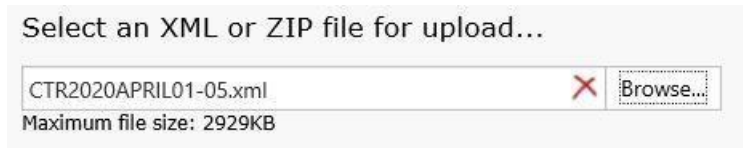
1. The XML report Validator (Desktop App) can be downloaded from the goAML website.
2. This allows the user to verify their XML reports prior to upload. Simply browse the Schema file and the generated XML and click **Process**.
3. Any errors will be shown on the right of the text area and are from the Microsoft XML schema validation code.
4. The images below show examples of successful and unsuccessful validation.





4.3 XML and ZIP Upload

1. The XML Upload screen is accessed via the main menu **New Reports > XML Upload**
2. The initial page shows a file input to select an XML or ZIP file.



3. The user also can select files to upload with the XML file as attachments.
4. To add attachments, select each one and then choose Attach Files
5. Clear Attachments will remove all the pending attachments.



6. Click on the **Upload Report File** button to ensure that the XML and attachments (or ZIP file) are uploaded
7. A confirmation dialog box appears to confirm that the files have been uploaded
8. You can then navigate to the uploaded XML reports grid or back to the XML Upload page.



Report upload complete

Uploaded report file

test_123_456.xml (1KB)

Uploaded attachments

[Goto XML upload list](#) [OK](#)

4.3.1 Zip File Rules

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

4.3.2 Report Numbering (Automatic)

Each XML document and ZIP file that is uploaded to the Web Application is automatically assigned a **Report Key**. 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 upload tables.



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



- **X** is the sequential number.
- **y** is the file number within a zip file. For web reports and zip files containing one or more XML reports, this is 0. Example: For the third report inside a zip file, **y** will be 3.
- **z** is the version number. If a report fails validation then it can be reverted, this creates an incremented version number.



4.3.3 Reports Grids

Three grids in the Web Application show the report data. (**Submitted Reports>XML Reports**, **Submitted Reports>Web Reports** and **Drafted Reports>Not Submitted Web Reports**)

- Each grid can be filtered by a date range by entering the Start Date and End Date and then selecting Refresh 
- The Export button () opens a dialog to export the currently viewed grid as a PDF or Excel document.




Start Date	Saturday, February 3, 2018	End Date	Saturday, March 3, 2018				
o group by that column							
	Created By	Last Updated By	Org Name	Submitting Org	Transactions	Status	Last Up

4.3.3.1 Not Submitted Web Reports

The **Not Submitted Web Reports** grid is where all **Web Reports** that have been saved but not submitted are shown, as well as reports that have been reverted.

Report ID	Report Type	Created By	Last Updated By	Org Name	Submitting Org	Transactions	Status	Last Updated On	Days before Cleanup	#
54-0-0	Suspicious Transaction Report	nilshani	nilshani	Test Bank Limited	Test Bank Limited	1	Not submitted	10/02/2020	10	  
52-0-0	Suspicious Transaction Report	mohan	mohan	Test Bank Limited	Test Bank Limited	0	Not submitted	05/02/2020	5	  
50-0-0	Cash Transaction Report	mohan	mohan	Test Bank Limited	Test Bank Limited	0	Not submitted	05/02/2020	5	  

Actions available for the Not Submitted Reports grid

Action Name	Description
Edit 	Opens the report for editing. This is only visible for reports that have not been archived.
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.



4.3.3.2 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 errors relating to that report.

Drag a column header here to group by that column										
Report ID	Report Type	File	Created By	Last Updated By	Org Name	Submitting Org	Transactions	Status	Submitted On	#
800-2-0	CTR	test_abco_reid_4_5.xml	goaml	goaml	Ab Casino	Financial Intelligence Unit (FIU)	1	Transferred From Web	3/3/2018	
800-1-0	CTR	3eddd.xml	goaml	goaml	Ab Casino	Financial Intelligence Unit (FIU)	1	Transferred From Web	3/3/2018	
800-0-0		2_xml.zip	goaml	goaml	Financial Intelligence Unit (FIU)	Financial Intelligence Unit (FIU)		Processed	3/3/2018	
798-1-0	CTR	test_abco_reid_4_5.xml	goaml	goaml	Ab Casino	Financial Intelligence Unit (FIU)	1	Transferred From Web	3/3/2018	

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

4.3.3.3 Web Reports

The Web Reports grid is where all the submitted web reports are displayed. The status column will contain a link if there are actions or errors relating to that report.

Drag a column header here to group by that column										
Report ID	Report Type	Created By	Last Updated By	Created On	Org Name	Submitting Org	Transactions	Status	Submitted On	#
803-0-0	Unusual Transaction Report	goaml	goaml	3/3/2018	Financial Intelligence Unit (FIU)	Financial Intelligence Unit (FIU)	1	Failed Validation	3/3/2018	
749-0-0	CTR	abco	abco	2/20/2018	Ab Casino	Ab Casino	1	Transferred From Web	2/20/2018	
725-0-0	CTR	abco	abco	2/10/2018	Ab Casino	Ab Casino	1	Transferred From Web	2/10/2018	

Actions available for the Web 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.
Save	Download the report as an XML document
Revert (from Failed Validation)	If a report has any validation errors, it will be shown as a description with a hyperlink. Clicking the link will open a message box that provides a technical description of the error. Clicking the Revert button in the message box sets



	the report as the current report, which can then be accessed through Drafted Reports>Non submitted Web Report and rectified as necessary.
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4.3.4 Reports Status

All report grids have a column called **Status**, which provides the status of the report (submitted either as a web report or XML upload). Following sequence of status changes will occur from report submit/upload to being processed by the FIU.

Status	Description
Uploaded	Initial upload status
Failed Validation; Invalid Structure	If the report has credential validation errors (Entity ID mismatch), status will be changed to this within several minutes
Failed Validation	If the report has XML validation errors, status will be changed to this within several minutes
Transferred from Web	If the report passed the credential and XML validations, it will be transferred from web application to the FIU
Approved; scheduled for processing	If the report passed the business rules validations at the FIU, status will be changed to this within several minutes
Processed	After the file is processed by the FIU, status will be changed to this.
Rejected	If the FIU rejected the report for any reason, status will be changed after the rejection and the reason for rejection will be shown in the message box

A report (web report or XML upload) is considered as submitted to the FIU after its status in the report grid is **“Processed”** only.



5. Message Board

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

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

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

5.1 Messages and Folders

1. When a message is received or sent, it is associated with a folder.
2. You can create folders for organizing messages, however, there are four system folders that are static and cannot be edited or deleted.
3. A message has a direction, either incoming (sent from the FIU) or outgoing (sent from the Reporting Entity).
4. Folders are also assigned a direction, either incoming, outgoing or archive. Only incoming messages can be put into incoming folders and only outgoing messages can be put into outgoing folders. Archive folders can contain all messages.

5.2 Message Board Size Limit

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

5.3 Message Board Features

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

The screenshot displays the Message Board interface with the following components:

- Folders Pane:** Located on the left, it shows the user's profile (abc0), an Inbox with 34 items, and an Archive with 1 item (abc0_archive).
- Actions Pane:** Located at the top right, it contains buttons for 'New', 'Reply', 'Edit Folders', 'Search', and 'Print'. Below these are options to 'Mark as Read', 'Mark as Unread', 'Delete', and 'Move To Folder'. A 'Refresh' button is also present.
- Messages Grid:** A table listing messages with columns for 'Type', 'Subject', 'Sent', and 'Folder'. The grid shows several 'Report Partially Accepted' messages and one 'Report Fully Accepted' message.
- Message Pane:** Located at the bottom, it displays the details of the selected message, including the subject 'Report (10.xml) --> Report Partially Accepted' and a link to the attachment '10.rtf'.

Type	Subject	Sent	Folder
Report Partially Accepted	Report (Zayeem_Test_28.xml) --> Report Partially Accepted	10/31/2017 5:04 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_27.xml) --> Report Partially Accepted	10/31/2017 4:55 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_26.xml) --> Report Partially Accepted	10/31/2017 4:55 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_25.xml) --> Report Partially Accepted	10/30/2017 6:09 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_24.xml) --> Report Partially Accepted	10/30/2017 6:06 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_23.xml) --> Report Partially Accepted	10/30/2017 1:42 PM	inbox
Report Partially Accepted	Report (Zayeem_Test_22.xml) --> Report Partially Accepted	10/30/2017 12:27 PM	inbox
Report Partially Accepted	Report (10.xml) --> Report Partially Accepted	10/27/2017 4:19 PM	inbox
Report Fully Accepted	Report (_Web_Report_ReportID.583-0-0.xml) --> Report Fully Accepted	10/27/2017 1:17 PM	inbox



5.3.1 Viewing Messages

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

5.3.2 Sending and Replying

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



Send Message ✕

To

Priority High Normal Low Type*

Ref. Num.

Subject*

Message*

Select attachments for upload...

Allowed file types: .doc, .docx, .xml, .png, .jpg, .pdf, .xls, .xlsx, .rtf, .zip, .myext
Maximum file size: 2929KB

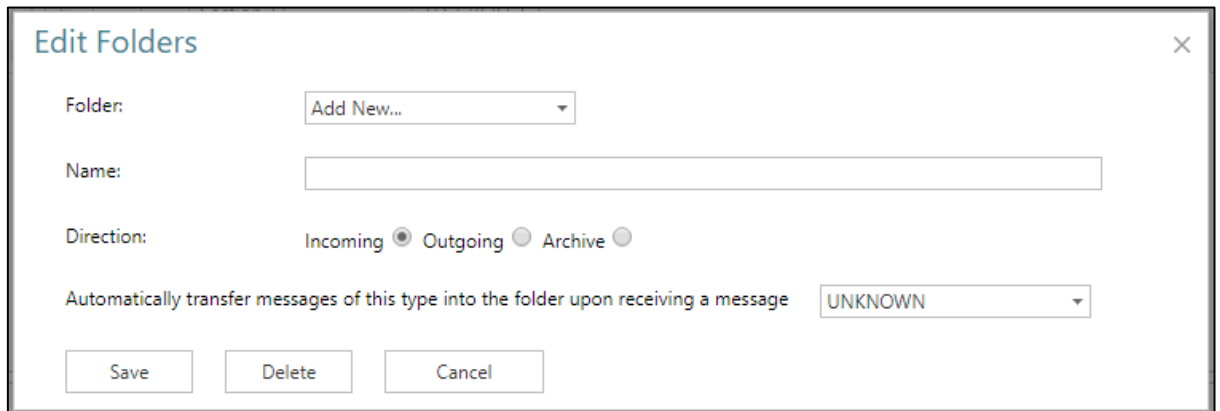
Uploaded Files

2. The fields **Type**, **Subject** and **Message** must be filled out before a message can be sent.
3. Attachments can be added; select **Browse...** and then choose a file.
4. Select **Upload**. Only attachments that are in the **Upload Files** area will be sent with the message.
5. Click **Send** to send the message. The message will appear in the Sent Folder
6. Click **Cancel** to discard the message. The message will not be saved.
7. Click **Save as Draft** to save the message into the Drafts Folder
8. To reply to a message, select the message that you want to reply to in the Messages Grid and select **Reply** from the Actions Pane. This will open the Send Message dialog again; however, this message will be included in the selected message thread, so that it will be visible in the list of messages when that thread is viewed again in the Message Pane.
9. When replying to a message, the message type is fixed; it is not possible to change the message type when replying.



5.3.3 Editing Folders

1. To organize and edit the folders for the message board of the Reporting Entity, select **Edit Folders** from the Action Pane.



2. The **Folder** dropdown box default is **Add New...** this means a new folder will be created.
3. Enter a name and click save to create the new folder.
4. The **Direction** is defaulted to **Incoming** this means that the new folder will only allow incoming messages to be stored in it. (refer to Messages and Folders section above)
5. To change to **Outgoing** or **Archive** select the appropriate radio button before saving. The folder will then appear under the respective node in the Folder menu.
6. Folders can also be used to automatically store certain types of messages. For example if there are many messages of type **Report Fully Accepted** being sent to the message board and you want to automatically have these moved into a separate folder, simply select the message type from the drop down list before saving.
7. It is possible to change the name, associated message type, or delete an existing folder. From the Folder dropdown, select the folder you wish to edit and then change the name or message type and then **Save**. Alternatively, select **Delete** to remove the folder completely.
8. Deleting a folder does not delete the messages that are inside. These are moved to the parent folder in the Folder Menu (i.e. Inbox, Sent or Archive)
9. It is not possible to edit the direction of an existing folder.

5.3.4 Move, Delete, Mark Messages

1. Moving, Deleting and Marking messages can be done on a single message or a selection of messages all at once.
2. To select multiple messages, select the boxes of the rows in the Messages Grid. The checkbox in the header row will select all the messages on that page, and the checkbox above the Messages grid in the Actions Pane will select all the messages in all the pages for that folder.



3. Once the message(s) are selected, the combo box in the Actions Pane will be populated with all the folders that this selection can move to. If both incoming and outgoing messages are selected then only the archive folders will be available.
4. To move the selection of messages, select the folder and then select **Move To Folder** from the Actions Pane
5. To delete the selection of messages, select **Delete** from the Actions Pane.
6. To mark messages as read or unread, use the buttons **Mark as Read / Mark as Unread** in the actions pane.
7. Messages can also be flagged. This is only done individually for each message and is done by toggling the flag icon in the message row.

5.3.5 Search Messages

1. Text search for the message board is available by selecting the Search button from the Actions Pane.

2. The value in **Search Text** will be searched in all of the non-archive and archive folders when the **Search** button is clicked. It is advisable to use the Data range to enhance efficiency.



6. References

6.1 Common Acronyms

Acronym	Description
FIU	Financial Intelligence Unit
RE	Reporting Entity
LCB	Licensed Commercial Bank
LSB	Licensed Specialized Bank
LFC	Licensed Finance Company
IC	Insurance Company
SB	Stockbroker
MVTS	Money value Transfer Service

6.2 Emails sent from goAML Web

When email is sent	Recipient
New Entity Change Request submission (Registration)	Reporting Entity (Compliance) email address and Compliance Officer email address
New Entity Change Request acceptance	Reporting Entity email address
New Entity Change Request rejection	Reporting Entity email address
Edit Entity Change Request submission	Reporting Entity email address
Edit Entity Change Request acceptance	Reporting Entity email address
Edit Entity Change Request rejection	Reporting Entity email address
New Message in the message board (report acceptance or rejection)	Reporting Entity email address
Report is submitted and validated (or determined invalid)	User email address
New User Change Request submission (Registration)	User email address
New User Change Request acceptance	User email address
New User Change Request rejection	User email address



Edit User Change Request submission	User email address
Edit User Change Request acceptance	User email address
Edit User Change Request rejection	User email address
Password reset link	User email address
Password reset confirmation	User email address

