

# Website user guide

Part 3. Transactions in goAML

FIU-Latvia version 1.1.1

Last change: 27/09/2021





The document is intended for users of the Latvia's Financial Intelligence Unit's website at <a href="https://goaml.fid.gov.lv">https://goaml.fid.gov.lv</a>. This part of the manual describes representation of transactions in accordance with the rules and requirements of the goAML XML schema.

It models transaction flows for various real-life situations, by linking goAML transaction parties (person, entity, account) and type of funds used by them. The templates presented in the document are intended to guide system users in applying a common "description language" when reporting transactions.

**Disclaimer:** The document contains a description of the use of the enumerations "Transaction Mode" (XSD "conduction\_type") and "Funds Type" (XSD "funds\_type") when filling out web reports, or creating XML files. The purpose of the document is to help understand the principles of how to choose the appropriate type of transaction, funds, and parties, but does not provide detailed guidance for each and every situation. The reporting users should understand and evaluate the available information at hand and describe it with help of templates provided in this document.

The document will be modified following the changes in the functionality of the goAML system and in other cases if such a need arises from the point of view of data analysis or legislation.

In case of uncertainties, we invite you to contact the user support <a href="mailto:info.goAML@fid.gov.lv">info.goAML@fid.gov.lv</a>.

FIU-LV version	Date	Author	Explanation
1.0.0	25.05.2021	FID	<ol> <li>List of transactions and enumeration values set.</li> <li>Templates for <i>Bi-party</i> and <i>Multi-party</i> transactions created.</li> <li>Transactions type "DUMMY" introduced.</li> </ol>
1.1.0	13.09.2021	FID	<ol> <li>Corrected transactions related to gambling (transaction type 303 no longer used).</li> <li>Corrected transaction with electronic money (formerly with virtual money).</li> <li>Templates of transactions with type "501 – Purchase" modified; transaction type "502 – Sale" introduced.</li> <li>Templates of transactions related to virtual currency and insurance modified.</li> <li>New Multi-party transactions: Purchase, Purchase of financial instruments, Sale of financial instruments, Payout of supplementary pension capital, Other types of transactions</li> </ol>
1.1.1	27.09.2021	FID	Editorial corrections





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### 1 Introduction

This guide is intended for users of the <a href="https://goaml.fid.gov.lv">https://goaml.fid.gov.lv</a> website ("Website") who, in accordance with the <a href="Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing">https://goaml.fid.gov.lv</a> website ("Website") who, in accordance with the <a href="Law">Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing</a> ("Law"), use this Website in order to report suspicious transactions and activities, submit threshold declarations (collectively referred to as "Reports") to the Financial Intelligence Unit of Latvia ("FIU") or exchange other information with the FIU.

The FIU provides Website users with the following manuals:

- 1. User Registration
- 2. User Account Management
- 3. Transactions in goAML (this document)
- 4. Reporting
- 5. Other Correspondence With the FIU

The data structure of all Reports is similar, but depending on the type of report or the availability of the information some XML elements (or online form fields) may be mandatory or optional.

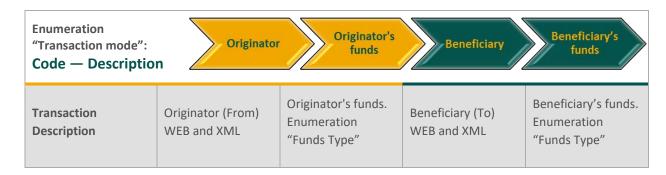
The goAML system supports two types of **transactions**:

- transactions with exactly two-parties or Bi-party transactions;
- transactions with one or more parties or *Multi-party* transactions.

For each transaction reported, the transaction amount in euros is mandatory (XML <amount\_local>, web report field "Transaction Amount in EUR"), this applies also to transactions conducted in non-EUR currencies. The information regarding the foreign currency used shall be provided with the relevant transaction party (for instance, if a transfer in USD has been received in a customer's account, but the account currency is EUR, then the amount in USD and the exchange rate against EUR should be stated on the originator's side).

The following templates are designed to give users an idea of reporting transactions in the goAML.

The used template model:







# 2 Bi-party transactions

*Bi-party* transactions are transactions in which both parties, the source and destination of funds, are clearly identified. The following schematic representations describe various types of possible *Bi-party* transactions.

# **Deposit**

101 – Deposit	Originator	Originator's funds	Beneficiary	Beneficiary's funds
In cash at bank branch (deposit to personal account)	Natural person <from_person></from_person>	Cash	Account <to_account></to_account>	Funds on account
In cash at bank branch (deposit to corporate account)	Legal entity <from_entity></from_entity>	Cash	Account <to_account></to_account>	Funds on account
In cash at ATM (deposit to personal account)	Natural person	Cash in ATM	Account <to_account></to_account>	Funds on account
In cash at ATM (deposit to corporate account)	Legal entity <from_entity></from_entity>	Cash in ATM	Account <to_account></to_account>	Funds on account

# **Withdrawal**

102 – Withdrawal	Originator	Originator's funds	Beneficiary	Beneficiary's funds
In cash at bank branch (from a personal account)	Account <from_account></from_account>	Funds on account	Natural person <to_person></to_person>	Cash
In cash at bank branch (from a corporate account)	Account <from_account></from_account>	Funds on account	Legal entity <to_entity></to_entity>	Cash
Withdrawal at ATM (from a personal account)	Account <from_account></from_account>	Funds on account	Natural person <to_person></to_person>	Cash in ATM
Withdrawal at ATM (from a corporate account)	Account <from_account></from_account>	Funds on account	Legal entity <to_entity></to_entity>	Cash in ATM





### **Transfer**

118 – Transfer	Originator	riginator's funds	Beneficiary	Beneficiary's funds
Transfer of funds between natural persons (at money transfer company)	Natural person <from_person></from_person>	Cash	Natural person <to_person></to_person>	Cash
Transfer of funds between a natural person and a legal entity (at money transfer company)	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Cash
Transfer of funds between legal entities (at money transfer company)	Legal entity <from_entity></from_entity>	Cash	Legal entity <to_entity></to_entity>	Cash
Transfer of funds between a legal entity and a natural person (at money transfer company)	Legal entity <from_entity></from_entity>	Cash	Natural person <to_person></to_person>	Cash

In some exceptions, transaction type "Transfer" may also be used if one party is person or entity and the other party is account. Such transactions will mostly be reported by money transfer companies.

# Wire transfer

107 – Wire transfer	Originator	Originator's funds	Beneficiary	Beneficiary's funds
Transfer by a legal entity	Account <from_account></from_account>	Funds on account	Account <to_account></to_account>	Funds on account
Transfer by a natural person	Account <from_account></from_account>	Funds on account	Account <to_account></to_account>	Funds on account





### **Currency exchange**

103 – Currency exchange	Originator	Originator's funds	Beneficiary	Beneficiary's funds
Currency exchange by a natural person	Natural person <a href="from_person"></a>	Cash (currency from)	Natural person <to_person></to_person>	Cash (currency to)
Currency exchange by a legal entity	Legal entity <from_entity></from_entity>	Cash (currency from)	Legal entity <to_entity></to_entity>	Cash (currency to)

Currency exchange is a cash transaction in which one currency is bought and another currency is sold. In goAML, it should be reported as a two-party transaction where the same party is on the "from" and "to" sides. Only the description of funds is difference at each side.

For example, a customer has exchanged 10000 USD to 12918 AUD. In a report, three amounts must be provided – (1) transaction amount in EUR (8200.00 EUR), then (2) foreign currency details on the "From" side with USD 10000.00 and exchange rate 0.82 against EUR and (3) foreign currency details on the "To" side with AUD 12918.00 and exchange rate 0.63 against EUR. If such a transaction is carried out and booked as two transactions (the first from USD to EUR and the second from EUR to AUD), then both transactions should be reported also as two separate transactions.

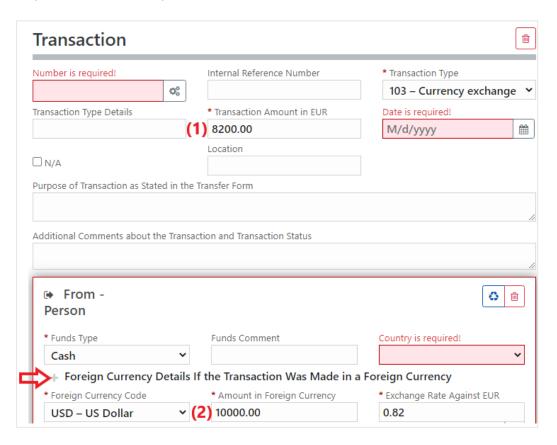


Figure 1: USD to AUD exchange by a natural person. The transaction amount (1) is denominated in euros and the funds actually involved (2) are reported with the party "Person" as foreign currency details – the currency, amount used and the exchange rate against EUR.





### **Cash Transactions Between Two Parties**



501 – Purchase	Buyer*		Seller*	
Cash transaction between individuals	Natural person <from_person></from_person>	Cash	Natural person <to_person></to_person>	Cash
Cash transaction between a person and a legal entity	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Cash
Cash transaction between legal entities	Legal entity <pre><from_entity></from_entity></pre>	Money at the cash desk	Legal entity <to_entity></to_entity>	Cash
Cash transaction between a legal entity and a natural person	Legal entity <from_entity></from_entity>	Money at the cash desk	Natural person <to_person></to_person>	Cash
Cash transaction between a person and a legal entity	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Money at the cash desk
Cash transaction at credit institution (natural person)	Natural person <from_person></from_person>	Cash	Account <to_account></to_account>	Funds on account
Cash transaction at credit institution (legal entity)	Legal entity <from_entity></from_entity>	Money at the cash desk	Account <to_account></to_account>	Funds on account

In case of transactions between persons/entities that are made from account <from\_account> to account <to\_account>, report them as wire transfers (transaction type "107 – Wire transfer"; see section Wire transfer).

In a Bi-party transaction, the buyer and seller are determined by the cash flow (the party making the payment is the buyer and, conversely, the party receiving the money is the seller).

A purchase and sale transaction can be reported both as a *Bi-party* and as a *Multi-party* transaction. If the information on either the buyer or seller in not relevant, choose *Multi-party* transaction and provide a clear distinction weather the included party is the buyer (select transaction type "501 – Purchase") or seller (select transaction type "501 – Sale"). The distinction if either the party buys or sells goods or services has to be determined from your customer's perspective. For example, when reporting a purchase of an item in an online store, select *Multi-party* transaction of type "501 – Purchase" with type of funds "Payment card, credit card". Also, transactions of purchase or sale of financial instruments should be reported with one party (see <u>Purchase of Financial Instruments</u> and <u>Sale of Financial Instruments</u>).

<sup>\*</sup> The roles are provided for convenience only. The goAML report structure does not specify party's role in Bi-party transactions. The role can be inferred from the funds flow direction.





# Repayment

512 – Repayment	Originator	Originator's funds	Beneficiary	Beneficiary's funds
Cash transactions between natural persons	Natural person <from_person></from_person>	Cash	Natural person <to_person></to_person>	Cash
Cash transactions between a natural person and a legal entity	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Cash
Cash transactions between a legal entity and a natural person	Legal entity <from_entity></from_entity>	Cash	Natural person <to_person></to_person>	Cash
Cash transactions between legal entities	Legal entity <from_entity></from_entity>	Cash	Legal entity <to_entity></to_entity>	Cash
Cash transaction in organization (repayment at cash desk)	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Money at the cash desk
Cash transaction in organization (cash out at cash desk)	Legal entity <from_entity></from_entity>	Money at the cash desk	Natural person <to_person></to_person>	Cash
Cash transaction at credit institution (natural person)	Natural person <from_person></from_person>	Cash	Account <to_account></to_account>	Funds on account
Cash transaction at credit institution (legal entity)	Legal entity <from_entity></from_entity>	Cash	Account <to_account></to_account>	Funds on account

If the repayment is made from account <from\_account> to account <to\_account>, report it as wire transfer (transaction type "107 – Wire transfer"; see section Wire transfer).





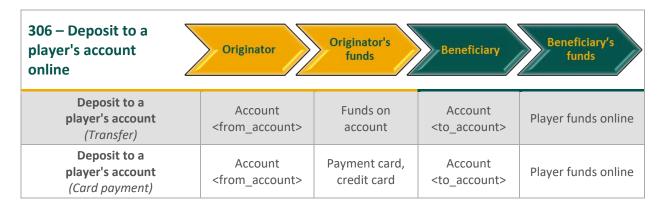
### **Borrowing**



701 – Borrowing	Lender*		Borrower*	
Cash transaction between individuals	Natural person <from_person></from_person>	Cash	Natural person <to_person></to_person>	Cash
Cash transaction between a natural person and a legal entity	Natural person <from_person></from_person>	Cash	Legal entity <to_entity></to_entity>	Cash
Cash transaction between a legal entity and a natural person	Legal entity <from_entity></from_entity>	Cash	Natural person <to_person></to_person>	Cash
Cash transaction between legal entities	Legal entity <from_entity></from_entity>	Cash	Legal entity <to_entity></to_entity>	Cash
Cash transaction in organization	Legal entity <from_entity></from_entity>	Money at the cash desk	Natural person <to_person></to_person>	Cash

If the borrowing is made from the account <from\_account > to the account <to\_account >, report it as wire transfer (transaction type "107 – Wire transfer"; see section Wire transfer).

### **Deposit at Online Gaming Site**

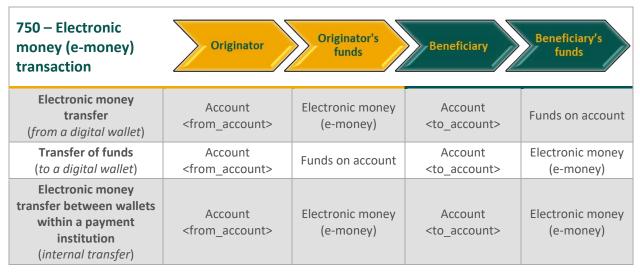


<sup>\*</sup> The roles are provided for convenience only. The goAML report structure does not specify party's role in Bi-party transactions. The role can be inferred from the funds flow direction.





### **Transaction Using Electronic Money**



When reporting an electronic money transaction where one party is account with credit institution, please note the following points for the other account party (the digital wallet):

- The digital wallet number should be entered as the "Account Number" (<account>);
- The account number of the digital wallet provider with credit institution should be entered in the filed "Digital Wallet Provider's Account with Credit Institution" (<account\_name>);
- The information on the owner of the digital wallet (not the provider itself) should be reported in the sections "Entity Account Holder" (if the owner is an entity) or "Natural Person Account Holder or Signatory" (if the owner is a person);
- Select "Digital wallet" as "Account Type" (enum value "DIG" for <personal\_account\_type>);
- If the digital wallet provider does not have a SWIFT identifier (<swift>), it is required to enter the provider's registration (incorporation) number (<institution\_code>) instead.
- Considering the funds flow between countries, on the digital wallet's side, select the country of the credit institution with which the wallet provider's account is opened. For instance, if the reported wallet provider's account is with a Latvian credit institution, the wallet's country is "Latvia".

### **Transaction Using Virtual Currency**

When submitting a report that contains a transaction with a virtual currency used by one transaction party, consider the virtual currency as a goods item. Accordingly, choose such transaction types as "Purchase", "Sale", or "Wire transfer".

If a virtual currency is used by both transaction parties, report the parties within a suspicious activity (SAR type) report. Alternatively, you may also add a "Non-Existent "DUMMY" Transaction" to other regular transactions. In both cases, the obliged entity must provide a detailed and complete description in the "Report Justification" (in a SAR report) or transaction comments (in a transaction report).





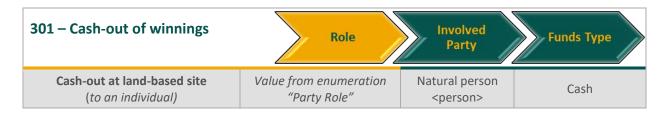
# 3 Multi-party transactions

Multi-party transactions are transactions of one or more participants (parties). The parties are related to the transaction and the role in the transaction (see enumeration "Party Role", XSD "party\_role\_type") must be specified for each party (field "Role in Transaction", XML <role>). The following schematic representations describe various types of possible Multi-party transactions.

## **Refraining from Executing a Transaction (in STRA reports)**

110 – Refraining from executir transaction (STRA)	ng a Role	Involved Party	Funds Type
Transactions with standard currency accounts	Value from enumeration "Party Role" Client	Account <account></account>	Funds on account
Transactions with electronic money accounts	Value from enumeration "Party Role" Client	Account <account></account>	Electronic money (e-money)
Transactions in securities	Value from enumeration "Party Role" Customer	Account <account></account>	Shares, securities
Funds of an individual in a safe	Value from enumeration "Party Role" Client	Natural person <person></person>	Funds in the safe
Funds of a legal entity in a safe	Value from enumeration "Party Role" Client	Legal entity <entity></entity>	Funds in the safe
Player funds in a gaming account	Value from enumeration "Party Role" Client	Account <account></account>	Player funds online

# Cash-Out of Winnings at a Land-Based Casino or Lottery Office



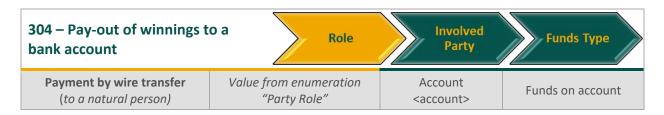




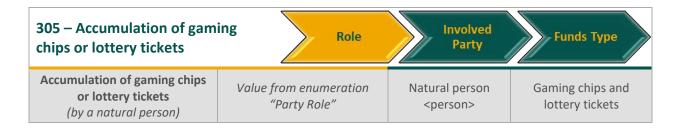
# Purchase of Gaming Chips or Lottery Tickets at a Land-Based Casino or Lottery Office

302 – Purchase of gaming chips lottery tickets	or Role	Involved Party	Funds Type
Purchase of gaming chips or lottery tickets (customer pays in person using a payment card)	Value from enumeration "Party Role"	Account <account></account>	Payment card, credit card
Purchase of gaming chips or lottery tickets (customer pays in cash)	Value from enumeration "Party Role"	Natural person <person></person>	Cash

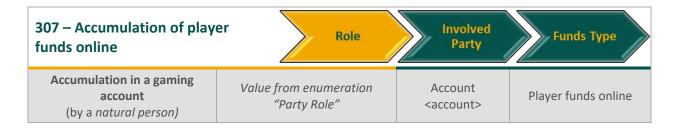
## **Payout of Winnings to a Bank Account**



## **Accumulation of Gaming Chips or Lottery Tickets**



### **Accumulation of Player Funds Online**





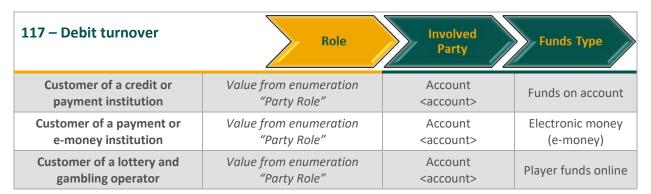


### **Credit Turnover**

116 – Credit turnover	Role	Involved Party	Funds Type
Customer of a credit or payment institution	Value from enumeration "Party Role"	Account <account></account>	Funds on account
Customer of a payment or e-money institution	Value from enumeration "Party Role"	Account <account></account>	Electronic money (e-money)
Customer of a lottery and gambling operator	Value from enumeration "Party Role"	Account <account></account>	Player funds online

**Important!** It is required to specify the end date of the transaction. Use the "Additional Comments about the Transaction and Transaction Status" input field for this.

### **Debit Turnover**

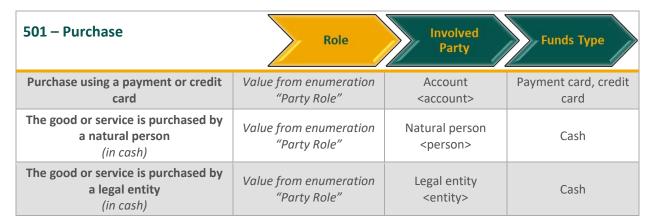


**Important!** It is required to specify the end date of the transaction. Use the "Additional Comments about the Transaction and Transaction Status" input field for this.





### **Purchase**

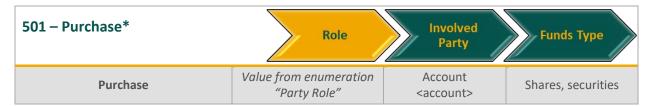


As much as possible, the purchased good or service should be described in the form "Goods and Services":



To determine whether the transaction type is "Purchase" or "Sale", look from the perspective of the person the report is about.

### **Purchase of Financial Instruments**



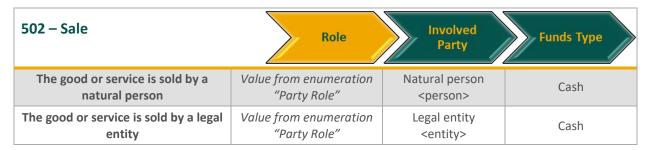
If a transaction for the purchase of financial instruments is included in the report, select the most appropriate "Account Type" (<personal\_account\_type>) from the drop-down list (enumeration "Account Type"), for instance, "Investment account".

<sup>\*</sup> For the purchase of financial instruments there is no dedicated type of transaction in the goAML system. When reporting a purchase where the seller party is not going to be included, transaction type "Purchase" should be used.

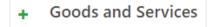




### Sale

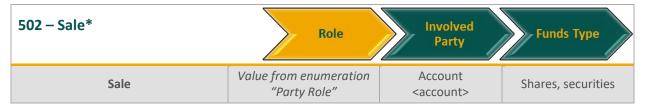


Most often, the transaction type "Sale" should be used in cases where the service or good (for example, jewellery) is sold to the obliged entity. The good or service sold must be described in the form "Goods and Services":



To determine whether the transaction type is "Purchase" or "Sale", look from the perspective of the person the report is about.

### **Sale of Financial Instruments**



Although it is obvious that, in the case of a sale, the type of incoming funds in the account is actually "Funds on account", please do use "Shares, securities" for the FIU accounting purposes.

<sup>\*</sup> For the sale of financial instruments there is no dedicated type of transaction in the goAML system. When reporting a sale where the purchaser party is not going to be included, transaction type "Sale" should be used.

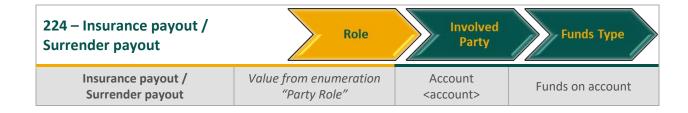




# **Inheritance**

507 – Inheritance	Role	Involved Party	Funds Type
Cash transaction (natural person)	Value from enumeration "Party Role"	Natural person <person></person>	Cash
Cash transaction (legal entity)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Cash
Non-cash transaction (natural person)	Value from enumeration "Party Role"	Account <account></account>	Funds on account
Non-cash transaction (legal entity)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Funds on account
Virtual currency transaction (natural person)	Value from enumeration "Party Role"	Natural person <person></person>	Virtual currency
Virtual currency transaction (legal entity)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Virtual currency
Credit institution (natural person)	Value from enumeration "Party Role"	Natural person <person></person>	Funds in the safe
Credit institution (legal entity)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Funds in the safe
Securities (natural person)	Value from enumeration "Party Role"	Natural person <person></person>	Shares, securities
Securities (legal entity)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Shares, securities
Non-cash transaction (natural person)	Value from enumeration "Party Role"	Natural person <person></person>	Cheque
Non-cash transaction (natural person)	Value from enumeration "Party Role"	Legal entity <entity></entity>	Cheque

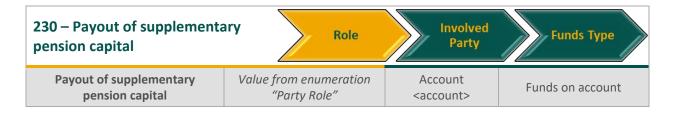
### Insurance



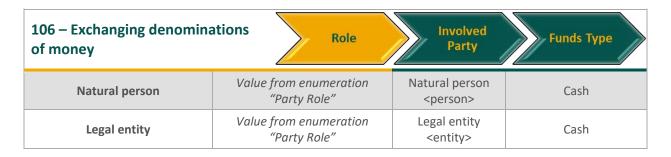




## **Payout of Supplementary Pension Capital**



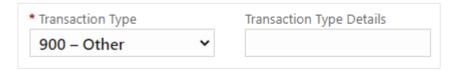
### **Exchange Denominations of Cash**



## Other Types of Transactions

The type of transaction "900 – Other" may be used in cases when transaction by its nature does not correspond to any of the transactions described above.

If the transaction type "900 – Other" is selected, "Transaction Type Details" (<transmode\_comment>) is a required field:



If the obliged entity realizes that such non-standard transactions appear frequently, send a request for a new type of transaction along with explanatory information by e-mail to <a href="mailto:info.goaml@fid.gov.lv">info.goaml@fid.gov.lv</a>.





### Non-Existent "DUMMY" Transaction

Currently, the goAML system does not allow to combine transactions and activities in one single report. The report type for transactions is STR, for activities – SAR.

In order to handle this restriction, the FIU, like many other intelligence agencies in the world, use a non-existent "DUMMY"-type transaction that allows to include persons related to activity in a transaction report.

For this purpose, use a *Multi-party* transaction with the transaction type (<transmode\_code>) "DUMMY", the transaction amount (<amount\_local>) should be "0" and the transaction date (<date\_transaction>) should be "1/1/1900". Add the needed parties (person, entity or account), specify their role (<role>) and select "DUMMY" as "Funds Type" (<funds\_code>) for each party.

A single "DUMMY" transaction can contain multiple involved parties, the role for each must be specified.

