

Creating and Understanding Transactions

TXN-01 · Version 1.1

Every matter you provide a designated service on needs a **transaction** record — it's the starting point of your AML compliance trail, and the record an auditor or your Compliance Officer will reference. This guide covers finding your way around existing transactions, and creating a new one.

OPEN TO START <https://app.easyaml.com/transactions/new>

Finding your way around

- 1 Open the **Transactions** menu on the left, then click **List** to see every transaction recorded so far. This is where you come back to check outstanding CDD, risk ratings, and items flagged for follow-up.

The screenshot shows the easyAML interface for the 'All Transactions' page. On the left is a dark sidebar with a menu including Tasks, Transactions, List, Add New Transaction, Entities, Insights, Training, Compliance, Reporting, Apps, and Account Settings. The main area has a header with 'All Transactions', a search bar, and various filters (Status, Risk, My Transactions, Business Groups, Labels, Groups, Outsourced Only, etc.). Below the filters is a table of transactions.

Transaction Reference	Custom Reference	Expected Completion Date	Created	Last Updated	Lead Entity	Amount	Status	Outsourcing	Label
TX-1782025081127	Test reference	28/08/2026	21/06/2026	21/06/2026	Rachel test	780,000.00 AUD	Pending	-	
TX-1781767432348		18/07/2026	18/06/2026	19/06/2026	Purchase LAST NAME	2,000,000.00 AUD	Complete	-	
TX-1781764610233	matter number	18/07/2026	18/06/2026	18/06/2026	Cristiano Ronaldo	800,000.00 AUD	Pending	-	
TX-1781760191442	Matter Number	18/07/2026	18/06/2026	18/06/2026	Kylie Minogue	2,800,000.00 AUD	Pending	-	
TX-1781745579813		18/07/2026	18/06/2026	18/06/2026	Kylie Minogue	100.00 AUD	Pending	-	
TX-1781741897206		18/07/2026	18/06/2026	18/06/2026	CG ADMIN PTY LTD	2,000,000.00 AUD	Pending	-	
TX-1781679332275		17/07/2026	17/06/2026	17/06/2026		1,000,000.00 AUD	Pending	-	
TX-1781676045162		17/07/2026	17/06/2026	17/06/2026		1,000,000.00 AUD	Pending	-	
TX-1781674918211		17/07/2026	17/06/2026	17/06/2026	No lead entity selected	5,000,000.00 AUD	Pending	-	
TX-1781673598430		17/07/2026	17/06/2026	17/06/2026	John Hanna	Not specified	Pending	-	
TX-1781659343904	123456	17/07/2026	17/06/2026	17/06/2026	Rame Shuker	Not specified	Pending	-	

- 2 Click any transaction for a snapshot — its current risk rating, the parties involved, and where it sits in the AML process. Anything needing attention surfaces here. Select **View Full Transaction Details** to open the full record.
- 3 Inside the transaction you'll find the risk rating, transaction type, and all associated individuals and entities — each party showing its KYC and screening status at a glance. The overall risk rating is calculated from two things: the risk profile of the parties involved, and the nature of the transaction itself. If a party screens as high risk, that flows through to the transaction.

Home / Transactions / TX-1781565954736

TX-1781565954736

PTY LTD

4 of 7 tasks

Created 16/06/2026 Last Updated 21/06/2026 Expected Completion Date 15/07/2026 Risk ●●●●● Medium [Edit details](#) [Export PDF](#)

[+ Add Label](#) [+ Add to group](#)

Risk ●●●●● Medium

Status Pending

Type Merger or acquisition (simple structure)

Custom Reference Not specified

Value AUD

Source Not specified

Total entities 2

Individuals 1

Businesses 1

Trusts 0

Partnerships 0

SMSFs 0

[Change Lead Entity](#) [Edit Details](#)

[Individuals and Legal Entities](#) [Notes \(1\)](#) [Attachments \(0\)](#) [Audit Log \(3\)](#) [Risk](#)

Individuals

Full Name	Role in Transaction	Country	KYC Status	Screening	Result	Labels	Risk	Updated	Actions
Farias	Client	-	Review required	Clear	Pending		Low	21/06/2026	Change Role Remove

Legal Entities

Legal Entity Name	Type	Role in Transaction	Registration Number	Country	KYB	Screening	Result	Labels	Risk	Updated	Actions
	Company	Client	75 000 644 888	Australia	Unwrapped	Clear	Clear		Not Determined	19/06/2026	Change Role Remove Initiate KYB

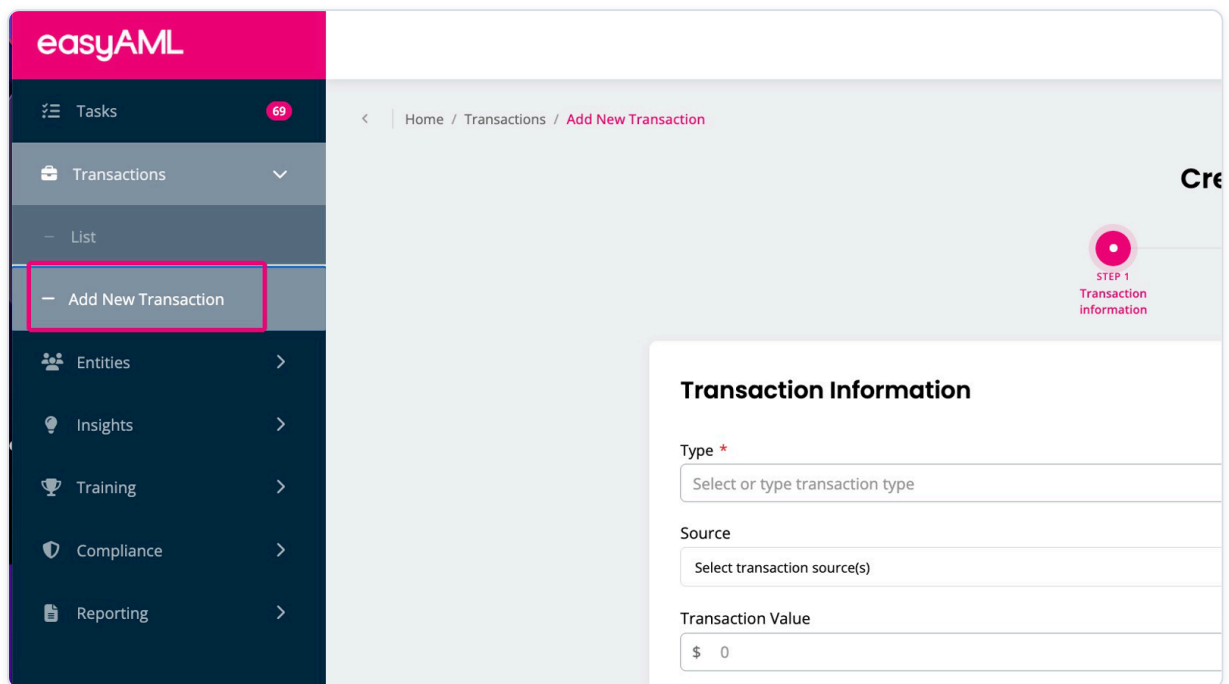
Creating a transaction

Create the transaction before you provide the designated service. Under the AML/CTF Act, your CDD obligations attach when the service begins — not at settlement or completion. Creating the transaction first starts that compliance clock correctly.

easyAML — Creating and Understanding Transactions

TXN-01 · v1.1

- 1 Click **Create New** under Transactions in the side menu — or **Add New Transaction** from the list page. Both open the same three-step flow.



- 2 Step 1 — Transaction Information.** Capture the core details: transaction type, source, value, property details, and relevant dates. The transaction type matters — it shapes how the platform calculates risk and which CDD steps are required downstream. Nothing is locked in; you can edit before sign-off. Click **Next**.

Create New Transaction

STEP 1
Transaction
information

STEP 2
Transaction entities

STEP 3
Transaction details

Transaction Information

Type *

Buying residential property (standard domestic buyer)

Source

Bank loan / mortgage (Australian ADI)

Currency

AUD - Australian Dollar

Purchase Price

\$ 950,000

Settlement Date (expected)

25/05/2026

Custom Reference

Optional custom reference for this transaction

Transaction Description

Buying first home

Cancel

Next

- 3 Step 2 — Transaction Entities.** Associate all parties — buyers, sellers, individuals, companies, trusts. Search your existing records and select each party directly. If they've been through KYC or KYB before and are within the two-year validity window, their verified profile and screening results carry across — no double-handling.

The screenshot shows the 'Create New Transaction' workflow. At the top, a progress bar indicates three steps: Step 1 (Transaction information, completed), Step 2 (Transaction entities, active), and Step 3 (Transaction details). Below the progress bar, the 'Transaction Entities' section is displayed. It features two tabs: 'Individuals (0)' and 'Legal Entities (0)'. The 'Individuals (0)' tab is selected. On the right side of this tab, there is a pink button labeled '+ Add New Individual'. Below the tabs, there is a search input field containing the text 'erol'. To the right of the search field is a pink button labeled '+ Create'. Below the search field, a list titled 'YOUR INDIVIDUALS' is shown. The first entry in the list is 'Erol Amca' with 'Australia' listed below it. The interface is clean and modern, with a light gray background and pink accents.

- 4** If a party isn't in your records yet, add them first (*see the Adding Individuals and Adding a Legal Entity guides*), then come back and tag them here. Click **Next**.

- 5 Step 3 — Transaction Details.** Complete any remaining details specific to the transaction type — this screen varies with what you're processing. Click **Create Transaction**.

The screenshot shows the 'Create New Transaction' interface. At the top, a progress bar indicates three steps: STEP 1 Transaction information, STEP 2 Transaction entities, and STEP 3 Transaction details (which is the current step). The main form is titled 'Transaction Details' and contains the following fields: 'Property Address' with a search bar containing 'test address' and a hint 'Start typing to search for the complete address'; 'Contract Date' with a date picker set to '29/03/2026'; 'Intended Use' with a dropdown menu set to 'To live'; 'Proceeds Destination' with a text field containing 'xxxx'; and 'Additional Notes' with a text area containing 'xxxxxx'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Create Transaction'. In the top right corner, there is a notification badge that says '11 overdue tasks'. On the right side of the form, there is a vertical button labeled 'Want Help?'.

What happens under the hood

Each time you create a transaction, the platform runs screening across all parties, calculates a risk rating against your firm's Risk Assessment baseline, queues outstanding CDD, and flags high-risk matters for Enhanced CDD (source of funds and source of wealth). Everything is logged to the audit trail — the full transaction record is your single source of evidence.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/how-to-create-a-transaction>
- **Video walkthrough:**
https://scribeshow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/CreatingUnderstanding_Transactions_in_easyAML_XtT7IBPUS-mePh-HKEjIGg