GCMS Report Templates — Field Guide

How to prepare transaction files for the goAML **File-Watcher** and the **GCMS Cloud SaaS** portal. You upload a CSV or Excel file; GCMS maps your columns to the Tanzania FIU **goAML XML** and submits it.

There are three report types — **CTR**, **EFT** and **STR** — each with its own template below. Column headers are **case-insensitive** and the File-Watcher recognises many common aliases (e.g. `amount`, `tran_amount`, `value` all map to the transaction amount), but using the exact headers in these templates is the safest.

Common fields (all report types)

Column	Required	Meaning	Format / example
`report_code`	✅	Report type	`CTR`, `EFT` or `STR`
`rentity_id`	✅	Your reporting-entity ID issued by the FIU	e.g. `50056`
`submission_code`	✅	Submission type	`E` (electronic)
`report_date`	✅	Date the report is prepared	`YYYY-MM-DD` (`2026-01-15`)
`currency_code_local`	✅	Local currency	`TZS`
`transactionnumber`	✅	Your unique transaction/journal reference	`TXN1001`
`date_transaction`	✅	When the transaction happened	`YYYY-MM-DDThh:mm:ss`
`transmode_code`	✅	How it was transacted	`CASH`, `WIRE`, `EFT`, `CHEQUE`
`amount_local`	✅	Amount in local currency, no thousands separators	`25000000`
`authorized_by`	⬜	Staff who authorised	`branchmgr`
`comments`	⬜	Free-text note	—

> Dates use ISO format. Amounts are plain numbers (no commas, no currency symbol). Leave a cell blank when a field does not apply (e.g. a company has no `first_name` / `last_name`).

CTR — Cash Transaction Report

For cash transactions at or above the reporting threshold. One row per transaction.

Column	Required	Meaning
`cust_no`	⬜	Customer number (for a person)
`acct_no`	✅	Account number involved
`account_currency`	⬜	Currency of the account
`first_name`, `last_name`	✅ for a person	Individual's names (leave blank for a company)
`entity_name`	✅ for a company	Company/organisation name (leave names blank)
`id_number`	⬜	National ID / passport / TIN
`phone`	⬜	Contact phone
`country`	⬜	ISO country code, e.g. `TZ`
`teller`	⬜	Teller who handled the cash

File: `CTR_template.csv`

EFT — Electronic Funds Transfer

For electronic/wire transfers between two parties. One row per transfer.

Column	Required	Meaning
`from_acct_no`	✅	Ordering (sender) account
`from_account_name`	✅	Sender name
`from_country`	⬜	Sender country code
`to_acct_no`	✅	Beneficiary account / IBAN
`beneficiary_name`	✅	Beneficiary name
`beneficiary_account`	⬜	Beneficiary account (if different)
`destination_bank_code`	⬜	Beneficiary bank code
`destination_country`	⬜	Beneficiary country code
`swift`	⬜	SWIFT/BIC of the counterparty bank
`purpose`	⬜	Stated purpose of the transfer

File: `EFT_template.csv`

STR — Suspicious Transaction Report

For transactions flagged as suspicious. Includes the grounds for suspicion.

Column	Required	Meaning
`cust_no`	⬜	Customer number (person)
`acct_no`	✅	Account involved
`first_name`, `last_name` / `entity_name`	✅	Person names **or** company name
`id_number`	⬜	National ID / passport / TIN
`phone`, `country`	⬜	Contact phone, country code
`reason`	✅	Short category, e.g. `Structuring`, `Unusual activity`
`grounds_for_suspicion`	✅	Full narrative explaining **why** it is suspicious
`action_taken`	⬜	What the bank did (held, monitored, closed…)

File: `STR_template.csv`

How to submit

Cloud SaaS portal — Dashboard → *Manual Report Submission* → drop your filled CSV/Excel. The portal validates it, converts to goAML XML and submits; failures appear with the reason in the **Failed Files Queue** (click **View** for details).

File-Watcher (on-premise) — drop the file into the watched incoming folder (`/opt/file_watcher/incoming`); it is processed automatically and the result shows on the dashboard.

Questions: **support@giotech.co.tz**