



goAML Web Application

User Manual

[Version 1.1]



Table of Content

Table of Content	2
Table of Figures	3
1 Overview:	5
2 Pre Requisites:	5
3 Home page menu Before login:	6
3.1 Registration:	6
3.1.1 Register as Organization:.....	6
3.1.2 Register as Person:	7
3.2 Login:	8
4 Home page menu After login:	10
4.1 Logout:.....	10
4.2 Admin menu:	10
4.2.1 Role Management (For Admin User Only).....	10
4.2.2 User Management (For Admin User Only)	11
4.2.3 Report Statistics (For Admin User Only).....	11
4.2.4 Org Change Request Management (For Admin User Only).....	12
4.2.5 User Change Request Management (For Admin User Only)	12
4.3 My goAML Menu	13
4.3.1 Change Password:	13
4.3.2 My User Detail	14
4.3.3 My Org Detail	14
4.4 Message Board Menu	15
4.4.1 Message Board (Search)	15
4.5 Submitted Reports Menu.....	15
4.5.1 XML Reports:.....	16
4.5.2 Web Reports:	16
4.6 Drafted Reports Menu	17
4.6.1 Current Report	17
4.6.2 Not Submitted web Reports:.....	17
4.7 New Reports Menu	18
4.7.1 XML Upload:.....	18
4.7.2 Web report (Manual):	19
4.7.2.1 Fill Up Report cover	19
4.7.2.2 Add Transaction to Report	20
4.7.2.3 Select Transaction Type, From Type and To Type	21



4.7.2.4	Add Person as source party:	22
4.7.2.5	Add Account as destination party:	23
4.7.2.6	Add Entity Account Details	24
4.7.2.7	Add Account Signatory Details.....	25
4.7.2.8	Add Attachment with save report.....	27
Appendix		28
A)	Business validation Rules	28
B)	Mandatory Field List	28
C)	Instruction	29

Table of Figures

Fig 2.1:	Sample box which can be expanded and collapsed	5
Fig 3.1:	Register Menu	6
Fig 3.2:	Organization Registration	6
Fig 3.3:	Individual user registration.....	7
Fig 3.4:	Reporting person Registration.....	7
Fig 4.1:	Home Page Menu After Login	10
Fig 4.2:	Role Management	10
Fig 4.3:	User Management	11
Fig 4.4:	Reporting Statistics	11
Fig 4.5:	org change request Management	12
Fig 4.6:	user change request management.....	12
Fig 4.7:	Reject or Approve a new user	13
Fig 4.8:	Change Password Menu	13
Fig 4.9:	Change Password	13
Fig 4.10:	User Detail	14
Fig 4.11:	organization Detail	14
Fig 4.12:	Message Board.....	15
Fig 4.13:	Search Message	15



Fig 4.14: Submitted xml Report List	16
Fig 4.15: Submitted web Report List.....	17
Fig 4.16: not submitted web Report List	17
Fig 4.17: Preview of the report	18
Fig 4.18: Choosing right reporting method	18
Fig 4.19: xml Upload	19
Fig 4.20: Web Report of CTR	19
Fig 4.21: Web Report of STR	20
Fig 4.22: Transaction Button	20
Fig 4.23: Transaction Entry Screen	21
Fig 4.24: Choosing Transaction Type and Party.....	21
Fig 4.25: Entry Screen After selecting 'From Type' or 'To Type'.....	22
Fig 4.26: Person as source party.....	23
Fig 4.27: Add Phone(s).....	23
Fig 4.28: Save Person Information	23
Fig 4.29: Entry Screen After selecting 'From Type or To Type'	24
Fig 4.30: Account as Destination Party	24
Fig 4.32: Entity Information	25
Fig 4.33: Signatory Information.....	25
Fig 4.34: Person Information as Signatory	26
Fig 4.35: Save Party.....	26
Fig 4.36: Save Transaction.....	26
Fig 4.37: Report view with one Transaction added	26

1 Overview:

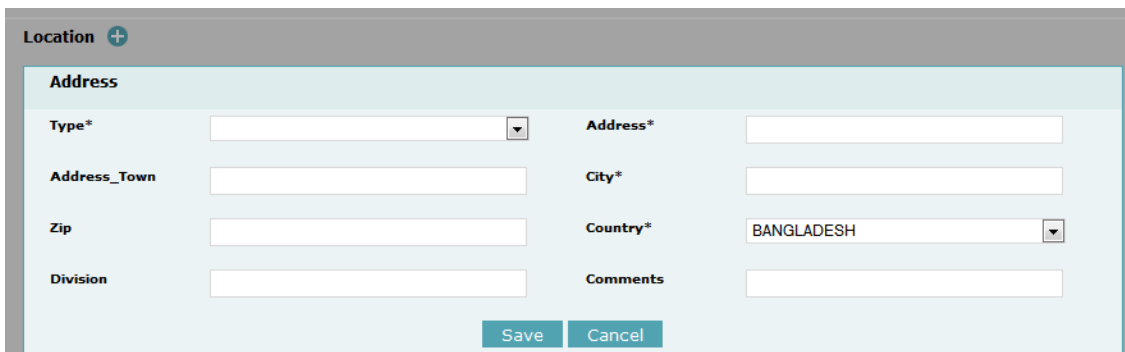
This document includes the instructions for how to make a correct web report for transactions and submit to BFIU. In order to make a correct and complete report which meets all the compliances, just go through the document and follow the instructions.

We look forward to receive your valuable feedback through the following email address:

goaml.support@bb.org.bd

2 Pre Requisites:

- To run the web application the machine has to have internet connection and any browser (*Internet Explorer 7.0 or higher is recommended*) installed on it.
- To access the application a login is needed and for this the user must have a unique user name and password.
- To have the login credentials an user should be registered through a form which is available in the registration menu.
- The fields in each web form marked with * (asterisk) are mandatory i.e. the form cannot be saved leaving these fields blank.
- Returning to an earlier page after fill in any page, click the Button (**Back to**) at the bottom of the page. It is advised not to click on **the 'page back'** button of the web browser, as this does not always lead to the desired result. In various places there are some boxes that can be expanded or collapsed. When '+' button is clicked besides the label the box, some other mandatory fields can be appeared. For example, while expanding the Location/address box of the Reporting Entity the Address, City, Country fields are mandatory field:



The screenshot shows a web form with a header 'Location +' and a sub-section 'Address'. The 'Address' section is expanded, revealing several mandatory fields marked with an asterisk (*). The fields are arranged in two columns: 'Type*', 'Address_Town', 'Zip', and 'Division' on the left; 'Address*', 'City*', 'Country*' (with a dropdown menu showing 'BANGLADESH'), and 'Comments' on the right. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Fig 2.1: Sample box which can be expanded and collapsed

3 Home page menu Before login:

There are two options or menus on the home page menu bar before login.

One is Register and other is Login.

3.1 Registration:

For a new organization/entity registration, click 'Register as Organization'. This will lead the person to entitle his organization as well as a reporting user.

For a new user registration of an existing entity, click 'Register as Person'.

3.1.1 Register as Organization:



Fig 3.1: Register Menu

For registration, click **Register->Register as Organization** menu, the following screen will appear:

The screenshot shows the 'Registration Type' form. It has a title 'Registration Type' and a subtitle 'Please select the type of organization you are registering as, and then enter your organization details'. Under 'Entity type:', there are three radio buttons: 'Reporting Entity' (selected), 'Stakeholder', and 'Supervisory Body'. Below this is the 'Registering Organization' section. It contains several fields: 'Organization Business Type*' (a dropdown menu), 'Name*' (a text field), 'Code of Organization' (a text field), 'Incorp. City' (a text field), 'is financial' (a checkbox), 'acronym*' (a text field), 'Swift/Bic*' (a text field), 'Incorp. State' (a text field), and 'yes'/'no' buttons.

Fig 3.2: Organization Registration

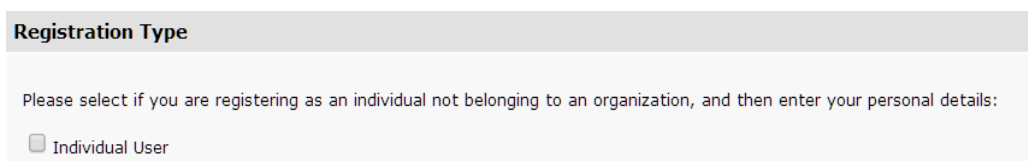
There are three options in Entity/organization type -

- i) Reporting Entity: The organization which is subject to report to the BFIU. For Example- Bank, Insurance Company etc.
- ii) Stakeholder: The organization which correspond/exchange information with BFIU. For Example: Police, CID, Election Commission, customs, passport office etc
- iii) Supervisory Body: A group of companies or organization controlled by a supervisory body which is subject to report to the BFIU. For Example- Car Dealer Association, Audit Firm, Security Exchange Commission etc

There are four parts for Registration as Reporting Entity-

- a) **Registering Organization** (seeks information about Registering Organization. Example: Janata Bank Ltd)
- b) **Registering Person** (seeks information about Registering Person. Example: Habibur Rahman)
- c) **Attachments** (any necessary document can be added for verification such that it proves that he/she is the authorization person of goAML. Example: Authorization letter of higher authority, id card copy of an employee in case of person registration.)
- d) **A CAPTCHA** (which is a program that can generate and grade tests that humans can pass.).

3.1.2 Register as Person:



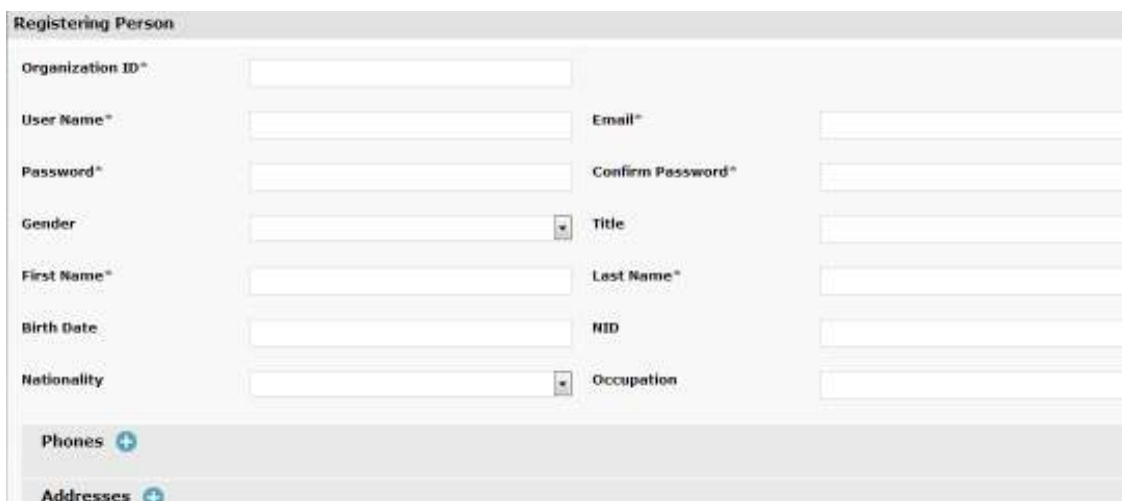
Registration Type

Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:

☐ Individual User

Fig 3.3: Individual user registration

There is another registration type here called 'Individual user'. Those person who are not from any organization type stated earlier but want to report, can check the box and submit registration form to BFIU.



Registering Person

Organization ID*

User Name* Email*

Password* Confirm Password*

Gender Title

First Name* Last Name*

Birth Date NID

Nationality Occupation

Phones

Addresses

Fig 3.4: Reporting person Registration

- The person who is requesting for a user of an existing organization, he must have to know the organization ID provided by goAML software.
- All the mandatory fields need to filled up here with a sensible username and valid email address.
- Phones and Addresses boxes are also to be filled up.

Addresses +

Address

Type* Business Address* 190/1 Green Road

City* Dhaka Zip 1205

Country* BANGLADESH Division Dhaka

Comments

Add Cancel

Must be click Add after fill up all information

Fig 3.5: Add address of reporting Person

- Attach any document for verification if needed in the attach area.
- In the CAPTCHA area write the displayed numbers correctly.

Attachments

File Name File Size

Choose File No file chosen Upload

754965

Submit Request

Fig 0.6: Registration attachment and CAPTCHA

After all the boxes filled up click the Submit Request button.

The reporting person will be informed by his provided email that his request is accepted or rejected. If accepted, the person is ready to login to the system.

3.2 Login:

Click **Login** and Login Page will appear as below:

goAML

goAML Web - Login Page

Register Login

Log In

User Name: Password:

forget password? Log In

Fig 0.7: Login page

Enter User Name and Password that is given when registration then click **Log In** button. After successfully Logged In the home page after login will appear as below:



Fig 0.8: Home page after login

In case of retrieval of lost password click forgot password button and follow the instructions.

Fig 0.9: Password Retrieval

On the email request box put the email that is previously put when registration.

The system will send a link to that email. By clicking the link from mailbox the user will be able to set new password.

Fig 0.10: Reset Password Request



4 Home page menu After login:

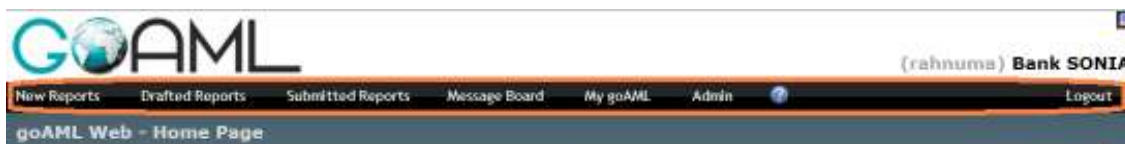


Fig 4.1: Home Page Menu After Login

On the right side corner there shown the user name and entity name and a *logout* menu below it. The other menus (each one has submenu) are:

- *New Reports*
- *Drafted Reports*
- *Submitted Reports*
- *Message Board*
- *My goAML*
- *Admin*

4.1 Logout:

When leaving the web application it is recommended that click logout and end the session.

4.2 Admin menu:

It has sub menus related to user and role management of the entity users, change request management and getting reporting feedback.

4.2.1 Role Management (For Admin User Only)

Click '**Admin->Role Management**' option and a tabular screen as below will be displayed:



Fig 4.2: Role Management



To create a new role click '**+Add role**' and write a role name in the given text box and click 'save',

To assign permission for a particular role click a '**Role Name**' from left side and select appropriate permissions/task from the right side. Save when finished.

4.2.2 User Management (For Admin User Only)

Like role management click '**Admin->User Management**' and find the following screen:



Fig 4.3: User Management

Select a 'user' from user list and 'role/roles' from roles list and click '**Save**'. The permission preview column will show the exact result for the user.

Admin user can reset password for any other user of the entity and also can 'enable' or 'disable' an user account.

4.2.3 Report Statistics (For Admin User Only)

To get feedback about Reporting to BFIU through goAML click '**Admin->Reporting Statistics**' and observe the result like the following screen:

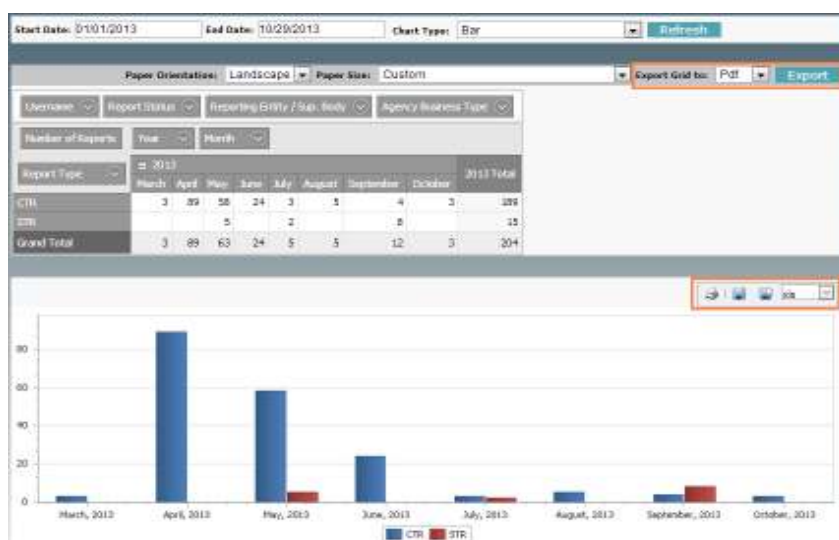


Fig 4.4: Reporting Statistics



The statistics can be regenerate using the pivot tables' criteria.

The grid can be export to any format and also the chart can be printed or saved to excel or word.

4.2.4 Org Change Request Management (For Admin User Only)

Click '**Admin-> Org Change Request Management**' and find the following screen:

The screenshot shows the 'Organization Change Requests' management screen. It includes search filters for Start Date, End Date, Request Type, Created By, Reporting Entity, and Request Status. A 'Refresh' button is located below the filters. The main table displays a list of requests with columns: Change No, Type, Status, Org Name, Org ID, agency type, Created By, and Created On. One request is visible: RE_RP 2013-09-12 00000 New Entity, Activated, Bank SWIA, 207, BAKC, created on 09/12/2013. At the bottom, there are buttons for 'Create New Delegating Organization' and 'Change Selected Delegating Organization'.

Change No	Type	Status	Org Name	Org ID	agency type	Created By	Created On
RE_RP 2013-09-12 00000	New Entity	Activated	Bank SWIA	207	BAKC		09/12/2013

Fig 4.5: org change request Management

This option is for changing supervisory body contents. Adding or changing multiple entities in a body or removing itself from a body dependin upon permissions. All change are listed in the screen in details.

4.2.5 User Change Request Management (For Admin User Only)

Like org change, click '**Admin-> User Change Request Management**' and reach the following screen:

The screenshot shows the 'User Change Requests' management screen. It includes search filters for Start Date, End Date, Request Type, Created By, Reporting Entity, and Request Status. A 'Refresh' button is located below the filters. The main table displays a list of requests with columns: Change Request ID, Type, Status, Org ID, User Name, and Created On. Two requests are visible: RE_RP 2012-10-26 00001 New User (Status: Waiting for RE Admin to Verify) and RE_RP 2012-09-12 00000 New User (Status: Activated), both for Org ID 207. The bottom shows 'Page 1 of 1' and 'View 1 - 2 of 2'.

Change Request ID	Type	Status	Org ID	User Name	Created On
RE_RP 2012-10-26 00001	New User	Waiting for RE Admin to Verify	207	rafrumal	10/26/2012
RE_RP 2012-09-12 00000	New User	Activated	207	rafruma	09/12/2012

Fig 4.6: user change request management

This option is for user request management. When a new user request comes it waits for verification and approval.

Verification and approval will be done by reporting entity's admin user and finalize will be done by BFIU. As previous, all the history are listed with date.



[Expand All](#) | [Collapse All](#)

Report Type: New User
Report Status: Waiting for RE Admin to Verify

Report: RE_RP 2013-10-28 000019

Reporting Person

Person: Rah, Soni

Organization ID	207	
User Name	rahnuma1	Email
First Name	Soni	Last Name
National ID	Rah	Occupation
Gender	Female	
Birth Date		

Phones

Addresses

Comments

File Name	File Size

ACTIONS:

Comments

Fig 4.7: Reject or Approve a new user

4.3 My goAML Menu

4.3.1 Change Password:



Fig 4.8: Change Password Menu

To change current user password click '**My goAML->Change Password**' Menu and reach the following screen:

The screenshot shows the goAML Web Change Password screen. The top navigation bar includes 'New Reports', 'Drafted Reports', 'Submitted Reports', 'RFI', 'My goAML', 'Admin', and 'Logout'. The page title is 'goAML Web - Change Password'. The main content area has the heading 'Change Your Password' and three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. Below the input fields are two buttons: 'Change Password' and 'Cancel'.

Fig 4.9: Change Password

Enter Current Password, New Password, Confirm New Password and click '**Change Password**' Button to change current password.

4.3.2 My User Detail

Click 'My goAML->My User Details' menu to see the detail information of user.

The screenshot shows a web form titled "Registering Person". It contains the following fields and values:

- Organization ID: 207
- User Name*: rahnuma
- Email*: s_rahnuma@yahoo.com
- Gender: Female
- Title: Eng
- First Name*: Sonia
- Last Name*: Rahnuma
- Birth Date: 09/19/2013
- National ID: 0192837465
- Nationality: BANGLADESH
- Occupation: Govt Service

Below these fields are sections for "Phones" and "Addresses".

Phones:

Type	Country Prefix	Number
2		123456789

Addresses:

Address	City	Division	Zip	Country
motghael	Dhaka	dhaka	1000	BANGLADESH

At the bottom, there is an "Attachments" section with a "Browse..." button, a "No file selected" message, and an "Upload" button. A "Submit Request" button is at the very bottom.

Fig 4.10: User Detail

All the details about the current user can be change from this screen except org ID and username. Admin users can change email others cannot.

This change request will be verify and set by entity admin user.

4.3.3 My Org Detail

Click 'My goAML->My Org Details' menu to see the detail information of an entity.

The screenshot shows a web form titled "Registering Organization". It contains the following fields and values:

- Change Delegation: ☐
- Organization ID: 207
- Delegate Organization ID: [empty]
- is financial: yes ☐ no ☐
- Name*: Bank SONIA
- acronym*: 0112
- Code of Organization: 123455
- Swift/Bic*: BDRCH
- Incorp. City: Dhaka
- Incorp. State: Dhaka
- Incorp. Country: BANGLADESH
- Name of holding company: [empty]
- Contact Person: Sonia Rahnuma
- Email*: s@ra.com
- URL: [empty]

Below these fields are sections for "Phones" and "Addresses".

Phones:

Type	Country Prefix	Number
2		01712145518

Addresses:

Address	City	Division	Zip	Country
Motghael	Dhaka	Dhaka	1000	BANGLADESH

At the bottom, there is an "Attachments" section with a "Choose File" button, a "No file chosen" message, and an "Upload" button. A "Submit Request" button is at the very bottom.

Fig 4.11: organization Detail



Like User Details All about the current entity can be change from this screen except org ID, Delegate Org ID and org name.

This change request will be verify and set by entity admin user.

4.4 Message Board Menu

Click '**Message Board**' menu to view the incoming messages and send message to BFIU. Message Board consists different folders.

The web report those fully accepted by BFIU are stored in '**Report Fully Accepted**' Folder. Similarly Partially Accepted and Rejected web Reports are stored in '**Report Partially Accepted**' Folder and '**Report Rejected**' Folder respectively.

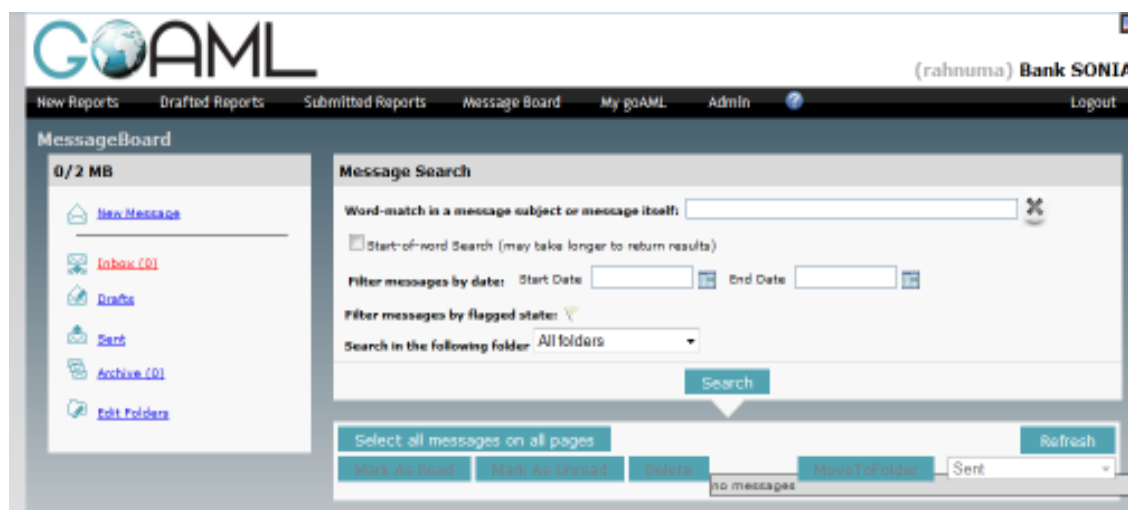


Fig 4.12: Message Board

4.4.1 Message Board (Search)

There is an option to search messages in all folders or in selected folders. Type a word in the text box and set option to filter with '**Start Date and End Date**' then click on '**Search**' button to start searching:

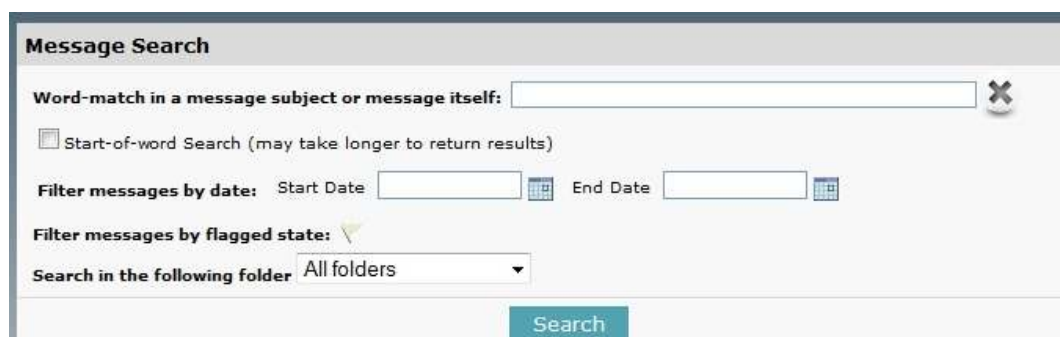


Fig 4.13: Search Message

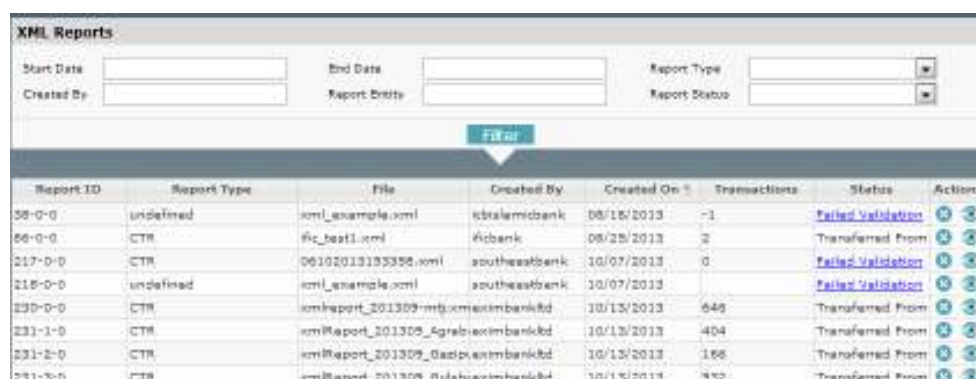
4.5 Submitted Reports Menu

- There are options to filter submitted reports list based on **some criteria**.

- Status can be **Uploaded, Transferred from web, Failed Validation, Rejected, Processed**.
- Uploaded means it is successfully uploaded but not yet validated.
- Failed Validation means submitted web report is 'Failed' for Validation issue.
- Clicking on Failed Validation would show the error message with a button 'Revert'. Once revert is clicked, the status becomes 'Reverted' and error message disappears. This report would be appear in 'Not Submitted' Menu. So it is advised not to click the button 'Revert'.
- Transferred from web means the report is validated and went to db server for processing.
- Rejected means BFIU rejected the web report and Processed means BFIU accepted the Web Report.
- Click the icon (oval indicated) to view or print the Summary of the report as below.
- Click the **X** button beside that to remove the report from web.

4.5.1 XML Reports:

Click '**Submitted Reports->xml Reports**' to see status of submitted reports that are collectively generated in a XML file and uploaded using web xml upload option.



















Report ID	Report Type	File	Created By	Created On	Transactions	Status	Actions
08-0-0	undefined	xml_example.xml	ibislemicbank	08/16/2013	-1	Failed Validation	 
66-0-0	CTR	fic_test1.xml	ibicbank	08/25/2013	2	Transferred From	 
217-0-0	CTR	06102013153358.xml	southesabank	10/07/2013	0	Failed Validation	 
218-0-0	undefined	xml_example.xml	southesabank	10/07/2013		Failed Validation	 
230-0-0	CTR	xmlReport_201309-mtjoxmibankid		10/13/2013	646	Transferred From	 
231-1-0	CTR	xmlReport_201309_Agnabxibankid		10/13/2013	404	Transferred From	 
231-2-0	CTR	xmlReport_201309_Gasibxibankid		10/13/2013	166	Transferred From	 
231-3-0	CTR	xmlReport_201309_Galahxibankid		10/13/2013	352	Transferred From	 

Fig 4.14: Submitted xml Report List

4.5.2 Web Reports:

Click '**Submitted Reports->web Reports**' to see status of submitted reports that are created using the web application.















Web Reports						
Start Date	<input type="text"/>	End Date	<input type="text"/>	Report Type	<input type="text"/>	
Created By	<input type="text"/>	Report Entity	<input type="text"/>	Report Status	Transferred From Web	
Filter						
Report ID	Report Type	Created By	Created On	Transactions	Status	Actions
185-0-0	STR	BA_1	09/09/2013	1	Transferred From Web	  
183-0-0	STR	mbi_ho	09/05/2013	1	Transferred From Web	  
182-0-0	STR	bracbank	09/05/2013	1	Transferred From Web	  
181-0-0	CTR	bracbank	09/05/2013	1	Transferred From Web	  

Fig 4.15: Submitted web Report List

4.6 Drafted Reports Menu

4.6.1 Current Report

The latest incomplete report is stored and can obtain as it was by clicking this option. The option is user dependent. One user cannot see other user's current report.

4.6.2 Not Submitted web Reports:

Click this menu to get the drafted or not submitted reports that are created using the web application. Admin user can view all the reports but normal user can view individual reports only.

- There are options to filter submitted reports list based on **some criteria**.
- Status is **Not Submitted**.
- Click the icon (oval eye) to view or print the Summary of the report as below.
- Click the **X** button beside that to remove the report from web.
- Click the edit (open) icon before that to modify or submit a drafted report.










Not Submitted Web Reports						
Start Date	<input type="text"/>	End Date	<input type="text"/>	Report Type	<input type="text"/>	
Created By	<input type="text"/>	Report Entity	<input type="text"/>	Report Status		
Filter						
Report ID	Report Type	Created By	Created On	Transactions	Status	Actions
245-0-0	CTR	goamf	10/15/2013	1	Not submitted	  
200-0-0	CTR	alarafahbank	10/09/2013	1	Not submitted	  
198-0-1	CTR	alarafahbank	10/09/2013	0	Not submitted	  
227-0-0	CTR	goamf	10/09/2013	1	Not submitted	  

Fig 4.16: not submitted web Report List

For Print this preview page click '**Print**' Button (is marked with Oval in above the screen).



Expand All Collapse All Print

Report: 200-0-0

Entity ID Al-Arafah Islami Bank Ltd.	Entity Branch Name-Code 0431	Type CTH	Reporting Entity Reference 037
BFIU Reference AIBL (203)	Submission Date		
Report n/a	Return Taken n/a		

Reporting Person
Person:

Location

Type	Business
Address	GAGH
City	DHAKA
Zip	1216
Country	BANGLADESH
Division	DHAKA
Comments	

Indicators

Transactions

Transaction: TRNWEB 2013-10-09 00000014

Transaction No. TRNWEB 2013-10-09 00000014	Internal Reference Number AIBLHO11	Local Amount 1100000	Transaction Location DHAKA
Transaction Type C	Transaction Type Comment TEST	Date 10/09/2012	Taker ZAHED
Authorized By GC	Value Date	Posting Date	
Description			

Fig 4.17: Preview of the report

4.7 New Reports Menu



Fig 4.18: Choosing right reporting method

Choose the preferred Report Submission method by clicking New Reports Menu. There are two ways to submit report.

- 1) XML Upload
- 2) Web Report (Manual)

4.7.1 XML Upload:

1. Generate XML file using the skeleton schema provided by BFIU and submit it using this option.
2. Click **Browse** Button. Choose the appropriate xml file from own location.
3. Click **Upload** button to upload xml file in BFIU goAML Server.



Note: file size is restricted to 10 Mbytes and limited to XML files or XML in .zip format

Note: Attachment files can be selected for .xml reports

Report File (.xml or .zip)

goaml , choose your file and upload it

Browse...

 testxml.bt

Upload

[go to XML Upload List](#)

Fig 4.19: xml Upload

4.7.2 Web report (Manual):

4.7.2.1 Fill Up Report cover

Click **New Reports->Web Report** to prepare the report using web form. The following screen will appear:

Report Type: CTR

Entity ID	Financial Intelligence Unit (FIU)	Entity Branch Name-Code	
Type*	CTR	Reporting Entity Reference	
Submission Date*		FIU Reference	

Reporting Person

First Name	Last Name	Birth Date	National ID	Passport Number
------------	-----------	------------	-------------	-----------------

Location +

Indicators +

Transactions * +

Submit Report

Save Report

Show Attachments x 0

Fig 4.20: Web Report of CTR

Fill up all data in the screen. The field marked with * is **mandatory**. Choose appropriate **Report Code**. If report code is **CTR** then follow above screen. For **STR** this screen is different as below. In case of STR, **Reason for suspicion, Action, Report Indicators** are three extra fields from CTR. After fill up all required information click Transaction button to entry transaction information.



Report Type: STR

Entity ID: Financial Intelligence Unit (FIU) Entity Branch Name-Code:

Type*: STR Reporting Entity Reference:

Submission Date*: FIS Reference:

Reason:

Action Taken:

Reporting Person

First Name	Last Name	Birth Date	National ID	Passport Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location:

Indicators:

Transactions: *

Fig 4.21: Web Report of STR

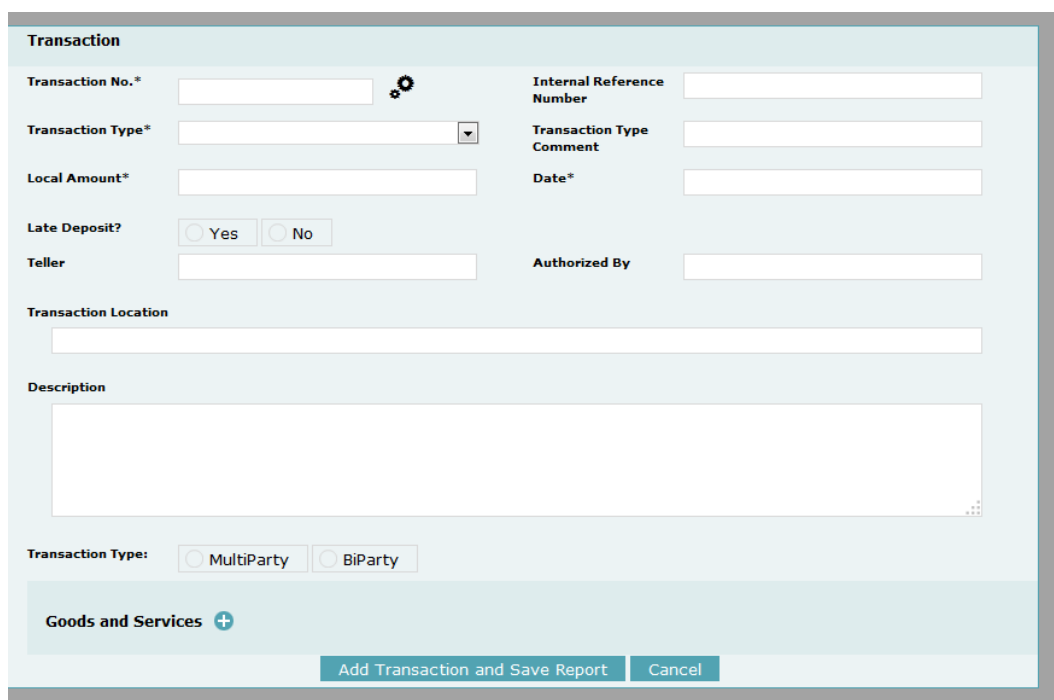
4.7.2.2 Add Transaction to Report

Transactions *

Fig 4.22: Transaction Button

After Clicking transaction box see the following screen





The Transaction Entry Screen is a web form for recording transactions. It includes the following fields and sections:

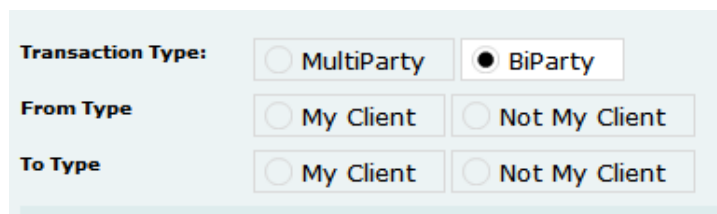
- Transaction No.***: A text input field with a gear icon for settings.
- Internal Reference Number**: A text input field.
- Transaction Type***: A dropdown menu.
- Transaction Type Comment**: A text input field.
- Local Amount***: A text input field.
- Date***: A text input field.
- Late Deposit?**: Radio buttons for 'Yes' and 'No'.
- Teller**: A text input field.
- Authorized By**: A text input field.
- Transaction Location**: A text input field.
- Description**: A large text area for detailed notes.
- Transaction Type:** Radio buttons for 'MultiParty' and 'BiParty'.
- Goods and Services**: A section with a plus icon for adding items.
- Buttons**: 'Add Transaction and Save Report' and 'Cancel'.

Fig 4.23: Transaction Entry Screen

Here Internal Reference Number is '**transaction tracking number**' of the reporting organization. '**Transaction No**' is same as Internal Reference Number. Select appropriate '**Transaction Type**' either Bi-party or Multi Party. If Transaction occur between person-account or account-account or account-person then click Bi-party.

4.7.2.3 Select Transaction Type, From Type and To Type

Selecting Transaction Type to bi-party, select '**From Type**' (Source Party) and '**To Type**' (Destination Party) as below screen:



This form shows the selection options for a Bi-Party transaction:

- Transaction Type:** Radio buttons for 'MultiParty' and 'BiParty' (selected).
- From Type:** Radio buttons for 'My Client' and 'Not My Client'.
- To Type:** Radio buttons for 'My Client' and 'Not My Client'.

Fig 4.24: Choosing Transaction Type and Party

*Bi-directional transactions are composed of a source and destination. The source and destination may be either a person, an account or an entity. For account deposits, the source is a person and the destination is an account. For account withdrawals, the source person is account and the destination is person. For account transfers, we will have account to account transactions. In this case source and destination is account. If account or Person is the client of organization then select '**My Client**' radio button, otherwise select '**Not My Client**'. Considering '**From Type**' and "**My Client**" Radio button and get following Entry Screen:*

Fig 4.25: Entry Screen After selecting 'From Type' or 'To Type'

Select Appropriate Party Type. In case of Fund Type selection, follow the following rules

In case of Deposit,

From Party: person

Fund Type: Cash

To Party: Account

Fund Type: Deposit

In case of Withdrawal,

From Party: Account

Fund Type: Withdrawal

To Party: Person

Fund Type: Cash

Considering '**Deposit Transaction**' in this manual So source party is person and destination party is account.

4.7.2.4 Add Person as source party:

For '**My Client**' option at least one **Phone, Address** and **Identification** is mandatory.



Fig 4.26: Person as source party

Click '+' button beside **Phones** to entry phone information of Person and see the following screen.

Fig 4.27: Add Phone(s)

Fill up all necessary field and click '**Save**' Button.

In similar way, fill up at least one Address and one identification. After filling all data click '**Save**' button to save Person information as source party.

Fig 4.28: Save Person Information

4.7.2.5 Add Account as destination party:

Considering '**To Type**' and "**My Client**" Radio button and get following Entry Screen:



Fig 4.29: Entry Screen After selecting 'From Type or To Type'

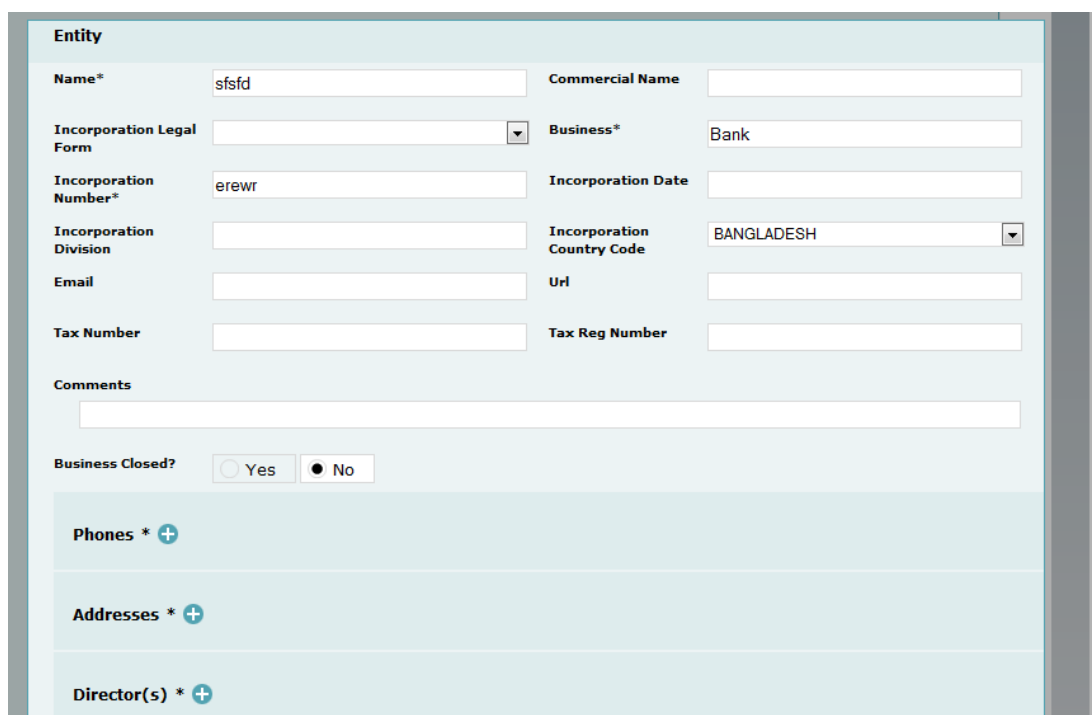
Like source party, three option to choose '**Person or Account or Entity**' as destination party. The following screen shows when **Account** is chosen as destination party:

Fig 4.30: Account as Destination Party

4.7.2.6 Add Entity Account Details

If this account is company account Click '+' Button beside and fill up required fields.





The form is titled "Entity" and contains the following fields:

- Name*: sfsfd
- Commercial Name: (empty)
- Incorporation Legal Form: (dropdown menu)
- Business*: Bank
- Incorporation Number*: erewr
- Incorporation Date: (empty)
- Incorporation Division: (empty)
- Incorporation Country Code: BANGLADESH (dropdown menu)
- Email: (empty)
- Url: (empty)
- Tax Number: (empty)
- Tax Reg Number: (empty)
- Comments: (text area)
- Business Closed?: ☐ Yes ☒ No
- Phones * + (button)
- Addresses * + (button)
- Director(s) * + (button)

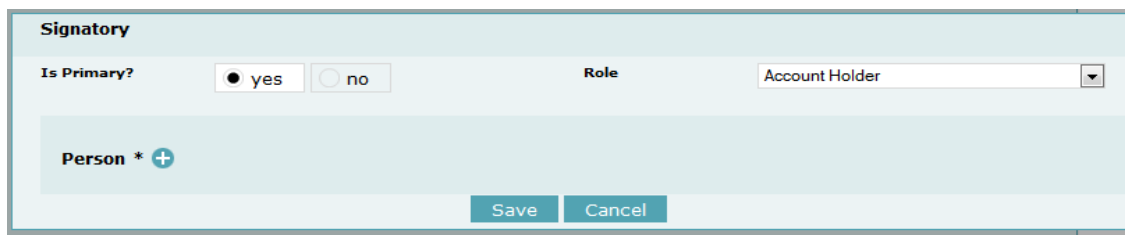
Fig 4.31: Entity Information

At least one company phone, Address and Director is needed to fill up. Fill up all required field and Click '**Save**' button to save Account information as destination party .After that get option to add account signatory/s as following screen.

4.7.2.7 Add Account Signatory Details

Account Signatory/s +

Click "+" button to add account signatory.



The form is titled "Signatory" and contains the following fields:

- Is Primary?: ☒ yes ☐ no
- Role: Account Holder (dropdown menu)
- Person * + (button)
- Save (button)
- Cancel (button)

Fig 4.32: Signatory Information

If the signatory is primary account holder then click '**yes**' in Is primary option and select appropriate role of that signatory. The click '+' button besides Person to add detail information of signatory.



Person My Client * +

Person

Title	<input type="text"/>	Gender	<input type="text"/>
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Middle Name	<input type="text"/>	Spouse Name	<input type="text"/>
Birth Date*	<input type="text"/>	Birth Place	<input type="text"/>
Mother's Name	<input type="text"/>	Father's Name	<input type="text"/>
National ID	<input type="text"/>	Birth Registration Number	<input type="text"/>
Nationality 1*	<input type="text"/>	Nationality 2	<input type="text"/>
Nationality 2	<input type="text"/>	Residence*	<input type="text"/>
Occupation*	<input type="text"/>	Employer Name	<input type="text"/>
Tax Number	<input type="text"/>	Tax Reg. Number	<input type="text"/>
Source of Wealth	<input type="text"/>		
Passport?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes		

Fig 4.33: Person Information as Signatory

Fill up all required field and click '**Save**' to save signatory information.

Account My Client *

Account No.	Account Type	Swift	Institution Name	
23234	ERQ			<input type="text"/>

Add Party and Save Report Cancel

Fig 4.34: Save Party

At last click '**Add Party and Save Report**' to add '**Account**' information as destination account.

Add Transaction and Save Report Cancel

Fig 4.35: Save Transaction

After saving party information see the screen as above. Click '**Add Transaction and Save Report**' to save transaction information.

Transactions * +

#	Transaction No.	Date	Local Amount	Transaction Type	Status	
1	TRNWEB 2013-10-15 00000619	10/08/2013	0987766	ATM	Missing From Party	<input type="text"/>

Submit Report Save Report Show Attachments x 0 Preview

Fig 4.36: Report view with one Transaction added

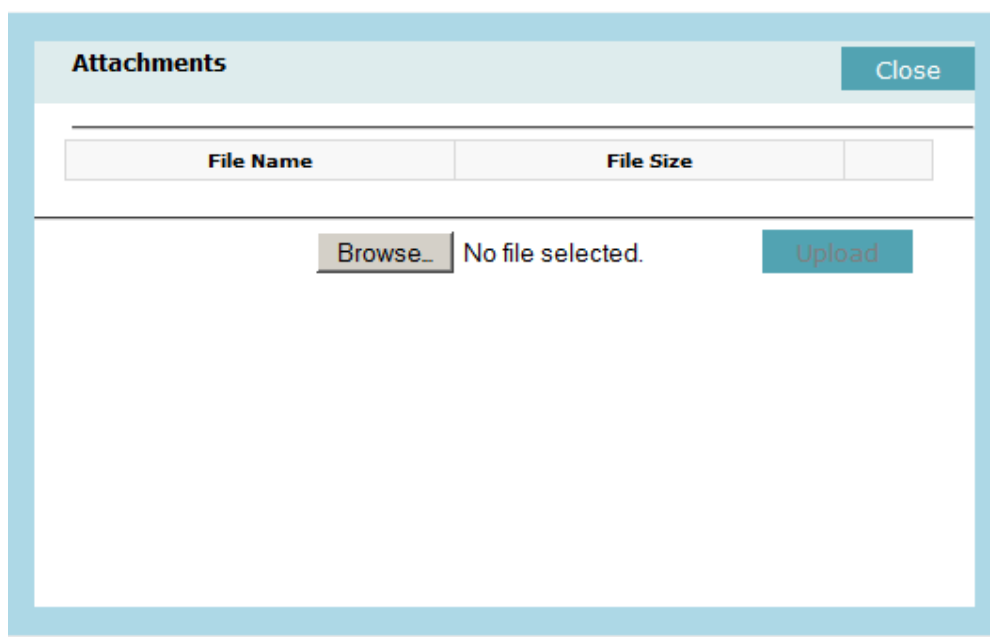


If required to add more transaction then click '+' button besides Transaction. For submit ion the report click '**Submit Report**' button. Have option to see preview of the report before submitting by clicking '**Preview**' button.

4.7.2.8 Add Attachment with save report



Click "**Show Attachments**" to add document with report and see following screen.



Press Browse button to select document and click upload button for uploading the document



Appendix

A) Business validation Rules

Sl no	Subject	Validation Rule
1	Identity Document of Person	At least one Identity Document(National Id,Passport Number,Birth Registration Number) must be mandatory
2	National ID	Length of National ID either 13 or 17 digit
3	Father,Mother,Spouse	At least one name is mandatory
		Not included digit and special character
4	Branch Name	Branch Name must be mandatory
5	Party Selection	In case of CTR,both source party and destination party have not be person.
6	Fund Type	For Cash Deposit,Fund type must not be withdrawal
7	Fund Type	For Cash Withdrawal,Fund Type must not be deposit.
8	STR Reason	In case of STR,STR reason must be mandatory.

B) Mandatory Field List

Name of Function	Mandatory Field(Label of Field)
Report Type	Type
	Submission Date
Transactions	Transaction No
	Transaction Type
	Date
	Local Amount
Add Person	
In Case of 'Not My Client'	i)First Name ii)Last Name



In Case of 'My Client'	i)First Name ii)Last Name iii)Birth Date iv)Nationality1 v)Residence vi)Occupation vii)At least one Phone viii)At least one Address ix) At least one Identification
Add Account	
In Case of 'Not My Client'	i)Account No ii) Account Title iii) Institution Name iv) Code or Swift
In Case of 'My Client'	i)Account No ii)Account Title iii)Institution Name iv)Non Banking Institution v)Code or Swift vi)Branch Name-Code vii)Account Type viii)At Least one Signatory is needed
Entity(In case of ' My Client' for Add Account)	i)Name ii)Incorporation Number iii)Business
Phone	i>Contact Type ii)Communication Type iii)Number
Address	i)Type ii)Address iii)City iv)Country
Identification	i)Type ii)Number iii)Issue Country
Entity(In case of 'Not My Client' for Add Account)	i)Name

C) Instruction

- Fields filled up with NA/NF are not suggested.
- Mandatory fields must be filled up with Valid data.
- In case of company account, required information is to be provided of Company and Authority Person(director) of Company.
- Mention Fund Type accurately. i.e. Deposit/Cash/Withdrawal
- Add zip code and in valid figure. i.e. 1000.(In case of Motijheel)
- Mention Role of Signatory



g. Convention of sending file name is as follows:

BankName-Mon-Year-seq# (Example: JANATA-DEC-2013-1)

