



CBAR

Centralised Bank Account Register

CBAR Portal User Manual for Reporting Entities

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File History and Revision

Version	Date	Author	Comments
V1.0 - V1.6	21/07/2020 - 04/01/2021	Developer / FIAU	First version updated and finalised
V1.7	06/06/2022	Developer / FIAU	Added details on Deletion Report and creating Cases linked to Submissions.

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1. Introduction

This document is intended to provide a guide of the CBAR (Centralised Bank Account Register) system covering the below functionality:

1. Accessing the CBAR System,
2. Data Submission Review and Validation Report,
3. Case Management (Message Board), and
4. Maintenance of User Account and Entity Details.

The targeted audience of this document are credit and financial Institutions in Malta which qualify for CBAR reporting under the Centralised Bank Account Register Regulations, 2020 (S.L. 373.03) ("Reporting Entities") and have already registered for access to the CBAR system via the Registration website (for more detail on registration, please refer to the User Registration Manual).

2. User Registration Status

A new user of a registered reporting entity¹ can register to access and/or upload to the CBAR portal through the registration website <https://registration.fiaumalta.org/> under “Registration for Reporting Entities” by clicking on “Register a new Person”. For more detail, please refer to the ‘CBAR Registration User Manual’ document.

Central Bank Account Registry

The Financial Intelligence Analysis Unit is a government agency established under the Prevention of Money Laundering Act (Cap 373 of the Laws of Malta). It is the entity responsible for the collection, collation, processing, analysis and dissemination of information with a view to combating money laundering and the funding of terrorism. The Unit is also responsible for monitoring compliance with the relevant legislative provisions. CBAR is a registry system with the scope of gathering high level information of IBAN Accounts, Safety Deposit Boxes and Safe Custody Services. This also includes information about the respective involved parties which may be Natural Persons or Non-Natural Persons.

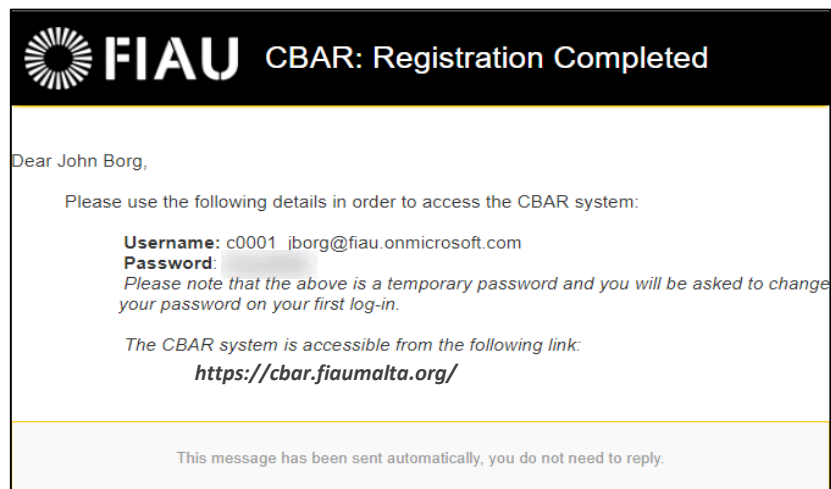
Registration for Reporting Entities	Registration for Non-Reporting Entities	Contact
Reporting Entities are credit/financial institutions which are required to submit CBAR data on a periodic basis. Please note that in order to get access to the system, you first need to register as a reporting entity under "Register as a new Organisation". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.	This registration is applicable for members of FIAU Intelligence, the CBAR Team, Law Authority, and DPO/IDPC.	For more information on the CBAR system please contact the Intelligence Analysis Unit via email or phone (+356) 21231333
Register a new Organisation Register a new Person	Download Approval Document Register a new Person	Email

After submitting your application through the registration website, the CBAR Team would carry out an internal verification process where the application is reviewed.

¹ It should be noted that to register a new user, you first need to register as a reporting entity through the same registration website under “Registration for Reporting Entities” by clicking on “Register a new Organisation”.

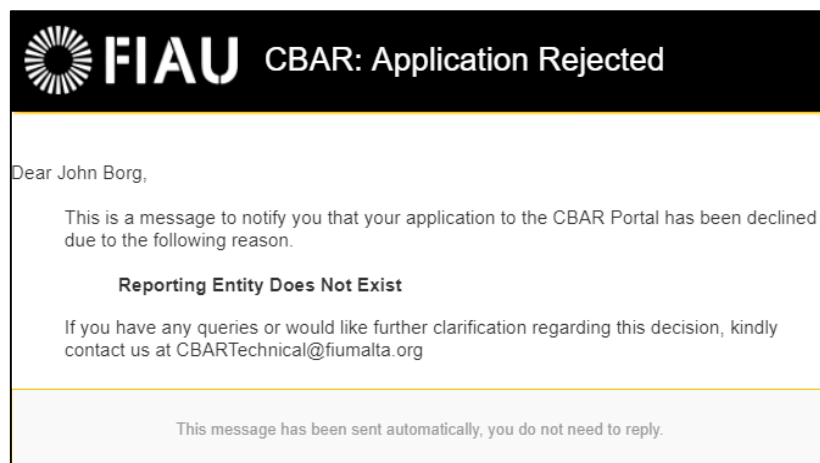
2.1. Approval of Request

If the CBAR Team approves your registration request, you should receive an email notification informing you that the application was approved (see illustration below). Furthermore, the notification should include the respective credentials to be used to access the CBAR Portal. For accessing the system, kindly go to section [3. Accessing the System](#).



2.2. Rejection of Request

If the CBAR Team decides to reject your application, you should receive an email notification informing you accordingly of rejection, together with a reason.



3. Accessing the System

The CBAR System is a website hosted on the internet and is accessible via any modern web browser by entering the URL <https://cbar.fiaumalta.org>.

This is accessed by entering the respective URL in your preferred web browser. The website should be accessed through the network having the IP Address that you specified during the original registration, otherwise you will not be able to access the system.

In order to avoid conflict with other Microsoft credentials stored in your browser's cache, it is recommended that the website is accessed in private browsing mode (e.g., Incognito on Google Chrome).

After entering the URL of the CBAR System, a login portal page should be loaded (as per screenshot below). The entry screen has the following two possible functions:

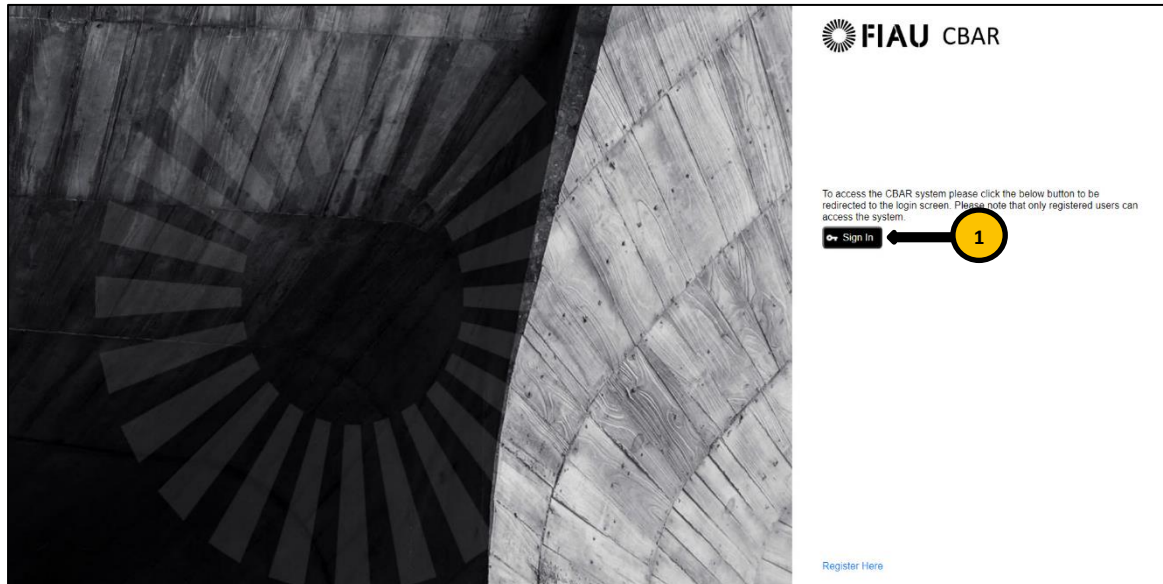
- To sign in to the CBAR system, click the '**Sign In**' button ([1] below)
- Additionally, if you are not yet registered, click the '**Register Here**' hyperlink ([2] below) to open the CBAR Registration system (<https://registration.fiaumalta.org/>).



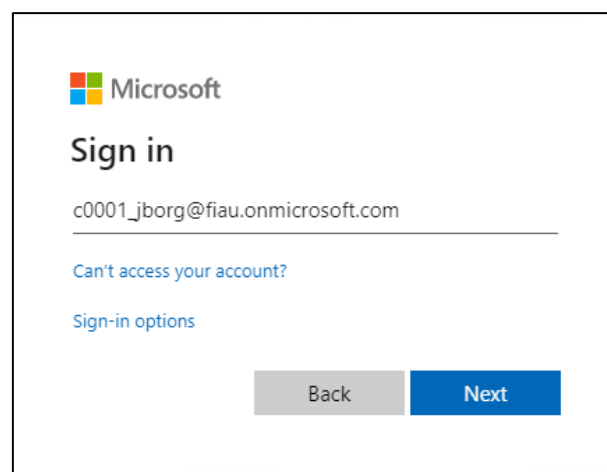
3.1. Logging in for the first time

After receiving the necessary email notification that your registration was approved (refer to section [2.1 Approval of Request](#)), follow the below steps to access the CBAR system for the first time.

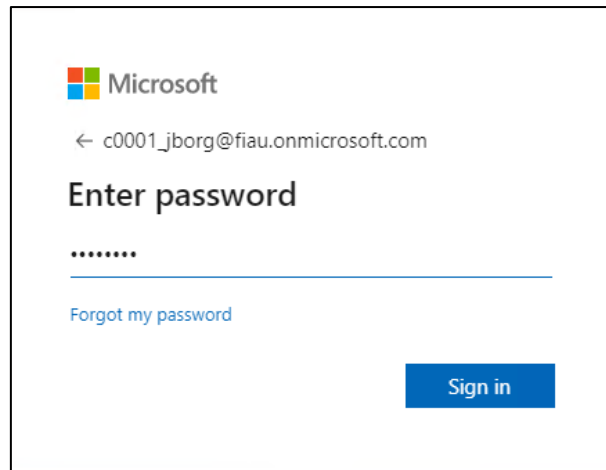
1. Open the CBAR System by entering the respective URL in your preferred web browser on the network having the same IP Address as originally requested during registration.
2. Click the '**Sign In**' button ([1] below)



3. After clicking the 'Sign In' button, a Microsoft Azure login page should open where you are required to enter the email address (as received from the CBAR Team in the 'Registration Approved' email notification as indicated in section [2.1 Approval of Request](#)). After entering the email address, click '**Next**'.

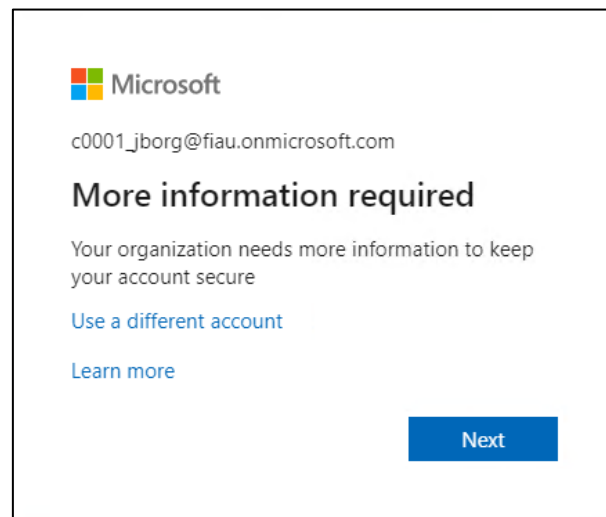


4. Enter the password which was provided to you in the same email notification as in step 3 above, and click '**Sign In**'



The screenshot shows a Microsoft login page. At the top left is the Microsoft logo. Below it is the email address c0001_jborg@fiau.onmicrosoft.com with a back arrow to its left. The main heading is 'Enter password'. Below this is a password input field with seven dots. To the left of the input field is a link 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

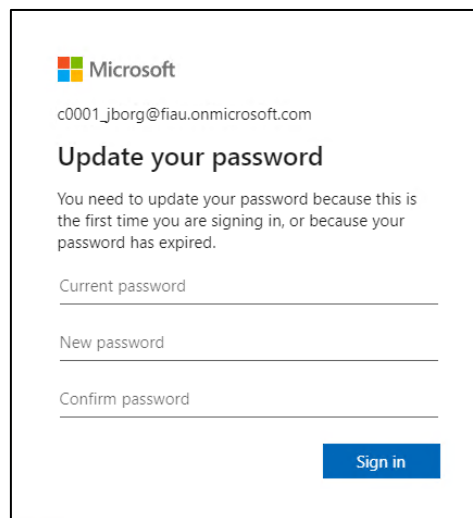
5. Click '**Next**' again



The screenshot shows a Microsoft 'More information required' screen. At the top left is the Microsoft logo. Below it is the email address c0001_jborg@fiau.onmicrosoft.com. The main heading is 'More information required'. Below this is the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right is a blue button labeled 'Next'.

6. In the next loaded screen, enter the respective details related to Multi-Factor Authentication (MFA) where the following additional verification methods are possible:
 - a. Phone – Receive verification code via SMS
 - b. Mobile app – Authenticate via the Microsoft Authenticator smartphone application.
7. Complete the setup of MFA
8. After finishing with setup of MFA, you are requested to change your password due to enforced password policy requiring it to be changed on first login.
 - a. Enter the password that you were provided in the first field from the top (refer to section [2.1 Approval of Request](#))
 - b. Enter your new password in the next field, and re-enter the same password in the last field.

c. Click the 'Sign In' button



Microsoft

c0001_jborg@fiau.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

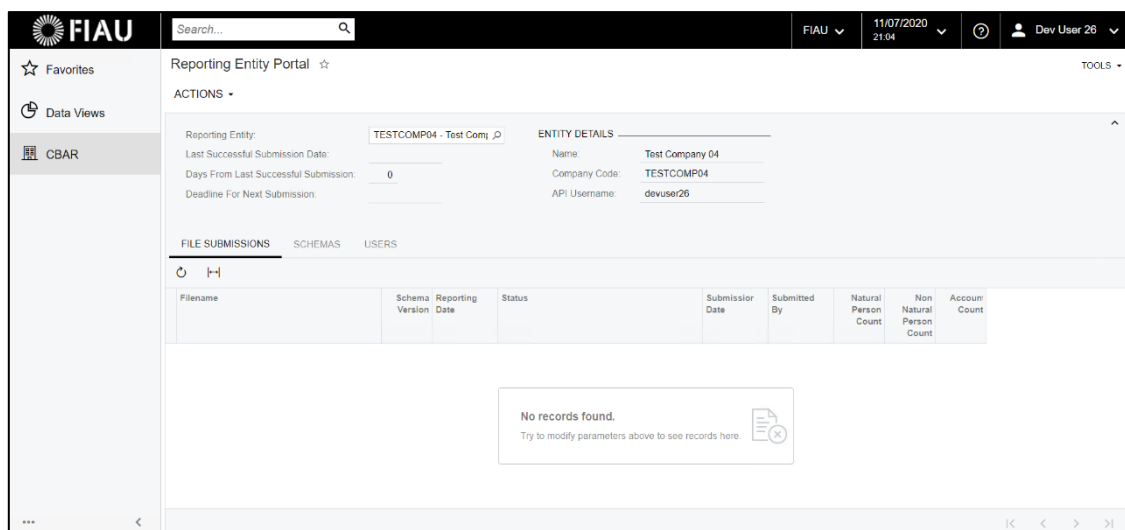
Current password

New password

Confirm password

Sign in

9. After successful entry of new password, you should be logged-in to the CBAR system as indicated by the CBAR Portal screen being launched.



FIAU

Search...

FIAU 11/07/2020 21:04 Dev User 26

Reporting Entity Portal

ACTIONS

Reporting Entity: TESTCOMP04 - Test Comp

ENTITY DETAILS

Name: Test Company 04

Company Code: TESTCOMP04

API Username: devuser26

FILE SUBMISSIONS SCHEMAS USERS

Filename	Schema Version	Reporting Date	Status	Submitter Date	Submitted By	Natural Person Count	Non Natural Person Count	Account Count
No records found. Try to modify parameters above to see records here.								

3.2. Password Requirements

Password must meet the following complexity requirements:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least 14 characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)

- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)
- Not previously used

Users will be prompted to change password every 70 days.

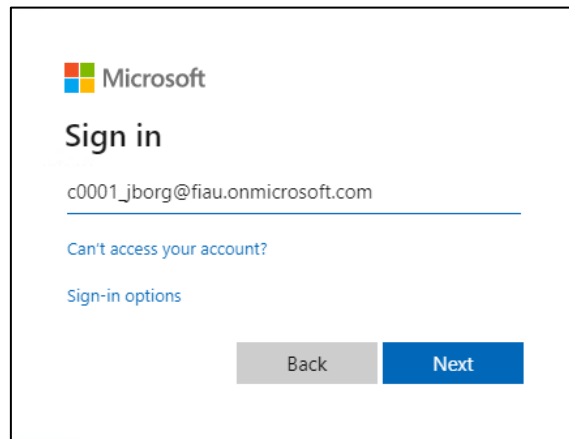
3.3. Logging in to System

To login to the CBAR System after having already logged in for the first time, please follow the below steps:

1. Open the CBAR System by entering the URL <https://cbar.fiaumalta.org> in your preferred web browser on the network having the same IP Address as originally requested during registration. Should you need to access the said resource from another Public IP, kindly request a change via the 'Change Entity Details' action in the CBAR System (more information in section [6.2 Changing Entity Details](#))
2. Click the '**Sign In**' button ([1] below)

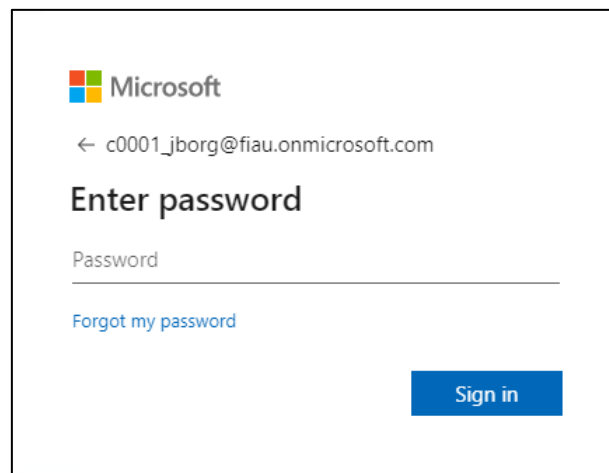


3. Enter the **email address** provided to you by the CBAR Team on approval of your registration and click '**Next**'



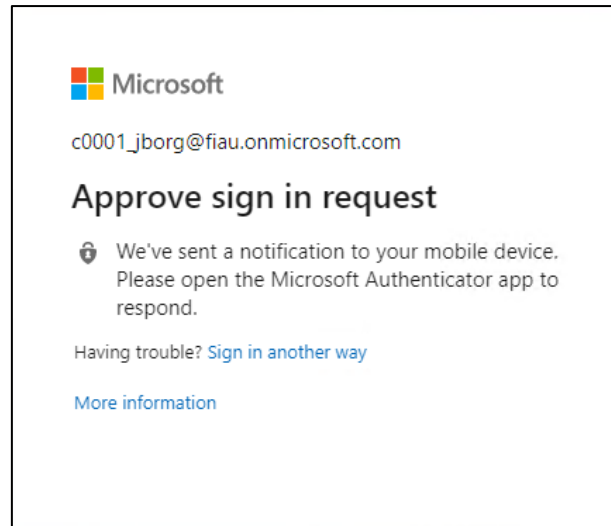
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'c0001_jborg@fiau.onmicrosoft.com'. Below the input field are two links: 'Can't access your account?' and 'Sign-in options'. At the bottom right, there are two buttons: a grey 'Back' button and a blue 'Next' button.

4. Enter the **password** and click '**Sign In**'



A screenshot of the Microsoft 'Enter password' page. At the top left is the Microsoft logo. Below it, a back arrow icon is followed by the email address 'c0001_jborg@fiau.onmicrosoft.com'. The main heading is 'Enter password'. Below this is a text input field labeled 'Password'. Under the input field is a link that says 'Forgot my password'. At the bottom right, there is a blue button labeled 'Sign in'.

5. Complete the MFA (Multi-Factor Authentication) verification (the example below shows the screen which is displayed when the Microsoft Authenticator application is used for MFA verification – in such case you should receive a notification on your phone).



- On successful login, the CBAR system should open the default homepage 'Reporting Entity Portal'.

FIAU Search... FIAU 11/07/2020 21:04 Dev User 26

Reporting Entity Portal ☆ TOOLS

ACTIONS

Reporting Entity: TESTCOMP04 - Test Comy

Last Successful Submission Date: Days From Last Successful Submission: 0

Deadline For Next Submission:

ENTITY DETAILS

Name: Test Company 04

Company Code: TESTCOMP04

API Username: devuser26

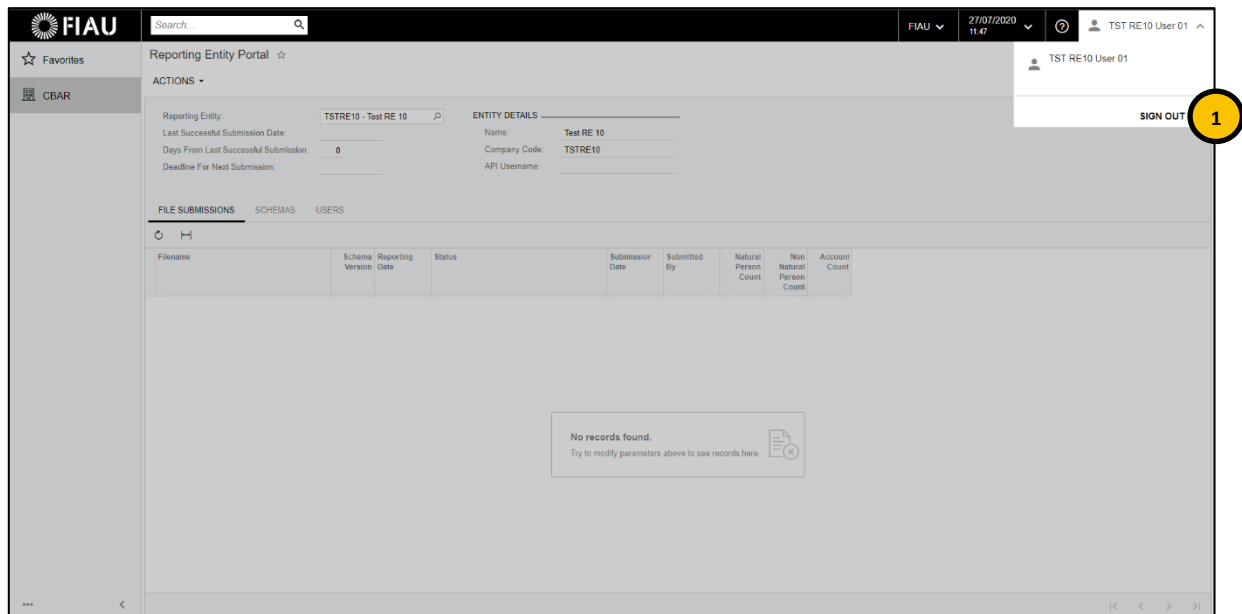
FILE SUBMISSIONS SCHEMAS USERS

Filename	Schema Version	Reporting Date	Status	Submission Date	Submitted By	Natural Person Count	Non Natural Person Count	Account Count
No records found. Try to modify parameters above to see records here.								

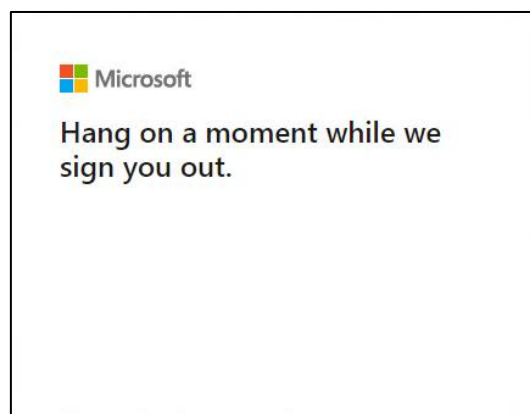
3.4. Logging out of System

To logout of the CBAR system, please follow the below steps:

1. From any screen in CBAR, click the Username at the top right-hand side of the screen.



2. Click '**SIGN OUT**' ([1] above). The system will indicate, via a similar screen to the below, that the system is logging you out. Upon completion, the system will re-direct to the CBAR portal login screen.



4. Data Submission

The CBAR system supports two methods of data submission:

1. MFT (Managed File Transfer), and
2. API (Application Programming Interface)

For each of the above, it is imperative to ensure that the file contents are in line with the schema (XSD File) and the necessary validation rules. If at least one of the validations fails, your submission will not be successful. For more information on how to retrieve a copy of the Schema, please go to section 6.5 [Retrieving Latest Schema](#).

4.1. Submission via MFT (Managed File Transfer)

In preparation to submit your file via MFT, you are kindly requested to ensure that the file is of XML format and is zipped (.ZIP). Furthermore, the said file needs to adhere to the specified filename format as follows:

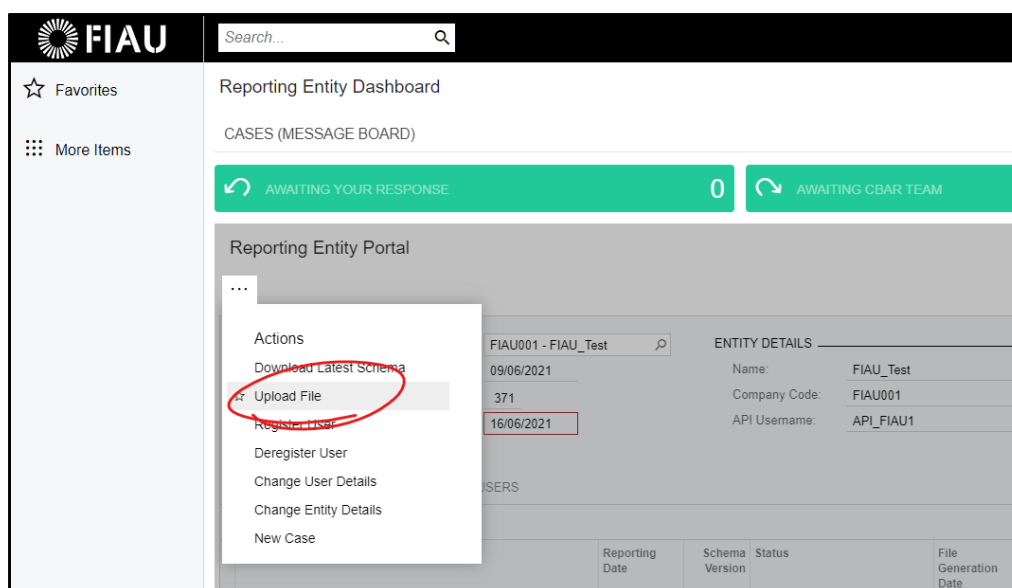
CNUM_CBAR_YYYYMMDD_YYYYMMDDhhmmss.XML

Where:

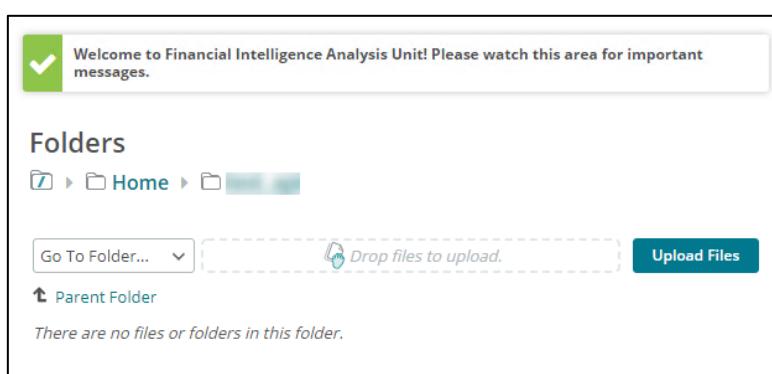
- CNUM – Registered Company Number (with MBR)
- CBAR – Static text 'CBAR' which should always be included in the same position as part of the filename to signify that file relates to the CBAR system
- YYYYMMDD – Reporting Date
- YYYYMMDDhhmmss – Timestamp (24hr format) when file was generated

Once your file is ready as per the above prerequisites, please follow the below steps in order to submit your file via MFT.

1. Access **<https://cbar.fiaumalta.org>** as outlined in section [3. Accessing the System](#)
2. Click on more options button (...) under the Reporting Entity Portal header as shown in the diagram below



3. Click on Upload File
4. This will redirect you to the MOVEit portal – a secure Managed File Transfer (MFT) online portal – via single sign-on, i.e., without having to log-in again
5. If this is the first login to the MFT platform, you will be asked to complete the agreement to the terms as set-out by the CBAR Team. Otherwise, if this is not your first login, the main MFT page for your user account should open.
6. To upload a submission, you can either:
 - a. Drag and drop your file to the centre area, or
 - b. Click the 'Upload Files' button and choose the respective file from your machine.



7. If an upload is stopped due to connection timeout or another issue, this may be resumed by attempting to upload the same file again. The system will detect that an upload was in progress and will continue uploading the file from where it was left off.

8. On upload, your file will be picked by the CBAR system where the necessary validations are carried out.
9. The progress and status of your submission will be forwarded to you via email. For more information, please see sections [4.3 Notifications of Submission](#) and [4.4 Viewing the Validation Report](#).

4.2. Submission via API (Application Programming Interface)

If you have not applied for API Access during the initial registration, you can apply by following the steps in section [6.2 Changing Entity Details](#), and selecting the 'API Access' checkbox.

1. Create a "Client Authentication Certificate". This may be signed using a public CA, an internal CA, or it may even be self-signed.
2. Provide the **public** portion of the Client Certificate and (where applicable) the **public** portion of the Root certificate to the CBAR Team. These must be in Base64 format. You may provide these in any manner you deem fit, e.g., a secure share location.
3. After receiving the necessary email notification that the creation of the API user was completed, follow section [3.1 Logging in for the first time](#) to reset the password of the API user and set up MFA for it. Note: even though Azure MFA is enabled for this user, when it comes to uploading a file via the API, Azure MFA will *not* be used. Azure MFA will be used in a case where the API user's password needs to be changed, for example.

At this point access to the API URL (<https://moveitapi.fiaumalta.org>) should be available, logging in using the API user's username (*without* @fiau.onmicrosoft.com), password and client certificate.

For further information, refer to:

- <https://docs.ipswitch.com/MOVEit/Transfer2020/API/rest/> for API documentation.
- <https://community.progress.com/s/article/Large-Files-Not-Uploading-When-Using-REST-API> for details on how to upload files.

The following is a reference snippet for obtaining the API token when logging in via certificate authentication:

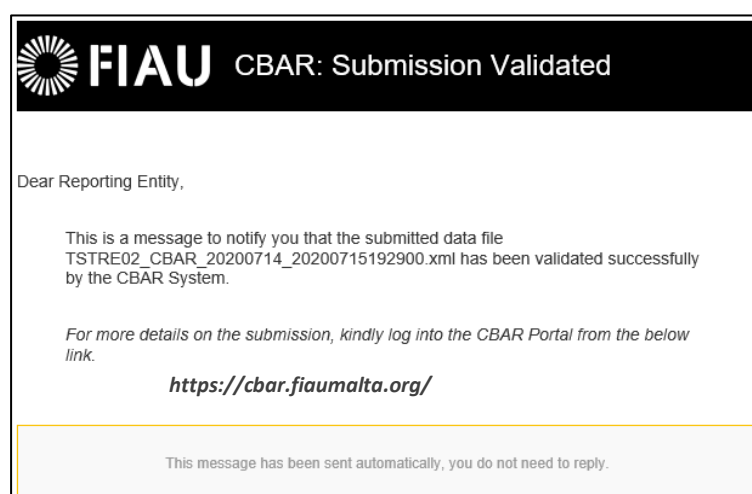
```
# Login
url = 'https://moveitapi.fiaumalta.org/'
s = requests.Session()
data = {'transaction':'signon','Username':<USERNAME>,'Password':<PASSWORD>}
r = s.post(url, data=data, cert=('path/to/certificate', 'path/to/certificate_key'))

# Get API token
url = url+'api/v1/'
data = {'grant_type':'session','language':'en'}
r = s.post(url+'token', data=data)
headers = {'Authorization':'Bearer '+r.json()['access_token']}
```

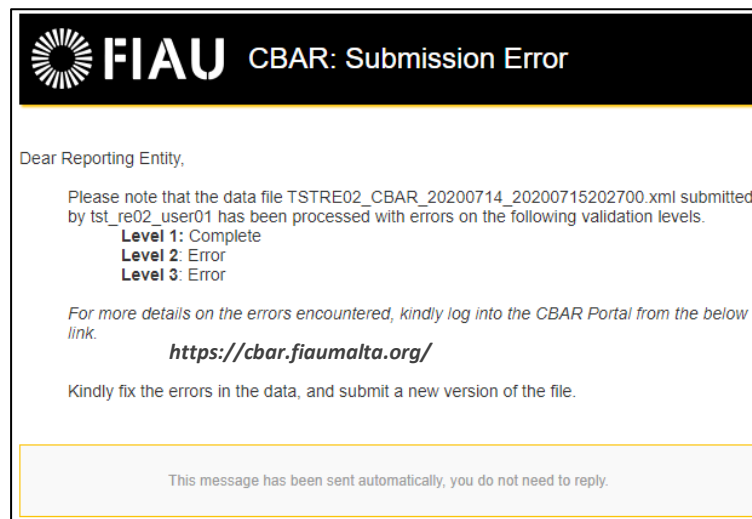
4.3. Notifications of Submission

After uploading a data file submission to the CBAR system via the available methods (Managed File Transfer or Application Programming Interface), you will be notified on each step of the process.

1. On submitting the file, the CBAR System will send you an email notification (similar to the below)
2. On completion of the validation process, you will receive an email notification letting you know whether file passed validations or if otherwise
 - a. Validation is Successful



b. Validation is Unsuccessful



4.4. Viewing the Validation Report

1. Login to the CBAR Portal (<https://cbar.fiaumalta.org>)
2. The system should automatically load the 'Reporting Entity Portal' screen. If otherwise, open the respective screen as follows:
 - a. Enter the screen name 'Reporting Entity Portal' in the 'Search' box at the top left, or click the 'CBAR' title on the left pane and you should find the 'Reporting Entity Portal' listed, and click it (for further information on the user interface, refer to [7.1 User Interface Overview](#))

Reporting Entity Portal ☆

ACTIONS ▾

Reporting Entity:
Last Successful Submission Date:
Days From Last Successful Submission:
Deadline For Next Submission:

TSTRE01 - Test RE 01
22/07/2020
14
29/07/2020

ENTITY DETAILS
Name:
Company Code:
API Username:

Test RE 01
TSTRE01

FILE SUBMISSIONS SCHEMAS USERS

File Name

Schema Version

Reporting Date

Status

File Generation Date

Submitted By

Natural Person Count

Non Natural Person Count

Account Count

> TSTRE01_CBAR_20200716_20200716135200.xml

1

16/07/2020

Approved

16/07/2020 13:52

fiau.onmicrosoft.com/tst_re01_user01

90

74

998

TSTRE01_CBAR_20200716_20200716135000.xml

1

16/07/2020

Approved

16/07/2020 13:50

fiau.onmicrosoft.com/tst_re01_user01

90

74

997

TSTRE01_CBAR_20200716_20200716134800.xml

1

16/07/2020

Error

16/07/2020 13:48

fiau.onmicrosoft.com/tst_re01_user01

90

74

997

3. In the list of submissions, you can see details such as the Filename, Status, Submission Date, Username which uploaded the submission, and other meta data related to the submission such as total Natural Persons.

The possible Statuses provided by the System are the following:

- i. Processing – File still undergoing validation and/or the necessary loading processes
- ii. Error – File failed at least one validation error
- iii. Manual Approval – File passed all validations, however the file contains unusual modifications when compared to the latest valid submission (if the modifications refer to deletions then refer to [4.5 Viewing the Deletion Report](#))
- iv. Approved – File passed all validations and was accepted by the CBAR system or CBAR Team
- v. Rejected – File was rejected by the CBAR Team following manual approval.
- vi. Omitted – A submission at Manual Approval turns to Omitted when the Reporting Entity submits a new file.



4. Identify the submission which you uploaded and click the corresponding value under the 'Status' header ([1] in the previous page, above).
5. A new screen will be opened showing the data validation report containing the following information:

File Submission Messages

File Submission Messages

NEW CASE

Filename:	TestRE123_CBAR_20220601_20220601081410.:	Schema Version:	3	Lvl 1 Validation Status:	Error
Reporting Entity Name:	CBARPay Ltd	Status:	Error	Lvl 2 Validation Status:	Not Processed
Reporting Entity Code:	TestRE123	Deletions:	No Deletions	Lvl 3 Validation Status:	Not Processed
Reporting Date:	01/06/2022				

2

Rule Code	Message	Account Number	Involved Party
>	Schema error: The required attribute 'Number' is missing.		3

- a. Header details ([2] above) related to the Submission that was uploaded such as Filename, Reporting Date, and the respective validation result statuses split by the 3 Levels:

- i. Level 1 – File Schema Validation
 - ii. Level 2 – Meta Data Validation (such as Total Number of Accounts in file)
 - iii. Level 3 – Business Rules Validation (kindly refer to the respective Schema Documentation provided to you for more details)
 - iv. Note: If a file fails at Level 1 validations, the subsequent validations (2 and 3) are not carried out by the system.
- b. Detailed validation error messages are shown in the detailed area ([3] above) under the header information, showing the following items:
- i. **Rule Code** – The rule which did not pass validations (this field is only populated for Levels 2 and 3 rules). These are numbered as per the XML Schema and Validation Rules Documentation which can be accessed from the FIAU website (or download [CBAR XML Schema and Validation Rules](#)).
 - ii. **Message** – A description of the error to assist you with identification of the issue in the data
 - iii. **Account Number** – The Account Number which had some of its details fail the validations. Note that this field is not always filled, depending on the rule.
 - iv. **Involved Party** – The Unique ID value in the file which had some of its details fail the validations. Note that this field is not always filled, depending on the rule.

4.5. Viewing the Deletion Report

The *Deletion Report* is available to the Reporting Entity and summarises anomalies encountered when comparing the most recent file to the previously approved file. Reporting Entities can also export this data in Excel format.

The following are considered as ‘data deletions’ and can render the file subject to *Manual Approval*:

- Account Deletion
 - Removal of an account in the most recent submission without a closing date in the previous submission
- Account Party Deletion
 - Any changes in relationship types for existing parties (AC/SG/AG)
 - Any changes in relationship start dates for existing parties (AC/SG/AG)
 - Removal of account parties (AC/SG/AG) without a relationship end date in the previous submission

The Deletion Report can be accessed as follows:

1. Login to the CBAR Portal (<https://cbar.fiaumalta.org>)

2. The system should automatically load the 'Reporting Entity Portal' screen. If otherwise, open the respective screen as follows:
 - 2.1. Enter the screen name 'Reporting Entity Portal' in the 'Search' box at the top left, or click the 'CBAR' title on the left pane and you should find the 'Reporting Entity Portal' listed, and click it.

Reporting Entity Portal ☆

ACTIONS ▾

Reporting Entity: ENTITY DETAILS

Last Successful Submission Date: 22/07/2020 Name: Test RE 01

Days From Last Successful Submission: 14 Company Code: TSTRE01

Deadline For Next Submission: 29/07/2020 API Username:

FILE SUBMISSIONS SCHEMAS USERS

Filename	Schema Version	Reporting Date	Status	File Generation Date	Submitted By	Natural Person Count	Non Natural Person Count	Account Count
TSTRE01_CBAR_20200716_20200716135200.xml	1	16/07/2020	Approved	16/07/2020 13:52	fiau.onmicrosoft.com/tst_re01_user01	90	74	998
TSTRE01_CBAR_20200716_20200716135000.xml	1	16/07/2020	Approved	16/07/2020 13:50	fiau.onmicrosoft.com/tst_re01_user01	90	74	997
TSTRE01_CBAR_20200716_20200716134800.xml	1	16/07/2020	Error	16/07/2020 13:48	fiau.onmicrosoft.com/tst_re01_user01	90	74	997

3. Identify the submission which you uploaded and click the corresponding value under the 'Status' column ([1] above).
4. A new screen will be opened showing the data validation report. This screen also includes a link to the Deletions Report ([1] below).

File Submission Messages

File Submission Messages TOOLS ▾

NEW CASE

Filename: TestRE123_CBAR_20220601_20220601081404; Schema Version: 3 Lvl 1 Validation Status: Completed

Reporting Entity Name: CBARPay Ltd Status: Manual Appr... Lvl 2 Validation Status: Completed

Reporting Entity Code: TestRE123 Deletions: [View Deletions](#) 3 Validation Status: Completed

Reporting Date: 01/06/2022

5. In the new window which opens with title 'File Submission Deletion Report', navigate through the 'ACCOUNTS' and 'ACCOUNT PARTIES' tabs to see any deletions in the file.
6. The accounts that were removed from the previous submission are provided under the tab 'ACCOUNTS' with an empty 'Closing Date' field, as indicated below.

Entity Submission Deletion Report ☆

Reporting Entity: TestRE123 - CBARPay Ltd Filename: TestRE123_CBAR_2022060
Submitted By: fiau.onmicrosoft.com/TestRE
Status: Manual Approval
Reporting Date: 01/06/2022

ACCOUNTS ACCOUNT PARTIES

Type	Number	Opening Date	Closing Date
IBAN	MT44XUPS30423XXTO0025SDPGDIGBAJ	08/03/2021	

7. For **'ACCOUNT PARTIES'**, as mentioned above, the system considers a change in the start date of a relationship as a deletion. In such cases, the **'Deletion Report'** will identify the change by flagging the **'Change in Relationship Start Date Flag'** as TRUE, include details of the **'New Relationship Start Date'** and the corresponding **'Account Opening Date'**.

File Submission Deletion Report

Reporting Entity: TestRE123 - CBARPay Ltd Filename: TestRE123_CBAR_202206
Submitted By: fiau.onmicrosoft.com/TestRE
Status: Omitted
Reporting Date: 01/06/2022

ACCOUNTS **ACCOUNT PARTIES**

Type	Number	Relationship	Relationship Start	Relationship End	Type	Unique ID	Name	Change in Relationship Start Date Flag	New Relationship Start Date	Account Opening Date
IBAN	MT44XUPS30423XXTO0...	Account Holder	08/03/2021		Natural	TEST_114	LUIGI Vella	<input checked="" type="checkbox"/>	09/03/2021	08/03/2021

8. For the other types of deletions in **'ACCOUNT PARTIES'**, the **'Change in Relationship Start Date Flag'** is marked as FALSE. The deletion can relate to changes in relationship types for existing parties or removal of account parties (AC/SG/AG) without a relationship end date in the previous submission.

Entity Submission Deletion Report ☆

Reporting Entity: TestRE123 - CBARPay Ltd Filename: TestRE123_CBAR_2022060
Submitted By: fiau.onmicrosoft.com/TestRE
Status: Approved
Reporting Date: 01/06/2022

ACCOUNTS **ACCOUNT PARTIES**

Type	Number	Relationship	Relationship Start	Relationship End	Type	Unique ID	Name	Change in Relationship Start Date Flag	New Relationship Start Date	Account Opening Date
IBAN	MT44XUPS30423XXTO0025SDPGDIGBAJ	Signatory	08/03/2021		Natural	TEST_114	LUIGI Vella	<input type="checkbox"/>		

5. Case Management

The Case Management (or Message Board) module within the CBAR System presents a list of functions which are aimed at collecting and organising communication (about a subject) made between you, your organisation and the CBAR Team into one place, referred to as a 'case'.

This section will guide you on how to use the Case Management functionality to facilitate communication with the CBAR Team with respect to matters relating to CBAR, as follows:

1. View important announcements released from the CBAR Team
2. Forward any queries or proposals relating to CBAR to the CBAR Team
3. Provide feedback to questions raised by the CBAR Team

5.1. Viewing the Existing Cases

To view the list of existing cases, you have the below options:

Option 1: Using the Widgets on the 'Reporting Entity Dashboard' screen

1. Open the 'Reporting Entity Dashboard' screen (you can search for the screen by name or by pressing the FIAU Logo from the top left of any CBAR screen).
2. Under the 'CASES (MESSAGE BOARD)' title header, click any of the three (3) widgets available (enclosed in red in the below diagram). It is advisable that these widgets are monitored regularly as they are automatically updated following a response from the CBAR Team or from yourself.
 - a. Upon clicking one of the widgets, the system will open a new browser tab, loading the filtered list of cases according to the widget that was selected.

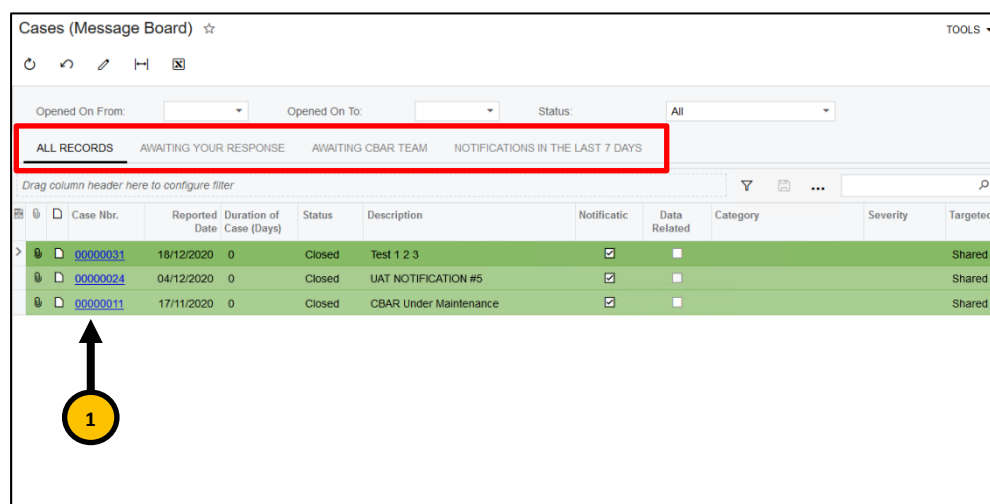
The screenshot shows the 'Reporting Entity Dashboard' with the following components:

- CASES (MESSAGE BOARD)** section with three widgets:
 - AWAITING YOUR RESPONSE**: 0
 - AWAITING CBAR TEAM**: 0
 - NOTIFICATIONS IN THE LAST 7 DAYS**: 1
- Reporting Entity Portal** section with a star icon and a 'TOOLS' dropdown.
- ACTIONS** dropdown menu.
- Entity Details** for TSTRE04 - Test RE 04:
 - Reporting Entity: TSTRE04 - Test RE 04
 - Last Successful Submission Date: 30/07/2020
 - Days From Last Successful Submission: 143
 - Deadline For Next Submission: 02/11/2020
 - Entity Name: Test RE 04
 - Company Code: TSTRE04
 - API Username: tst_re04_user01
- FILE SUBMISSIONS** tab selected, showing a table of submissions.

Filename	Schema Version	Reporting Date	Status	File Generation Date	Submitted By	Natural Person Count	Non Natural Person Count	Account Count
TSTRE04_CBAR_20200726_2020073007...	1	26/07/2020	Approved	30/07/2020 07:14	fiau onmic...	15	57	52
TSTRE04_CBAR_20200726_2020072812...	1	26/07/2020	Approved	28/07/2020 11:14	fiau onmic...	15	57	52

Option 2: Directly opening the dedicated Cases form

1. Open the 'Cases (Message Board)' screen
2. Select one of the tabular filters (enclosed in red in the below diagram).



To view the contents of a case:

1. Click one of the 'Case Nbr.' hyperlinks ([1] above)
 - a. The case details will open showing the following details:
 - i. **Number** – A unique identifier of the case
 - ii. **Reported Date** – The date when the case was opened
 - iii. **Status** – The current status of the case. Available values are:
 - Open – Case can be modified
 - Closed – Case is closed and can no longer be modified
 - iv. **Requester** – The username of the creator of the case
 - v. **Requester Entity** – The Entity of the creator of the case (e.g. CBAR Team or the Entity under which you are registered with)
 - vi. **Assigned User** – The username of the assigned user to the case
 - vii. **Responded** – Automatically set to 'Yes' if the last message received was from another user, other than the requester.
 - viii. **Recipient** – The username or entity name of the intended receiver of the case. Set to '<Multiple>' if there is more than one recipient defined.

The screenshot displays the 'Case Management' interface. At the top, there's a header with 'Case Management' and a star icon. Below it, a navigation bar includes 'NOTES' and 'TOOLS'. The main area is divided into three tabs: 'MESSAGES' (labeled 1), 'CASE DETAILS' (labeled 2), and 'RELATED DATA' (labeled 3). The 'MESSAGES' tab is active, showing a table of messages and a detailed view of a selected message on the right.

Message	Status	Sent By	Sent On
Please note that this ac...	Sent	fiau.onmicrosoft.com/dev_cb...	13/10/2020
Hello, The necessary m...	Sent	fiau.onmicrosoft.com/devuse...	13/10/2020
The following measures ...	Sent	fiau.onmicrosoft.com/dev_cb...	11/11/2020

The detailed view of the selected message shows the following content:

* Message: Hello, The necessary measures will be taken. Thank you.

2. Under the '**MESSAGES**' tab ([1] above):
 - a. Select a message by clicking one of the records/lines available in the list to open the details of the message, shown on the right side of the screen
3. Under the '**CASE DETAILS**' tab ([2] above), the system shows you the details pertaining to the case such as its type, category, filename, etc.
4. Under the '**RELATED DATA**' tab ([3] above), the system shows you the details of any related data (e.g. Account or Person) linked to this case. Note that this tab is only shown for data related cases.


Note: Announcement Cases from the CBAR Team are identified by having the '**Notification**' checkbox selected in the 'Cases (Message Board)' screen or in the '**CASE DETAILS**' tab within the 'Case Management' screen. These types of cases cannot be replied to. If you have any queries relating to the announcement, kindly create a new case via the 'Reporting Entity Portal' screen as explained in section [5.2. Creating a new Case](#).

5.2. Creating a new Case

To create a new case targeted at the CBAR Team:

1. Open the '**Reporting Entity Portal**' screen (this screen is also available in the 'Reporting Entity Dashboard' form).
2. Click '**ACTIONS**' > '**New Case**' ([1] and [2] below)

Filename	Schema Version	Reporting Date	Status	File Generation Date	Submitted By	Natural Person Count	Non Natural Person Count	Account Count
TESTCOMP04_CBAR_20200802_20201104160000.xml	1	02/08/2020	Approved	04/11/2020 16	fiau.onmic...	21	60	59
TESTCOMP04_CBAR_20200802_20201104154200.xml	1	02/08/2020	Approved	04/11/2020 15	fiau.onmic...	21	60	59
TESTCOMP04_CBAR_20200802_20201104151500.xml	1	02/08/2020	Approved	04/11/2020 15	fiau.onmic...	21	60	59
TESTCOMP04_CBAR_20200802_20201104144500.xml		02/08/2020	Error	04/11/2020 14	fiau.onmic...			
TESTCOMP04_CBAR_20200802_20201101171000.xml	1	02/08/2020	Approved	01/11/2020 17	fiau.onmic...	21	60	59
TESTCOMP04_CBAR_20200802_20201030155600.xml	3	02/08/2020	Approved	30/10/2020 15	fiau.onmic...	21	60	59
TESTCOMP04_CBAR_20200802_20201030155500.xml	3	02/08/2020	Approved	30/10/2020 15	fiau.onmic...	21	60	59

3. Enter the respective details in the new smart-panel window which opens:
 - a. **Category** – The Case Category. Choose from the list of categories by clicking the  icon.
 - b. **Case Description** – A description of the case to be created
 - c. **Message** – The content of the message to be sent
4. Press the '**CREATE**' button ([3] below) to create a new case and to send the notification to CBAR Team.

Note: The system creates a new case, attaching the entered message to the case. Furthermore, an email notification is sent to the CBAR Team and your entity informing them that a new message has been added, while the case is set with status 'Open'. To view the newly created case, open the 'Cases (Message Board)' screen as explained in section in [5.1. View the Existing Cases](#).

5.3. Creating a new Case linked to a submission

Reporting Entities can proactively submit clarifications in relation to a submission, including but not limited to, situations where the file is at *Manual Approval*. This can be done by accessing the '**Reporting Entity Portal**' page, opening a submission, and creating case linked to the submission. The below screenshots provide a walkthrough of this procedure.

1. Access the '**Reporting Entity Portal**' page and click on the **Status** link of a submission ([1] below).

Reporting Entity Portal

...

Reporting Entity: ENTITY DETAILS

Last Successful Submission Date: 03/06/2022 Name: CBARPay Ltd

Days From Last Successful Submission: 0 Company Code: TestRE123

Deadline For Next Submission: 10/06/2022 API Username: APITestRE

FILE SUBMISSIONS SCHEMAS USERS

Filename	Schema Version	Reporting Date	Status	File Generation Date
> TestRE123_CBAR_20220601_20220601081403.xml	3	01/06/2022	● Manual Approval 1	01/06/2022 08:14
TestRE123_CBAR_20220601_20220601081402.xml	3	01/06/2022	● Error	01/06/2022 08:14
TestRE123_CBAR_20220601_20220601081401.xml	3	01/06/2022	● Approved	01/06/2022 08:14

2. In the '**File Submission Messages**' screen, click '**New Case**' ([1] below)

File Submission Messages

File Submission Messages

NEW CASE 1

Filename: TestRE123_CBAR_20220601_20220601081402: Schema Version: 3 Lvl 1 Validation Status: Completed

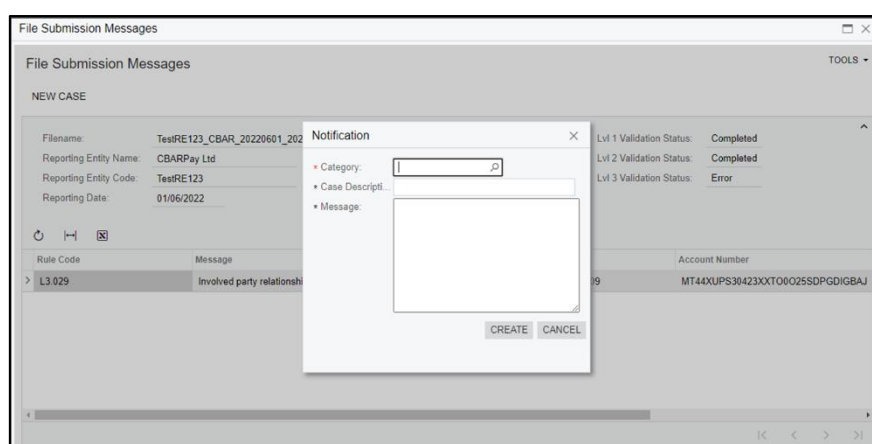
Reporting Entity Name: CBARPay Ltd Status: Error Lvl 2 Validation Status: Completed

Reporting Entity Code: TestRE123 Deletions: No Deletions Lvl 3 Validation Status: Error

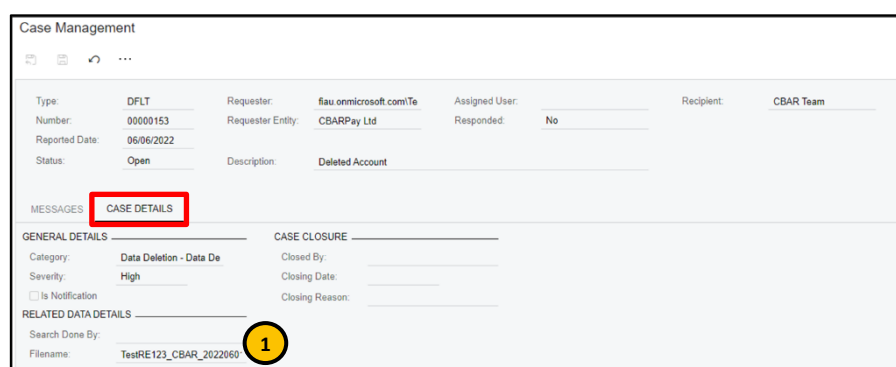
Reporting Date: 01/06/2022

Rule Code	Message	Account Number
> L3.029	Involved party relationship start date 2021-03-08 is before the account opening date 2021-03-09	MT44XUPS30423XOT0025SDPGDIGBAJ

3. In the '**Notification**' popup, populate the Category, Description and Message fields and then **Create** the Case.



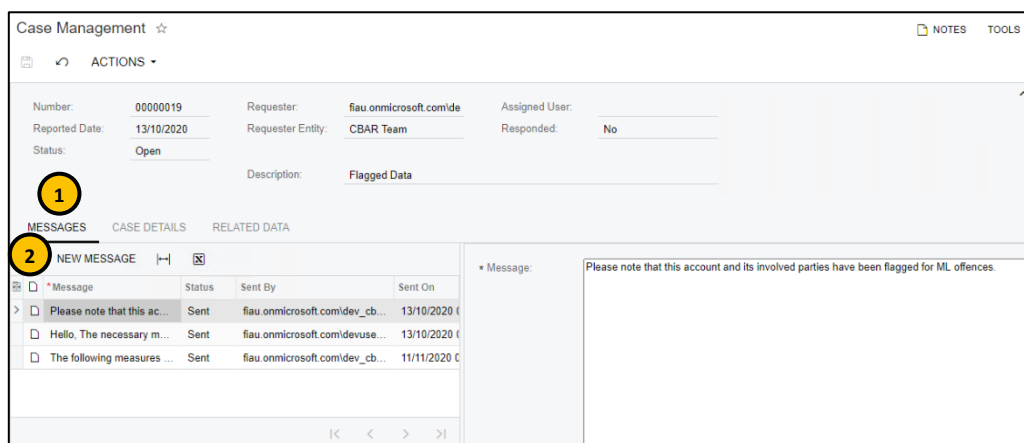
4. Once you access the newly created Case which is linked to a submission as indicated in section [5.3 Creating a new Case linked to a submission](#), in the screen of the Case, the filename will be included in the 'Case Details' ([1] below)



5.4. Sending messages on Existing Cases

To enter a new message to an existing open case:

1. Open a case which is not marked as closed
2. Under the '**MESSAGES**' ([1] below) tab, click the '**NEW MESSAGE**' button ([2] below)



Case Management ☆

NOTES TOOLS

ACTIONS

Number: 00000019 Requester: fiau.onmicrosoft.com/de Assigned User:
 Reported Date: 13/10/2020 Requester Entity: CBAR Team Responded: No
 Status: Open Description: Flagged Data

MESSAGES CASE DETAILS RELATED DATA

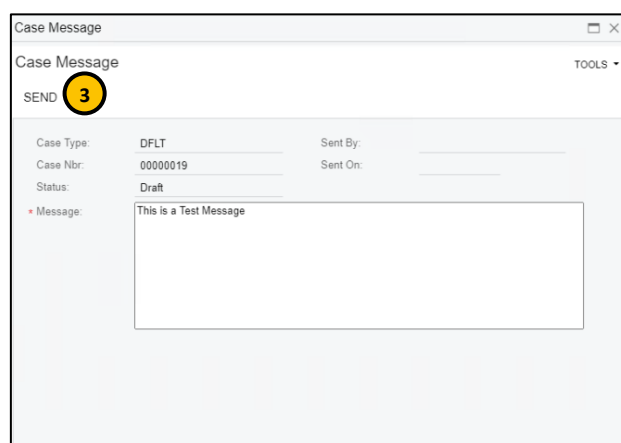
NEW MESSAGE

Message	Status	Sent By	Sent On
Please note that this ac...	Sent	fiau.onmicrosoft.com/dev_cb...	13/10/2020
Hello, The necessary m...	Sent	fiau.onmicrosoft.com/devuse...	13/10/2020
The following measures ...	Sent	fiau.onmicrosoft.com/dev_cb...	11/11/2020

Message: Please note that this account and its involved parties have been flagged for ML offences.

3. In the new smart-panel which opens, enter the following:

Message – The content of the message to be sent



Case Message

Case Message

TOOLS

SEND

Case Type: DFLT Sent By:
 Case Nbr: 00000019 Sent On:
 Status: Draft

Message: This is a Test Message

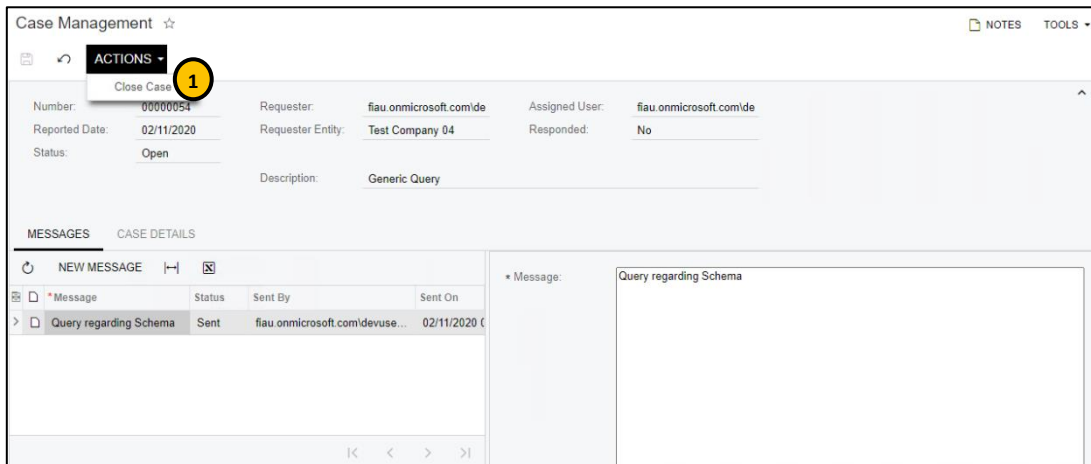
4. Press the 'SEND' button ([3] above) to generate message and send a notification to the recipient/s on the case.

5.5. Closing a Case

To close a case:

1. Open a case that was created by you or your entity which is already assigned to a member of the CBAR Team and is open

2. Click the '**ACTIONS**' button and select the '**Close Case**' option ([1] below)

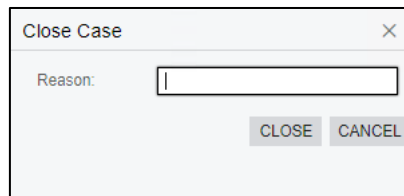


The screenshot shows the 'Case Management' interface. At the top, there is a header with 'Case Management' and a star icon. Below the header, there is a navigation bar with 'NOTES' and 'TOOLS'. The main content area is divided into two sections: 'ACTIONS' and 'CASE DETAILS'. The 'ACTIONS' section has a dropdown menu with 'Close Case' selected, indicated by a yellow circle with the number '1'. The 'CASE DETAILS' section contains fields for 'Number', 'Reported Date', 'Status', 'Requester', 'Requester Entity', 'Assigned User', 'Responded', and 'Description'. The 'MESSAGES' section is also visible, showing a table of messages and a 'NEW MESSAGE' button.

Number	Reported Date	Status	Requester	Requester Entity	Assigned User	Responded	Description
00000054	02/11/2020	Open	fiau.onmicrosoft.com/de	Test Company 04	fiau.onmicrosoft.com/de	No	Generic Query

Message	Status	Sent By	Sent On
Query regarding Schema	Sent	fiau.onmicrosoft.com/devuse...	02/11/2020

3. Enter a reason (free text) and click '**CLOSE**'



The screenshot shows a 'Close Case' dialog box. It has a title bar with 'Close Case' and a close button (X). Inside the dialog, there is a 'Reason:' label followed by a text input field. At the bottom right, there are two buttons: 'CLOSE' and 'CANCEL'.

Note: On closure, the case will become read-only unless it is re-opened by the CBAR Team.

6. Maintenance

The CBAR system has a maintenance section where you can modify your personal or your entity details, retrieve latest schema, deregister a user, and modify the email subscriptions.

6.1. Changing User Details

To change your user account's details:

1. Open the 'Reporting Entity Portal' screen
2. Click the '**ACTIONS**' menu ([1] below) > '**Change User Details**' ([2] below)

Reporting Entity Portal ☆

ACTIONS ▾

- Download Latest Schema
- Upload File
- Register User
- Deregister User
- Change User Details
- Change Entity Details

ENTITY DETAILS

Name: Test RE 01

Company Code: TSTRE01

API Username:

FILE SUBMISSIONS SCHEMAS USERS

3. Update the details for the respective fields as necessary in the available input boxes shown to you in the new window which opens.

User Details

SAVE & CLOSE

GENERAL DETAILS

Name: Paul

Surname: Borg

Date of Birth: 16/04/1970

ID Card: 78570M

Work Title: MLRO

CONTACT DETAILS

Email: devuser08@email.com

Phone: 21859422

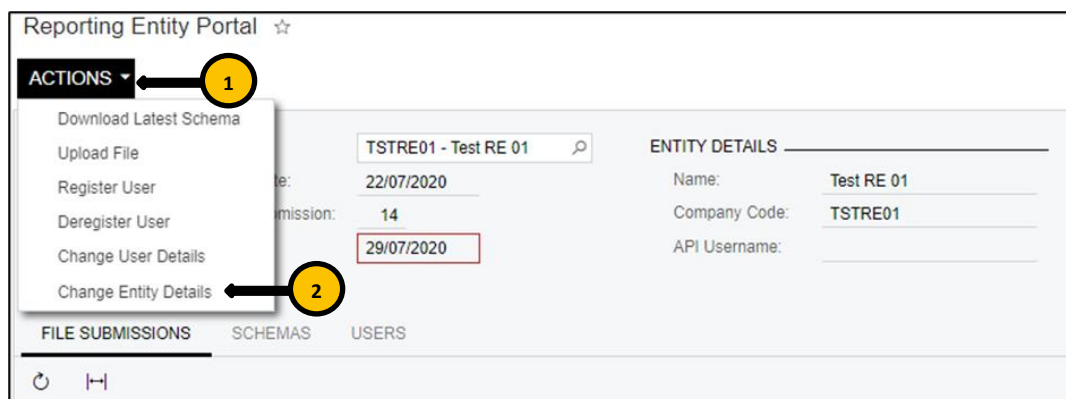
4. Click the '**SAVE & CLOSE**' ([3] above) button to update your details.

- The system should send you an email notification to notify you that your details were changed.

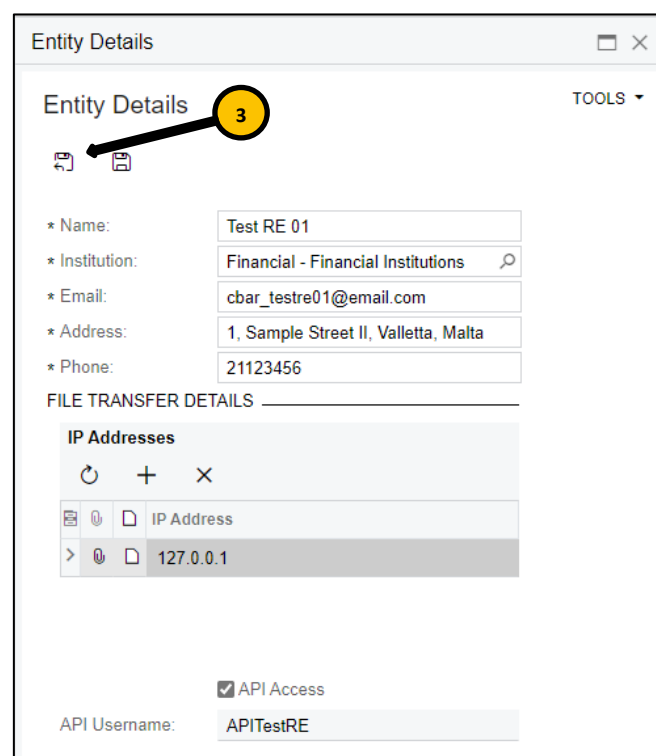
6.2. Changing Entity Details

To change your Entity's details:

- Open the 'Reporting Entity Portal' screen
- Click the '**ACTIONS**' menu ([1] below) > '**Change Entity Details**' ([2] below)



- Update the details for the respective fields as necessary in the available input boxes shown to you in the new window which opens.
- Click the '**SAVE & CLOSE**' ([3] below) button to update your entity's details.

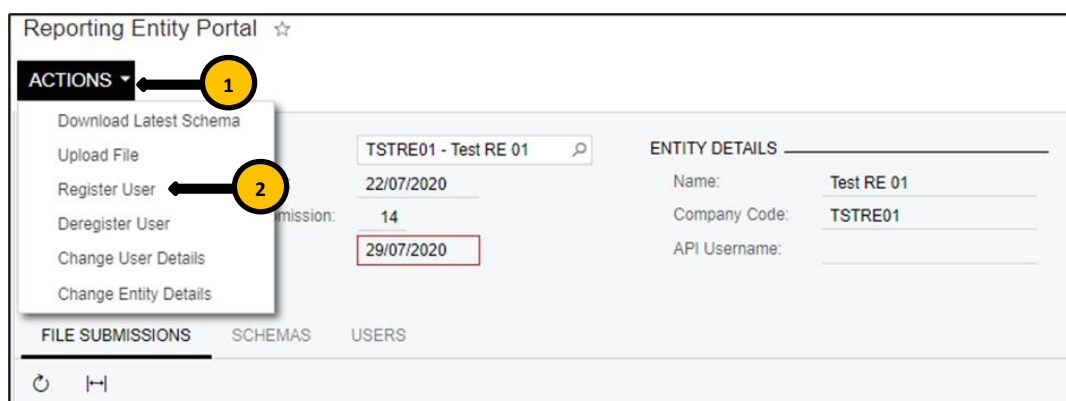


5. The system should send you an email notification to notify you that the details were changed

6.3. Registering a new User

To Register a new user to the CBAR system:

1. Open the 'Reporting Entity Portal' screen.
2. Click the '**ACTIONS**' menu ([1] below) > '**Register User**' ([2] below).



3. The Registration website will open in a browser window.
4. Complete the Registration process as required. For more detail, please refer to the 'CBAR Registration User Manual' document.

6.4. Deregistering a User

If a user in your entity should no longer have access to the CBAR system, you can deregister that user account as follows:

1. Open the 'Reporting Entity Portal' screen
2. Click the '**ACTIONS**' menu ([1] below) > '**Deregister User**' ([2] below)

Reporting Entity Portal ☆

ACTIONS ▾

- Download Latest Schema
- Upload File
- Register User
- Deregister User
- Change User Details
- Change Entity Details

ENTITY DETAILS

Name: Test RE 01

Company Code: TSTRE01

API Username:

FILE SUBMISSIONS SCHEMAS USERS

3. Enter the Email Address of the user to be deregistered (i.e. the contact email address of user, NOT the one which was given by the CBAR Team to gain access to the system) and Reason in the new window which opens.
4. Click the 'DEREGISTER' ([3] below) button to deregister the user.

Deregister User

* Email: devuser21@fiau.onmicrosoft.cor

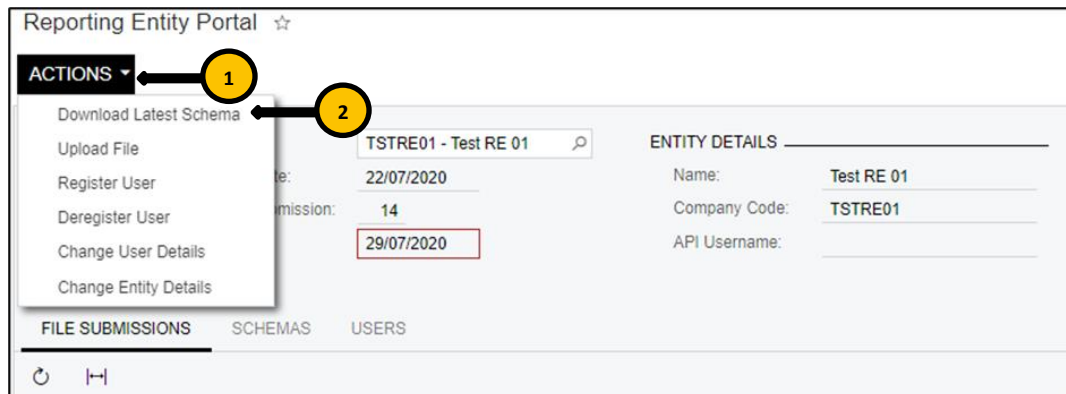
Reason: Sample Reason

DEREGISTER CANCEL

6.5. Retrieving Latest Schema

To retrieve the latest schema and other respective documentation:

1. Open the 'Reporting Entity Portal' screen
2. Click the '**ACTIONS**' menu ([1] below) > '**Download Latest Schema**' ([2] below)



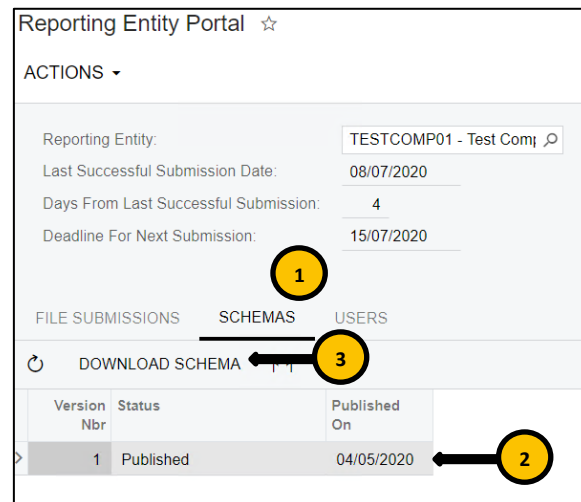
3. A copy of the latest schema (XSD format) file should be downloaded to your machine, together with any corresponding material.

6.6. Retrieving Previous Schema

To retrieve a copy of an old schema and other respective documentation:

1. Open the 'Reporting Entity Portal' screen

- Click the '**SCHEMAS**' tab ([1] below) > Select a Schema Version by clicking on the record ([2] below) > Press the '**DOWNLOAD SCHEMA**' ([3] below) button.

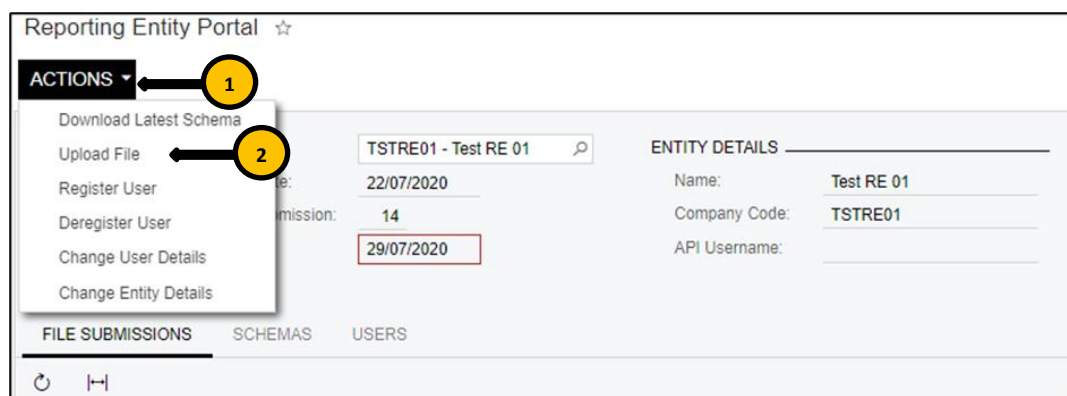


- A copy of the selected schema (XSD format) file should be downloaded to your machine, together with any corresponding material.

6.7. Uploading a new File

To upload a new XML file to the CBAR system:

- Open the 'Reporting Entity Portal' screen.
- Click the '**ACTIONS**' menu ([1] below) > '**Upload File**' ([2] below).



- The MFT (Managed File Transfer) website will open in a new browser window.

For more info on logging in and uploading a submission using the MFT method, kindly refer to Section [4.1 Submission via MFT \(Managed File Transfer\)](#).

6.8. Change Password

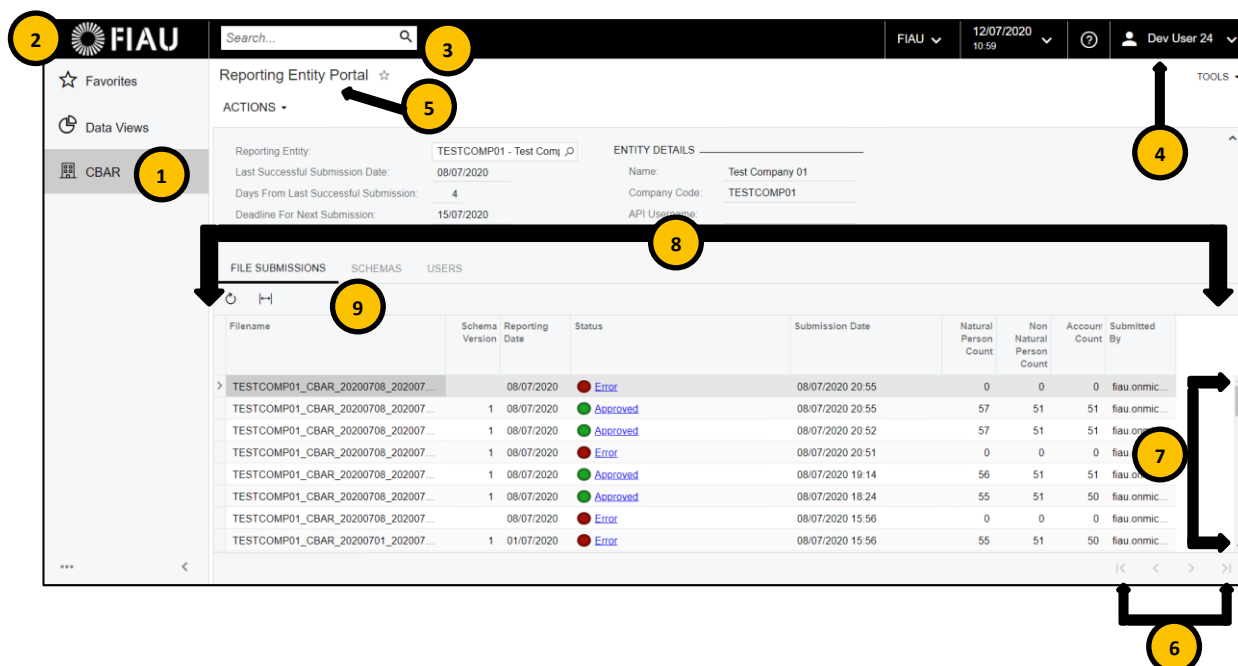
To change your password:

1. Kindly follow the steps as provided by Microsoft:
 - a. <https://docs.microsoft.com/en-us/azure/active-directory/user-help/active-directory-passwords-update-your-own-password#how-to-change-your-password>

7. The User Interface





7.1. User Interface Overview

The CBAR system user interface is divided into the sections as shown below.



- 1. Main Menu:** The main menu contains the links to your favourites and workspaces (menus with links to forms and reports). Pressing a selection, such as the CBAR workspace displays a list of forms/screens available to your user account associated with the workspace you select.
- 2. Home button:** Pressing the FIAU logo directs you to the default homepage of the CBAR system
- 3. Search box:** By using the Search box on the top pane of the CBAR System screen, you can search for a text string in menu items and form titles. Additionally, you can search for a form by its title and by its ID.
- 4. Info Area:** The upper-right corner of the top pane of the CBAR System contains the menus and buttons that you can use to sign out from the system and view the current date and time.
- 5. Form Title/Header and Content:** The Title of the form or screen you are viewing is shown at the top (5). You can add a screen to the list of favourites by clicking the ☆ icon. Furthermore, the content of a form is shown below the title, encapsulating other elements such as items 6 till 9.
- 6. Page Navigation:** Certain screens may have a limited number of rows shown at a time, and therefore when this is exceeded, they are paginated. You can navigate to different

pages by clicking the respective icons. When these icons are greyed out, this means that there is no page available to navigate to.

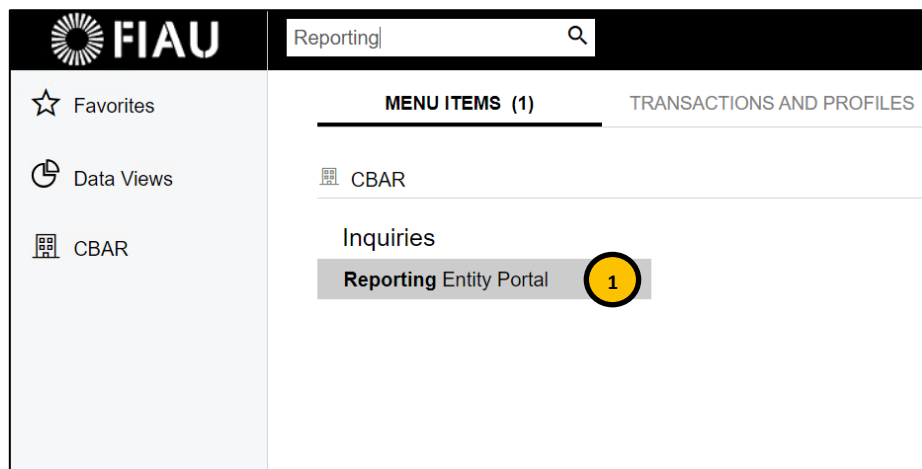
- a. Go to First Record 
 - b. Go to Previous Record 
 - c. Go to Next Record 
 - d. Go to Last Record 
7. **Scroll Wheel:** Press and Drag to show further content
 8. **Detail Area:** The area in the form showing details with column headers related to the header record
 9. **Tabs / Filters:** Clickable buttons/tabs which show further detail

7.2. Navigating to a screen

To navigate to a screen, you have the below options:

Option 1: Using the Search functionality

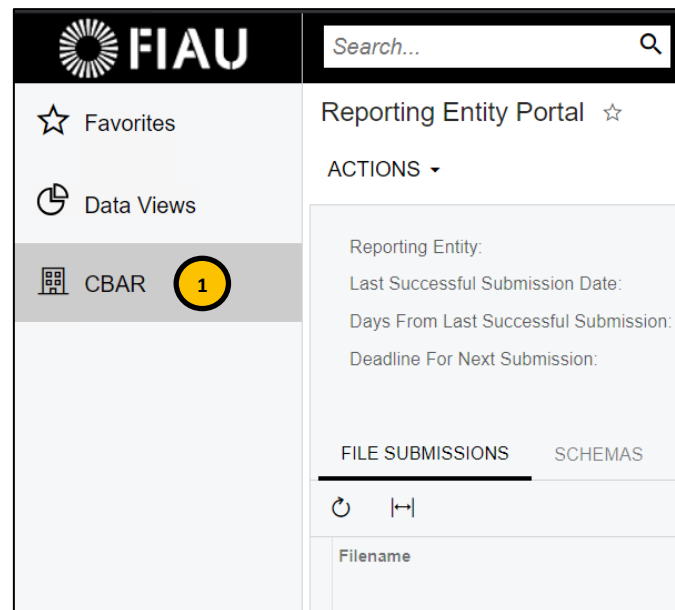
1. Enter part of or the full screen title in the Search Box.



2. Click the screen title you want to open ([1] above).

Option 2: Using the Main Menu

1. Click the Workspace (example 'CBAR') ([1] below)



2. Click the screen title you want to open ([2] or [3] below). Upon clicking a title, the system will load that screen.

