

Creating and Submitting an SMR, UAR or TTR

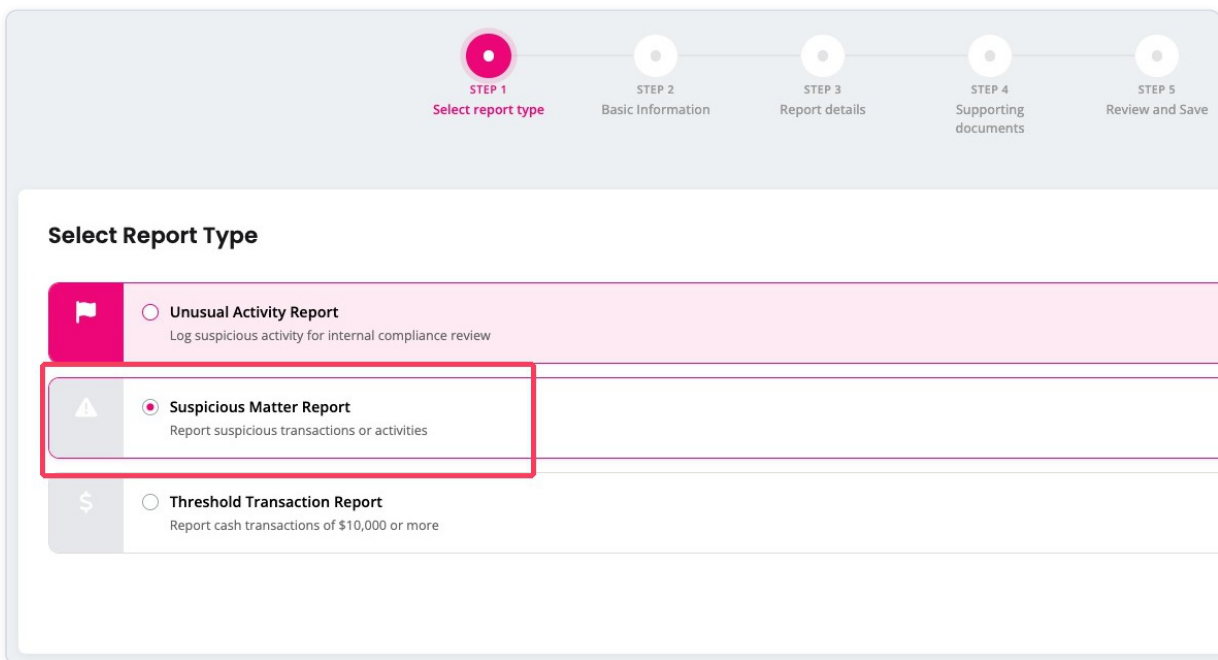
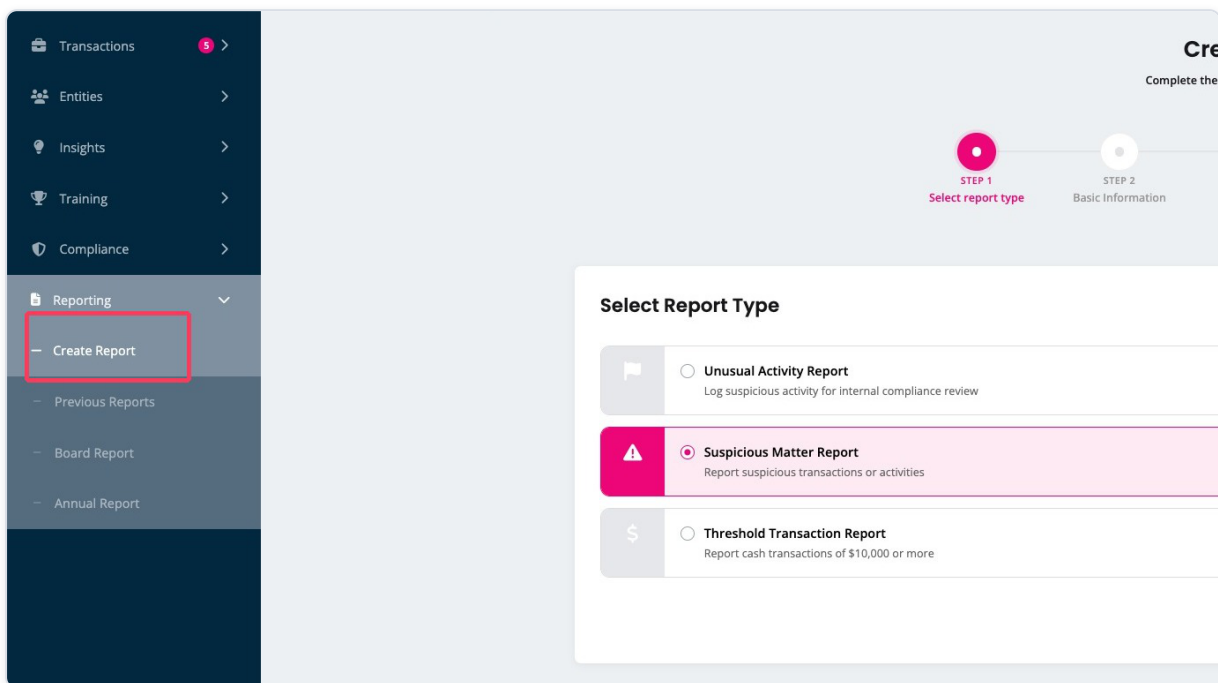
REP-01 · Version 1.1

easyAML prepares your AUSTRAC reports — **Suspicious Matter Reports (SMR)**, **Unusual Activity Reports (UAR)** and **Threshold Transaction Reports (TTR)** — and then guides you through lodging them. SMRs and TTRs must be submitted to AUSTRAC; the platform's “digital twin” matches AUSTRAC Online page-for-page so the lodgement is a copy-across exercise.

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

Prepare the report

- 1 Click **Create Report** in the Reporting sidebar and choose the report type — UAR, SMR or TTR. (This walkthrough shows an SMR; each type follows the same pattern.)



- 2 Many sections auto-populate from your account and records. Work through each section, accurately completing what's missing, and click **Next** to move on.

- 3** Select the **transaction the matter relates to**, review the linked transaction, and proceed to Report details.

Report details

Linked transaction

Amount (AUD)

500,000.00 AUD

Date

15/01/2026

Type

Not specified

Conducted by

Sarah Mitchell (Compliance Officer)

Terrorism financing

☐ This matter is suspected to be related to terrorism financing (1-day AUSTRAC submission deadline)

Suspicious activity summary

Describe what occurred, who was involved, and how the activity was detected.

Provide a concise overview that helps your AUSTRAC reviewer understand the context immediately.

Reason for suspicion

Explain why the activity appears suspicious or unusual.

Key individuals or entities

Primary individual or entity

No lead entity selected

Relationship to your organisation

- 4** Complete the substance of the report: the **suspicious activity summary**, the **reason for suspicion**, the **relationship to your organisation** (generally Customer), and one or more **risk indicators observed**.

Sarah Mitchell (Compliance Officer)

Terrorism financing

☐ This matter is suspected to be related to terrorism financing (1-day AUSTRAC submission deadline)

Suspicious activity summary

The client was asking a lot of questions about who would receive information.

Provide a concise overview that helps your AUSTRAC reviewer understand the context immediately.

Reason for suspicion

The level of questions and knowledge about AML was odd and suspicious

Key individuals or entities

Primary individual or entity

No lead entity selected

Relationship to your organisation

Select relationship

Customer

Director

Beneficial owner

Intermediary

Other

Risk indicators observed

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- 5 Attach any **supporting documentation** — emails, CRM notes, bank statements, or anything else relating to the matter.

Create Report
Complete the form below to create a report

STEP 1 Select report type STEP 2 Basic Information STEP 3 Report details **STEP 4 Supporting documents** STEP 5 Review and Save

Supporting Documents

Supporting Documentation

Drag and drop or click to select files
Accepted types: PDF, Images, DOC/DOCX

Additional Notes

Pre-filled from transaction efs-tx-13.
Risk Level: high
Status: Needs Review
Source: Not specified

Back Next

- 6 Do a final review and click **Create SMR in easyAML** — or **Save as Draft** to amend later.

Moment of awareness 15/01/2026 06:00

ort

ample Financial Services
7654321
o@example.com

Report details

500,000.00 AUD
25/06/2026
Not specified

on

rovided in this report is accurate and complete to the best of my knowledge.
port in easyAML only, and the report still needs to be lodged in AUSTRAC Online.
report on behalf of the reporting entity.

Save as Draft **Create SMR in easyAML**

Lodge with AUSTRAC (the digital twin)

- 1 The AUSTRAC submission page mirrors AUSTRAC Online page-for-page. Click **Open AUSTRAC Online** and log in.

Suspicious Matter Report AUSTRAC submission

Report SMR-2026-ae573a85ad92

[View Report](#) [Open AUSTRAC Online](#)

EASYAML STATUS: Needs AUSTRAC submission

DEADLINE: 20 Jan, 2026, 14:00 (3 business days from awareness)

1 Start AUSTRAC SMR

2 Reporting Entity

3 Matter Details

4 Transaction Details

5 Record Receipt

AUSTRAC STEP 1

Start AUSTRAC SMR

[Previous](#) [Next](#)

AUSTRAC ONLINE > REPORTS > SUSPICIOUS MATTER REPORT

Report type

Suspicious Matter Report (SMR)

YOUR WORKING NOTES

EasyAML reference

SMR-2026-ae573a85ad92

LODGE MENT TIMING

Submission deadline

20 Jan, 2026, 14:00
3 business days from awareness

Record AUSTRAC submission

After lodging in AUSTRAC Online, add the receipt details here to close the loop.

[Open](#)

AUSTRAC receipt number

Receipt PDF

- 2 Follow the marked steps on the left (an SMR has five) — copy each section's information into the matching AUSTRAC section, ticking off as you go.

- 3 Once lodged, open the **Record Receipt** tab, enter the **AUSTRAC receipt number**, then click **Mark as submitted in easyAML** — logging that you've completed the obligation, with the receipt stored on the record.

Suspicious Matter Report AUSTRAC submission View Report Open AUSTRAC Online

Report SMR-2026-ae573a85ad92

EASYAML STATUS: Needs AUSTRAC submission DEADLINE: 20 Jan, 2026, 14:00 (3 business days from awareness)

1 Start AUSTRAC SMR 2 Reporting Entity 3 Matter Details 4 Transaction Details 5 Record Receipt

AUSTRAC STEP 5 Record Receipt Previous Next

RECEIPT AFTER LODGEMENT AUSTRAC receipt number Add after lodging in AUSTRAC Online

RECEIPT AFTER LODGEMENT Receipt PDF Optional

Record AUSTRAC submission Open

After lodging in AUSTRAC Online, add the receipt details here to close the loop.

AUSTRAC receipt number: 5467465484 Receipt PDF: Choose file No file chosen

Mark as submitted in easyAML

Tipping-off: never disclose to the customer (or anyone outside those who need to know) that an SMR has been made or is being considered. Keep report preparation restricted to authorised staff.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/creating-and-submitting-a-smr-uar-or-ttr-report>
- **Video walkthrough:** https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Creating_and_submitting_a_SMR_UAR_or_TTR_report_7e101005