



GoAML WEB Reporting

Quick Reference Guide

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information regarding money laundering and the financing of terrorism .



Report Report Type: STR ID: ---

Entity ID Reporting Entity Branch

Report Type* Reporting Entity Reference

Submission Date* FIU Reference


Reason for Suspicion*

REQUIRED - The reason for suspicion must include at a minimum:


1. What happened – a detailed description of the transactions or activities
2. What your suspicion is – A clear statement of the grounds on which your suspicion is held
3. Reason as to why you hold this suspicion



Action Taken


If applicable – action taken in response to the suspicious event (further investigation, closed account etc.)




Reporting Person 


First Name	Last Name	Birth Date	PPSN	Passport Number
goaml	goaml			

Location 

Address	City	County	Eircode	Country
				IRELAND  

Indicators * 

Indicator	
Money Laundering	
Social Welfare Fraud	
Tax Evasion	

Transactions * 

Name will auto populate from your log-in

INDICATORS REQUIRED FIELD – all indicators that apply to this STR. Press on white “+” to open

Click on the white “+” to add a transaction


REQUIRED –
Transmode Code
Use drop down
arrow and select


REQUIRED – Amount
should always be in
Euro €

REQUIRED – “Bi-
Party” transactions
have a clear “From”
and “To” side.
“Multi-Party” is used
for anything that has
not a clear “From”
and “To” transaction

Goods & Services is
used to report
information on
Goods & Services
which relate to the
transaction e.g. the
purchase of a car

Transaction

Number* **REQUIRED** – must be unique for each  **Internal Reference Number** **OPTIONAL** – your internal Ref No for this transaction

Transmode Code* ATM Lodgement  **Transmode Comment**

Local Amount* 100 **Date*** 01/08/2016 **REQUIRED** – enter actual date of transaction

Late Deposit? ☐ Yes ☒ No


Teller **Authorised by**

Location
REQUIRED – Location where the transaction took place. If a branch location, this should be consistent across all STRs


Description
If applicable – any further description or explanation of THIS SPECIFIC TRANSACTION


Transaction Type: ☐ MultiParty ☒ BiParty

From Type ☒ My Client ☐ Not My Client **REQUIRED** – If the “FROM” party is your client select “My Client”. If the “FROM” party is NOT your client select “Not My Client”

From My Client * 

To Type

To My Client *  **REQUIRED** – If the “From Type” is your client click on the white “+”, this will open up a box (See page below)

Goods and Services 

Save **Cancel**

Transaction Type: ☐ MultiParty ☒ BiParty

From Type: ☒ My Client ☐ Not My Client

From My Client * +

From Party

Funds Code* Funds Comment

Country*

Foreign Currency +

Conductor +

Party Type: ☒ Person ☐ Account ☐ Entity

Person My Client * +

Add Party and Save Report Cancel

REQUIRED – Use drop down arrow to select correct funds type

REQUIRED – Use drop down arrow to select the “From” country

REQUIRED – from Party Type select either “Person”, “Account” or “Entity”

Person My Client * +

Person

Use an existing Person

Title	Mr	Gender	Male
First Name*	Patrick	Last Name*	Murphy
Middle Name		Prefix	
Birth Date*	01/04/1998	Birth Place	OPTIONAL – if known
Mother's Name		Alias	
PPSN	1234567K	Id Number	
Nationality 1		Nationality 2	
Nationality 3		Residence	
Occupation	OPTIONAL	Employer Name	OPTIONAL
Tax Number		Tax Reg. Number	
Source of Wealth			
Passport?	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Passport Number*	123456789	Passport Country	IRELAND
Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes		

REQUIRED –First Name.
Please use Upper Case
for the first letter then
lower case

REQUIRED –Date of Birth

REQUIRED –Last Name.
Please use Upper Case
for the first letter then
lower case

If the “From” person
details have previously
been used in the STR,
you can click on the “Use
an existing Person” box.
Select the correct person
and their details will
automatically populate
the fields

If known, please add

REQUIRED –Passport No
if “yes” has been
selected in the passport
field. Passport Country
should also be added in
the “Passport Country”
field

Residence, use the drop
down arrow to select

REQUIRED – Address details of your client. Click on the
white “+” to open up a box (See below 2 pages)

Phones +

Addresses * +

Identification +

Phones +

Phone

Contact Type*	REQUIRED – Use drop down arrow	Comm. Type*	REQUIRED – Use drop down arrow
Country Prefix	<input type="text"/>	Number*	<input type="text" value="019876543"/>
Extension	<input type="text"/>	Comments	<input type="text"/>

Addresses +

Identification +

Emails +


Employer Address +



Employer Phone +


Annotations:

- Country Prefix: Add if known (e.g. UK is +44)
- Number*: **REQUIRED** – Add area code and then phone number with no spaces or punctuations in between
- Save: Press "Save"


If you have more than one phone number, click on the white “+”


Phones 


Contact Type	Comm. Type	Country Prefix	Number	
Private	Landline Phone	+353	019876543	 


Addresses 

REQUIRED – Address, click on the white “+” to open

Identification 

Emails 

Employer Address 

Employer Phone 

Comments

Save

Cancel

Addresses +

Address

Use an existing Address

Type*	Private	Address*	1 Main Street
Town	Castleknock	City*	Dublin
Eircode		Country*	IRELAND
County	Dublin	Comments	

SaveCancel


Identification +



Emails +


REQUIRED – Please do not use Abbreviations e.g. Street, not St.


REQUIRED – City and Country


Press "Save"


Addresses 

Address	City	County	Eircode	Country	
1 Main Street	Dublin	Dublin		IRELAND	 

Identification 

Emails 

Employer Address 

Employer Phone 

Comments

Save

Cancel

If this is "My Client", at least one form of identification is expected

If you have entered a Passport or Driving Licence in the fields above, these also need to be added to this field

Identification +

Identification

Type*	Passport	Number*	123456789
Issue Date	01/08/2013	Expiry Date	01/08/2016
Issued by		Issue Country*	IRELAND
Comments			

Save Cancel

Emails +

Employer Address +

REQUIRED – Use drop down arrow

If known, Add

REQUIRED



If known, Add

REQUIRED

Press "Save"

To add another
identification, click on the
white “+”

Identification +

Type	Number	Expiry Date	Issue Country	
Passport	123456789	01/08/2016	IRELAND	 

Identification

Type*

Driving Licence

Number*

2002459879

Issue Date

01/05/2014

Expiry Date

01/05/2024

Issued by

Issue Country*

IRELAND

Comments

Save

Cancel

Emails +

Employer Address +

Employer Phone +

REQUIRED – Use
drop down arrow


If known, Add



REQUIRED


If known, Add





REQUIRED


Press “Save”


Addresses 


Address	City	County	Eircode	Country	
1 Main Street	Dublin	Dublin		IRELAND	 

Identification 

Type	Number	Expiry Date	Issue Country	
Passport	123456789	01/08/2016	IRELAND	 
Driving Licence	2002459879	01/05/2024	IRELAND	 

Emails 

Employer Address 

Employer Phone 

If e-mail Address, Employer Address or Employer Phone details are unknown, click on the white "+" to open these fields

Comments

Save

Cancel

Press "Save" once all fields completed

From My Client * +

From Party

Funds Code* Cash ▼ Funds Comment



Country* IRELAND ▼

Foreign Currency +

Conductor +

Party Type: ☒ Person ☐ Account ☐ Entity

Person My Client *

First Name	Last Name	Birth Date	PPSN	Passport Number	
Patrick	Murphy	01/04/1998	1234567K	123456789	 

Add Party and Save Report Cancel

REQUIRED – Use drop down arrow

REQUIRED – Use drop down arrow

REQUIRED – Select the “from” Party Type – Person, Account or Entity

To add a Conductor, click on white “+”

Click on “Add Party and Save Report”

Transaction

Number*

TRW00049-17 AUG 16

Internal Reference Number

Transmode Code*

ATM Lodgement

Transmode Comment

Local Amount*

100

Date*

01/08/2016

Late Deposit?

☐ Yes
☒ No

Teller

Authorised by

Location

REQUIRED – Actual location where the transaction took place

Description

Transaction Type:

☐ MultiParty
☒ BiParty

From Type

☒ My Client
☐ Not My Client

From My Client *

Person / Account Number / Entity	Name	Identification	Date	
Person	Patrick Murphy	PPSN: 1234567K	DoB: 01/04/1998	<input checked="" type="checkbox"/> <input type="checkbox"/>

To Type

☐ My Client
☒ Not My Client

To *

+

Goods and Services



+

Save

Cancel

REQUIRED – “To” field
click on the white “+”

From My Client *


Person / Account Number / Entity	Name	Identification	Date	
Person	Patrick Murphy	PPSN: 1234567K	DoB: 01/04/1998	 


To Type ☒ My Client ☐ Not My Client

To My Client * +

REQUIRED – To Party “funds” and “Country”. Select using drop down

To Party

Funds Code*  **Funds Comment**

Country* 

Foreign Currency +

REQUIRED – “Party Type”, Select either “Person”, “Account” or “Entity”

Party Type: ☐ Person ☒ Account ☐ Entity

Account My Client * +

REQUIRED – If “My Client” selected in the “To Type” field, click on the white “+”

REQUIRED – Full Account or Customer Number with no spaces or punctuation

Full official name or the account provider

Select either “Yes” for non-Bank or “No” for Bank

**Bank = Swift
Non Bank = Institution Code**

If account is held by an Entity, you would click on the white “+”

Account My Client * +

Account Number Use an existing Account

Account Number* 45612378 X Name

Institution Name Branch **Branch the account is held with**

Non Banking Institution? ☐ Yes ☐ No

Code or SWIFT? ☐ Institution Code ☐ Swift

Account Type Account Status

Currency Code Beneficiary

IBAN Client Number

Date Opened **Date Account Opened** Date Closed

Balance? ☐ Yes ☒ No

Entity +

Signatory(ies) * + **REQUIRED – Click on white “+” to add signatory(ies)**

Beneficiary Comment Comments

Save Cancel

Date Opened 02/08/2011 Date Closed

Balance? ☐ Yes ☒ No

Entity +

Signatory(ies) * + Select "Yes" or "No"

Signatory

Is Primary? ☒ Yes ☐ No Role

Person * +

Save Cancel

REQUIRED – Click on white "+" to add Person

Person

Use an existing Person

Title	Mr	Gender	Male
First Name*	Patrick	Last Name*	Murphy
Middle Name		Prefix	
Birth Date*	01/04/1998	Birth Place	
Mother's Name		Alias	
PPSN	1234567K	Id Number	
Nationality 1		Nationality 2	
Nationality 3		Residence	
Occupation		Employer Name	
Tax Number		Tax Reg. Number	
Source of Wealth			
Passport?	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Passport Number*	123456789	Passport Country	IRELAND
Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes		


Phones +





Contact Type	Comm. Type	Country Prefix	Number	
Private	Landline Phone		019876543	✎ ✕


Addresses +


Address	City	County	Eircode	Country	
1 Main Street	Dublin	Castleknock		IRELAND	✎ ✕


If the Person's details have previously been used in the STR, you can click on the "Use an existing Person" box. Select the correct person and their details will automatically populate the fields

Identification 

Type	Number	Expiry Date	Issue Country	
Passport	123456789	01/08/2016	IRELAND	 
Driving Licence	2002459879	01/05/2024	IRELAND	 

Emails 

Employer Address 

Employer Phone 

Comments

Save

Cancel

Press "Save"



Entity +

Signatory(ies) * +

Signatory

Is Primary? ☒ Yes ☐ No Role

Person *

First Name	Last Name	Birth Date	PPSN	Passport Number	
Patrick	Murphy	01/04/1998	1234567K	123456789	 

Save Cancel

Press "Save"

You can edit the fields by clicking on the white pencil

You can delete fields by clicking on the white X

Account My Client * +

Account Number Use an existing Account

Account Number* 45612378 Name

Institution Name Branch

Non Banking Institution? ☐ Yes ☐ No

Code or SWIFT? ☒ Institution Code ☐ Swift Institution Code*

Account Type Savings Account Status

Currency Code Euro (replacement name for the ECU) Beneficiary



IBAN Client Number

Date Opened 02/08/2011 Date Closed

Balance? ☐ Yes ☒ No

Entity +


Signatory(ies) * +

First Name	Last Name	Is Primary?	Role	
Patrick	Murphy	Yes		 

Beneficiary Comment **Comments**


If the Person's details have previously been used in the STR, you can click on the "Use an existing Person" box. Select the correct person and their details will automatically populate the fields

Press "Save"

To My Client * 


To Party


Funds Code*

Electronic Funds Transfer 

Funds Comment

Country*

IRELAND 

Foreign Currency 



Party Type:

☐ Person

☒ Account

☐ Entity

Account My Client *

Account Number	Account Type	Swift	Institution Name	
45612378	Savings			 

Add Party and Save Report

Cancel

Goods and Services 

Press "Add Party and Save Report"

Save

Cancel

Transaction

Number*
TRW00049-17 AUG 16
Internal Reference Number

Transmode Code*
ATM Lodgement
Transmode Comment

Local Amount*
100
Date*
01/08/2016

Late Deposit?
Yes No

Teller
Authorised by



Location

Description

Transaction Type:
MultiParty BiParty



From Type
My Client Not My Client

From My Client *

Person / Account Number / Entity	Name	Identification	Date	
Person	Patrick Murphy	PPSN: 1234567K	DoB:01/04/1998	 

To Type
My Client Not My Client

To My Client *

Person / Account Number / Entity	Name	Identification	Date	
Account Number	45612378	Swift:	Opened:02/08/2011	 

Goods and Services +

Save Cancel

Press "Save"

Report
Report Type: STR
ID: 14-0-0

Entity ID

Financial Intelligence Unit (FIU)

Reporting Entity Branch

Should be consistent across all STRs

Report Type*

STR

Reporting Entity Reference

Should be unique across all STRs

Submission Date*

FIU Reference

Reason for Suspicion*

REQUIRED - The reason for suspicion must include at a minimum:

- What happened – a detailed description of the transactions or activities
- What your suspicion is – A clear statement of the grounds on which your suspicion is held
- Reason as to why you hold this suspicion

Action Taken

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number	
goaml	goaml				

Location
+

Indicators *
+

To add another transaction, click on the white "+"

Transactions *
+

#	Number	Date	Local Amount	Transmode Code	Status	
1	TRW00049-17 AUG 16	01/08/2016	100	ATM Lodgement	Complete	✎ ✕

Submit Report

Save Report

Show Attachments x 0

Preview

Transactions * +

#	Number	Date	Local Amount	Transmode Code	Status	
1	TRW00049-17 AUG 16	01/08/2016	100	ATM Lodgement	Complete	✓ ✕

Transaction

Number*
TRW00050-17 AUG 16

Transmode Code*
ATM Withdrawal

Local Amount*
200

Late Deposit?
☐ Yes ☒ No

Teller

Internal Reference Number

Transmode Comment

Date*
03/08/2016

Authorised by

Location

Location where the transaction took place. If it's a branch location this should be consistent across all STRs

Description

Transaction Type:
☐ MultiParty ☒ BiParty

From Type
☒ My Client ☐ Not My Client

From My Client * +

To Type
☐ My Client ☐ Not My Client

Goods and Services +

Save Cancel

REQUIRED – As per previous example

Transaction Type: ☐ MultiParty ☒ BiParty

From Type: ☒ My Client ☐ Not My Client

From My Client * +

From Party

Funds Code* Funds Comment

Country*

Foreign Currency +

Conductor +

Party Type: ☐ Person ☒ Account ☐ Entity

Account My Client * +

Add Party and Save Report Cancel

REQUIRED – from Party Type select either “Person”, “Account” or “Entity”

Account Number Use an existing Account

Account Number* Name

Institution Name Branch

Non Banking Institution? ☐ Yes ☐ No

Code or SWIFT? ☐ Institution Code ☐ Swift

Account Type Account Status

Currency Code Beneficiary

IBAN

Date Opened

Balance? ☐ Yes

Entity +

Signatory(ies) * +

Beneficiary Comment

Save Cancel

EXISTING ACCOUNTS Cancel

Account Number	Institution Name
45612378	

If an account has been entered previously in this STR, you can click on the "Use an existing Account" box. Select the correct account and the details will automatically populate the fields

Press "Save"

Transaction Type: ☐ MultiParty ☒ BiParty

From Type: ☒ My Client ☐ Not My Client

From My Client * +

From Party

Funds Code* Funds Comment



Country*

Foreign Currency +

Conductor +

Party Type: ☐ Person ☒ Account ☐ Entity

Account My Client *

Account Number	Account Type	Swift	Institution Name	
45612378	Savings			 

Press "Add Party and Save Report"

Transaction

Number*

TRW00050-17 AUG 16

Internal Reference Number

Transmode Code*

ATM Withdrawal

Transmode Comment

Local Amount*

200

Date*

03/08/2016

Late Deposit?

☐ Yes
☒ No

Teller

Authorised by

Location

Description

Transaction Type:

☐ MultiParty
☒ BiParty

From Type

☒ My Client
☐ Not My Client

From My Client *

Person / Account Number / Entity	Name	Identification	Date	
Account Number	45612378	Swift:	Opened:02/08/2011	

To Type

☐ My Client
☒ Not My Client

To *

Goods and Services

Save



Cancel

If the recipient of funds is not your client the "Not My Client" box needs to be selected


Transaction Type: ☐ MultiParty ☒ BiParty

From Type: ☒ My Client ☐ Not My Client


From My Client *


Person / Account Number / Entity	Name	Identification	Date	
Account Number	45612378	Swift:	Opened: 02/08/2011	 


To Type: ☐ My Client ☒ Not My Client

To * 

To Party

Funds Code* Bank Draft  **Funds Comment**

Country* IRELAND 

Foreign Currency 

Party Type: ☐ Person ☐ Account ☐ Entity

REQUIRED

To enter foreign currency, click on the white "+"

REQUIRED – Select using drop down arrow

To Party

Funds Code* Bank Draft Funds Comment

Country* IRELAND

Foreign Currency +

Foreign Currency

Currency Code* United States Dollar Amount* 3000

Exchange Rate* 1.13 X

REQUIRED – Select using drop down arrow

REQUIRED – Foreign currency amount

REQUIRED – Exchange rate on the day of transaction

Add Cancel

Press "Add"

To * +

To Party

Funds Code* Bank Draft ▾ Funds Comment

Country* IRELAND ▾

Foreign Currency

Currency Code	Amount	Exchange Rate	
USD	3000	1.13	✎ ✕

Party Type: ☐ Person ☐ Account ☒ Entity

Entity * +

REQUIRED – from Party Type select either “Person”, “Account” or “Entity”

Add Party and Save Report Cancel

Goods and Services +

Save Cancel

Entity

Use an existing Entity

Name*	General Stores	Commercial Name	
Incorporation Legal Form	Private Limited	Business	
Incorporation Number	Enter if known	Incorporation Date	
Incorporation State		Incorporation Country Code	IRELAND
Email		Url	
VAT Number		Reg. Number	
Comments			
Business Closed?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Phones +			
Addresses +			
Director(s) +			
Save Cancel			

REQUIRED - Add Entity Name

Enter if known


Enter if known


If Phones, Addresses or Director(s) are known, click on the white "+" to open fields

Press "Save"



To * +

To Party

Funds Code* Bank Draft  Funds Comment



Country* IRELAND 

Foreign Currency

Currency Code	Amount	Exchange Rate	
USD	3000	1.13	 

Party Type: ☐ Person ☐ Account ☒ Entity

Entity *

Commercial Name	Business	Incorporation Number	Incorporation Country Code	
General Stores			IE	 

Goods and Services +

Press "Add Party and Save Report"

Transaction

Number*
TRW00050-17 AUG 16

Internal Reference Number

Transmode Code*
ATM Withdrawal

Transmode Comment

Local Amount*
200

Date*
03/08/2016

Late Deposit?
☐ Yes
☒ No

Teller

Authorised by



Location

Description

Transaction Type:
☐ MultiParty
☒ BiParty



From Type
☒ My Client
☐ Not My Client

From My Client *

Person / Account Number / Entity	Name	Identification	Date	
Account Number	45612378	Swift:	Opened:02/08/2011	 

To Type
☐ My Client
☒ Not My Client

To *

Person / Account Number / Entity	Name	Identification	Date	
Entity	General Stores	Reg No:	Reg:	 

Goods and Services
+

Save
Cancel

Press "Save"

Report Report Type: STR ID: 14-0-0

Entity ID: Financial Intelligence Unit (FIU) Reporting Entity Branch: Should be consistent across all STRs

Report Type*: STR Reporting Entity Reference: Should be unique across all STRs

Submission Date*: FIU Reference:

Reason for Suspicion*

REQUIRED - The reason for suspicion must include at a minimum:

1. What happened – a detailed description of the transactions or activities
2. What your suspicion is – A clear statement of the grounds on which your suspicion is held
3. Reason as to why you hold this suspicion

Action Taken

If applicable – action taken in response to the suspicious event (further investigation, closed account etc.)

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goaml	goaml			

Location +

Indicators * +

Transactions * +

#	Number	Date	Local Amount	Transmode Code	Status
1	TRW00049-17 AUG 16	01/08/2016	100	ATM Lodgement	Complete
2	TRW00050-17 AUG 16	03/08/2016	200	ATM Withdrawal	Complete

Submit Report Save Report Show Attachments x 0 Preview

Two transactions have been completed. To enter another transaction, click on the white “+”

To add an attachment, click on “Show Attachment”. This will open a window that allows you to upload an attachment

To Preview STR, click on “Preview” tab

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

STR				14-0-0
Report Entity Financial Intelligence Unit (FIU)	Entity ID 1	Reporting Entity Branch		
Reporting Entity Branch	Reporting Entity Reference	Submission Date		
FIU Reference				
Reason for Suspicion				
Action Taken				
Reporting Person				
▶ goaml goaml				
Indicators				
Transactions				
▶ TRW00049-17 AUG 16	Date: 01/08/2016	Local Amount: 100	Transmode Code: ATM Lodgement	
▶ TRW00050-17 AUG 16	Date: 03/08/2016	Local Amount: 200	Transmode Code: ATM Withdrawal	

Transactions

▼ TRW00049-17 AUG 16	Date: 01/08/2016	Local Amount: 100	Transmode Code: ATM Lodgement
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Number TRW00049-17 AUG 16	Internal Reference Number	Local Amount 100	Transmode Code ATM Lodgement
Transmode Comment	Date 01/08/2016	Teller	Authorised by
Value Date	Posting Date	Location	
Description			

From My Client

Funds Code Cash	Funds Comment	Country IRELAND
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Person

▶ Patrick Murphy

To My Client

Funds Code Electronic Funds Transfer	Funds Comment	Country IRELAND
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Account

▶ 45612378