

**Check, please!**



# SRM USER GUIDE

MANDATORY BILLING IN THE RESTAURANT SECTOR



Québec 

## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>4</b>
1.1    WHO THIS GUIDE IS FOR .....	4
1.2    CONTENTS.....	4
1.3    DEFINITIONS .....	5
<b>2. SRM AND DISPLAY STATION FEATURES .....</b>	<b>8</b>
2.1    THE SRM .....	8
2.2    THE DISPLAY STATION.....	9
2.3    STARTING AND ENDING A SESSION .....	10
2.4    SHUTTING DOWN THE SRM.....	11
<b>3. CONFIGURING THE SRM.....</b>	<b>12</b>
3.1    SRM PASSWORD .....	12
3.2    ADJUSTING THE DISPLAY STATION .....	13
3.3    CONFIGURING SERIAL PORTS.....	14
3.4    CHOOSING A TYPE OF PRINTER .....	16
3.5    ADJUSTING THE TIME ON THE SRM.....	19
3.6    INSTALLATION MODE .....	20
3.7    CHANGING PRODUCTION FREQUENCY FOR THE SOMMAIRE PÉRIODIQUE DES VENTES (SPV)...	20
3.8    CHANGING MAXIMUM PRINTING VOLUME SETTINGS .....	21
3.9    VIEW THE TCP-IP CONFIGURATION .....	23
3.10   THE DIAGNOSTIC MENU .....	24
<b>4. STATUS AND CONDITION OF THE SRM.....</b>	<b>27</b>
4.1    DEACTIVATING THE SRM .....	28
4.2    REACTIVATING THE MEV .....	29
4.3    REINITIALIZING THE SRM .....	31
<b>5. CONTROLLING ACCESS TO THE SRM .....</b>	<b>33</b>
5.1    TERMINOLOGY USED .....	33
5.2    PREDEFINED ROLES IN THE SRM.....	36
5.3    REGISTERING ROLES.....	37
5.4    PREDEFINED USER CODES IN THE SRM.....	41
5.5    REGISTERING USERS.....	42
5.6    CHOOSING AN AUTHENTICATION MODE.....	49
<b>6. PRESENTING THE BILL .....</b>	<b>51</b>
<b>7. REPORTS .....</b>	<b>53</b>
7.1    PRODUCING A REPORT .....	53
7.2    TYPES OF REPORTS .....	56
<b>8. SENDING THE “SOMMAIRE PÉRIODIQUE DES VENTES” REPORT .....</b>	<b>76</b>
8.1    THE PAPER REPORT .....	76
8.2    THE ELECTRONIC REPORT.....	77
<b>9. EXTRACTING DATA FROM THE SRM.....</b>	<b>79</b>
9.1    COMPLETE OR BACKUP COPY OF DATA .....	80
9.2    PARTIAL COPY OF DATA .....	81
9.3    FREEING UP DISK SPACE .....	82
<b>10. ERROR AND INFORMATION MESSAGES.....</b>	<b>84</b>

10.1	PRESENTATION OF THE BULLETIN BOARD .....	84
10.2	MESSAGES RELATED TO AUTHENTICATION AND ACCESS .....	86
10.3	MESSAGES RELATED TO PRODUCING REPORTS, PARAMETERS AND THE CONFIGURATION OF THE SRM .....	87
10.4	MESSAGES RELATED TO COPYING DATA .....	89
10.5	OTHER MESSAGES .....	92
<b>11.</b>	<b>MENU DIAGRAM FOR THE SRM .....</b>	<b>93</b>
<b>12.</b>	<b>APPENDICES.....</b>	<b>94</b>
12.1	APPENDIX 1 .....	95
12.2	APPENDIX 2 .....	96
12.3	APPENDIX 3 .....	99

## 1. INTRODUCTION

If you are a restaurant operator who is also a QST registrant, you must produce a bill and submit it to the customer whenever you sell a meal (food or drink). This bill must be prepared using a sales recording module (SRM).

The SRM is a microcomputer designed to be connected to a cash register or point-of-sale system. It receives data concerning the various transactions carried out, such as sales and tax data.

The SRM records this transaction information in a secure memory. Once data transmission has begun, the device sends the necessary information to a printer so that a bill with a bar code and information on the restaurant can be printed.

The SRM is used to produce reports such as the Sommaire périodique des ventes (SPV), or “periodic sales summary” report. This report contains information on sales and transactions carried out over a given period. This information is described in a subsequent section of this guide.

Refer to the document titled *Information for Restaurateurs* (IN-575-V) to learn about the changes resulting from the new tax measures contained in the *Act respecting the Québec Sales Tax*.

### 1.1 WHO THIS GUIDE IS FOR

This guide is for all restaurant operators or employees who use an SRM in the course of their duties. It can also be used as a reference manual for SRM installers.

### 1.2 CONTENTS

This guide introduces the sales recording module and its peripherals. It also explains how to configure the SRM, manage access, print reports, make backups and extract data from the system. SRM reports and their contents are also presented, as well as error messages and their meanings.

## 1.3 DEFINITIONS

### **ActiMEV**

Software that assists installers with various SRM configuration operations, such as activating the module and personalizing the restaurant's address.

### **Bill**

A note that presents the breakdown of all food and drink consumed by a customer in a restaurant and the total of his or her expenditures.

### **Display station**

A device with a keyboard and a screen that allows users to send information to or receive it from the SRM.

### **Invoice**

A generic term which, under relevant legislation, refers to both the bill and the receipt.

### **Prescribed document**

Document imposed by law and printed by the receipt printer (RP).

Bills given to customers are prescribed documents. For that reason, they must contain certain mandatory information and a footer that includes distinctive content, namely a bar code and other information produced by the SRM.

### **Receipt**

Proof of payment issued to the customer.

### **Receipt printer (RP)**

A peripheral device connected to the SRM for printing receipts and all other documents produced by the sales recording system (SRS).

## **Reference number**

A bill number that connects a modified bill with the original bill.

## **Sales recording module (SRM)**

A microcomputer connected to an SRS for receiving commercial transaction data (such as data on bills, receipts and credit notes), extracting transaction data (such as total sales and applicable taxes) and storing it in a secure memory.

## **Sales recording system (SRS)**

A computer system used to manage and record sales and produce bills.

**Note:** This term refers to cash registers, point-of-sale systems and any other system with the same functions. The term "sales recording system" and the abbreviation "SRS" are used to designate any of these systems.

## **Sommaire périodique des ventes (SPV) (periodic sales summary)**

A report containing summary information on transactions recorded in the SRM, particularly the total sales and taxes for a given period. Refer to the document titled *Information for Restaurateurs* (IN-575-V) for more information.

## **Support centre**

The name given in this guide to Revenu Québec's Centre d'assistance aux services à la clientèle.

## **Transaction**

A recording performed by an SRS that produces a bill.

To contact the support centre, dial **1 866 423-3234**.

Telephone service business hours:

Monday, Tuesday, Thursday and Friday: 8 a.m. to 6 p.m.  
Wednesday: 10 a.m. to 6 p.m.

Please note that this service is not available on Québec statutory holidays.

## 2. SRM AND DISPLAY STATION FEATURES

### 2.1 THE SRM

The SRM is a mini-PC, model AEC-6822, manufactured by AAEON and secured by IBM Canada by means of a seal featuring a unique number and an image identifying Revenu Québec.

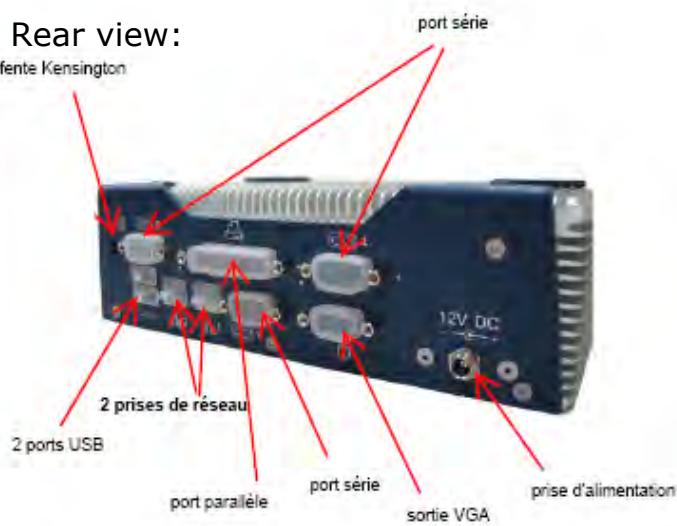
It comes in a grey and blue aluminum case weighing a bit more than 2 kg (4.75 lb). Every SRM has a seal. The seal is used to detect attempted intrusions and consequently must not be broken.

The images below do not show the seal and may differ from the actual model.

Front view:



Rear view:



SRM dimensions:

212 mm (L) x 64 mm (H) x 112 mm (D) (8.35" x 2.52" x 4.41")

French	English
Ports série	Serial ports
2 ports USB	2 USB ports
Commutateur d'alimentation	On/off switch
Port série	Serial port
Fente Kensington	Kensington security slot
2 prises de réseau	2 network jacks
2 ports USB	2 USB ports
Port parallèle	Parallel port
Port série	Serial port
Sortie VGA	VGA port
Prise d'alimentation	Power supply input

## 2.2 THE DISPLAY STATION<sup>1</sup>



**The SRM's display station is made up of:**

- A screen featuring four lines of text, each of which can contain 20 characters;
- A keypad (6 keys).

**The keypad**

- Use the keys:
  - to move the cursor between menu choices on a vertical list;
  - to access letters (A to Z), numbers (0 to 9) and special characters.
- Use the keys:

<sup>1</sup> This peripheral device should be connected at all times so that you can see any error messages.

- to move the cursor left and right;
- to move the cursor between menu choices on a horizontal list.

- Use the  key:

- to select a menu item.

- Use the  key:

- to return to the previous menu;
  - to end your session when the main menu is displayed. The display station will go into standby.

## 2.3 STARTING AND ENDING A SESSION

### 2.3.1 Starting a session

To start a session, press any key on the display station to display the SRM authentication screen.

To enter characters such as your user code or password, press the  and  keys to scroll through the letters from A to Z, numbers from 0 to 9 and special characters until you reach the first character you want. Move on to the next character using the  key and repeat until your user code or password is completely entered. Then press the  key.

#### Procedure

- Enter or select your user code, depending on the authentication method chosen (see section 5.6).

- Select your user code from the horizontal list.

or

- Enter your user code by selecting its characters one by one.

OUVRIR UNE SESSION  
Sélectionnez le code  
d'utilisateur.  
♦EMPLOYE ►

OUVRIR UNE SESSION  
Entrez le code  
d'utilisateur.

- Enter your password by selecting its characters one by one.

OUVRIR UNE SESSION  
Entrez le mot de passe.

The menu for your access profile will be displayed.

### 2.3.2 Ending a session

To end a session, press the  key repeatedly until the display station displays "Fermer la session." After three seconds, the screen backlighting will turn off.

## 2.4 SHUTTING DOWN THE SRM

There are two ways to shut down the SRM. We recommend the first method, using the display station. In this way, you will be able to choose between restarting the SRM or shutting it down entirely.

### Procedure using the display station

- After ending a session, press the  key on the display station. Use the   keys to shut down (Arrêt) or restart (Redémarrez) the module, as you wish. Then press the  key.
- Press the  key again to confirm.

ARRÊT DU MEV  
Quelle option désirez-vous ?  
Arrêter ►

ARRÊT DU MEV  
Appuyer sur ← pour confirmer, ou sur X pour annuler.

### Procedure not using the display screen

- Press the on/off switch and release it immediately. The SRM is shut down when the indicator light is off.

## 3. CONFIGURING THE SRM

### 3.1 SRM PASSWORD

#### Changing your password

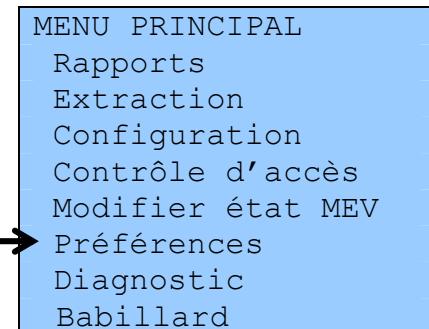
You can change your password only if you were authorized to do so during the setup of your access specifications (see section 5 for details).

To change your password, you must enter your old password to prove your identity and then enter your new password. To confirm the change, you will have to re-enter the new password.

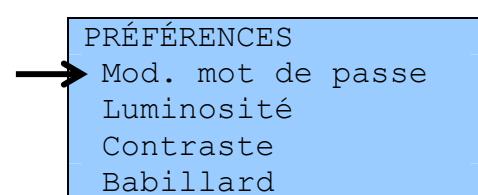
Because SRMs operate independently of one another, you will have to change your password on each SRM you use.

#### Procedure

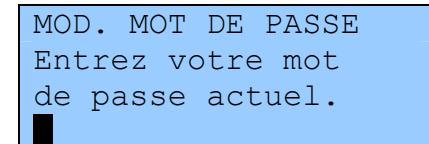
- In the **MENU PRINCIPAL**, select the **Préférences** option.



- From the **PRÉFÉRENCES** menu, select the **Mod. mot de passe** option.



- Enter your **old** password by selecting its characters one by one.



Press the or key to scroll through the letters from A to Z, numbers from 0 to 9 and special characters until you reach the first character you

want. Move on to the next character using the  key and repeat until your password is completely entered. Then press the  key.

- Enter your **new** password by selecting its characters one by one.

MOD. MOT DE PASSE  
Entrez le nouveau mot de passe.

- Enter your **new** password again to confirm.

MOD. MOT DE PASSE  
Confirmez le nouveau mot de passe.

- The following message tells you that the operation has been completed:

MOD. MOT DE PASSE  
Opération terminée

## 3.2 ADJUSTING THE DISPLAY STATION

Since ambient lighting changes throughout the day, the display station's contrast and brightness are set based on four six-hour shifts, beginning at midnight. When you adjust these settings, your changes apply only to the current shift. The settings you select for a given shift remain in effect until they are changed again.

### Adjusting the brightness

- From the **MENU PRINCIPAL**, select the **Préférences** option. Then:
  - select “Luminosité” from the vertical list;
  - select the brightness percentage from the horizontal list.

### Adjusting the contrast

- From the **MENU PRINCIPAL**, select the **Préférences** option. Then:
  - select “Contraste” from the vertical list;
  - select the contrast percentage from the horizontal list.

To ensure that the screen remains legible at all times, you cannot set the contrast below 30%.

### Adjusting the timeout interval

After a certain period of inactivity, an active session will automatically close. Follow the instructions below to adjust the timeout interval:

- From **MENU PRINCIPAL**, select the **Configuration** option. Then:
  - select “Délai d’inactivité” from the vertical list;
  - select the timeout interval from the horizontal list.

You have three seconds to stop the session from closing and the display station from being put on standby using the  key.

## 3.3 CONFIGURING SERIAL PORTS

Configuring serial ports enables communication between the SRM and peripherals like the sales recording system and invoice printer. The only property of the serial ports that can be modified via the SRM display station is transmission speed. The default speed is 9600 bauds, in accordance with industry standards. The installer will configure your serial ports when installing your SRM.

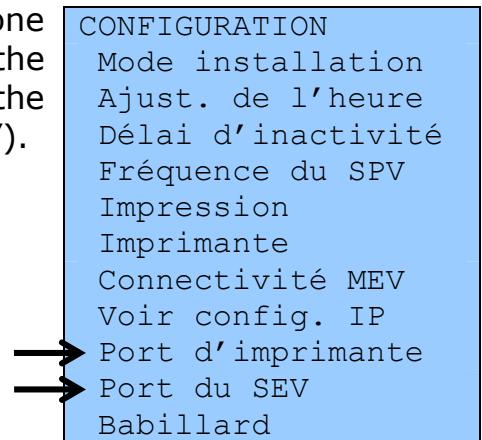
**Before changing the serial port transmission speed, check with your installer to avoid any communication problems between the SRM and its peripherals.**

To change the speed, proceed as follows:

- From the **MENU PRINCIPAL**, select the **Configuration** option.



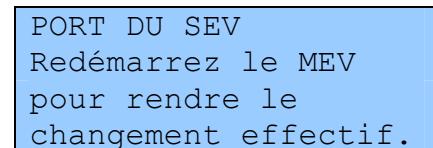
- In the **CONFIGURATION** menu, select one of the two serial ports to be configured: the printer port ("Port d'imprimante") or the sales recording system port ("Port du SEV").



- You can change the speed using the arrows on the display station. These arrows let you increase or decrease the speed.
- When the desired speed is displayed, select it and confirm your choice.



- The following message will advise you to restart the SRM:



### 3.4 CHOOSING A TYPE OF PRINTER

This operation involves configuring the type of printer used in the SRM. Just select the printer make and model from the predefined list. If you do not see your printer listed, contact your installer. Once you have selected a printer, you will not have to restart the SRM.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Configuration** option.
- 
- ```

graph LR
    A["MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard"] --> B["CONFIGURATION  
Mode installation  
Ajust. de l'heure  
Délai d'inactivité  
Fréquence du SPV  
Impression  
Imprimante  
Connectivité MEV  
Voir config. IP  
Port d'imprimante  
Port du SEV  
Babillard"]
    B --> C["MARQUE D' IMPRIMANTE  
Canon  
♦Epson  
Lexmark"]
    C --> D["MODÈLE D' IMPRIMANTE  
♦TM88  
TM82  
T90 SERIE1"]
  
```
- MENU PRINCIPAL

Rapports

Extraction

**Configuration**

Contrôle d'accès

Modifier état MEV

Préférences

Diagnostic

Babillard
- CONFIGURATION

Mode installation

Ajust. de l'heure

Délai d'inactivité

Fréquence du SPV

Impression

**Imprimante**

Connectivité MEV

Voir config. IP

Port d'imprimante

Port du SEV

Babillard
- MARQUE D' IMPRIMANTE

Canon

♦Epson

Lexmark
- MODÈLE D' IMPRIMANTE

♦TM88

TM82

T90 SERIE1

IMPRIMANTE  
Opération terminée

### Printing test

After you select a printer, a printing test lets you make sure it is working properly.

IMPRIMANTE  
Vous avez sélectionné une nouvelle imprimante. Vous pouvez effectuer un test d'impression à partir du menu Diagnostic.

- From the **MENU PRINCIPAL**, select the **Diagnostic** option.

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- In the **DIAGNOSTIC** menu, select the **Impr. page de test** option.

DIAGNOSTIC  
Vérif. des périph.  
♦ Impr. page de test  
Détail du journal  
Babillard

The test page lets you check that the printer handles special characters properly. On the next page you will find a sample print-out of a test page. If your printing test is not conclusive, contact your installer.

IMPR. PAGE DE TEST  
Opération terminée

## Printing test page

Page de test d'imprimante

Félicitations!

Si vous pouvez lire ces informations, votre Toshiba STA 10 est installée correctement.

Date et heure de soumission :  
2010-07-08 10:30:33

Liste des caractères accentués employés :

01 [À] A tréma  
02 [Ç] C cédille  
03 [È] È accent aigu  
04 [Ò] Ò tréma  
05 [Û] U tréma  
06 [à] a accent grave  
07 [â] a tréma  
08 [ç] c cédille  
09 [è] è accent grave  
10 [é] è accent aigu  
11 [â] è accent circonflexe  
12 [ê] e accent circonflexe  
13 [ë] e tréma  
14 [ï] i accent circonflexe  
15 [î] i tréma  
16 [ô] o accent circonflexe  
17 [ô] o tréma  
18 [û] u accent grave  
19 [ô] u accent circonflexe  
20 [û] u tréma

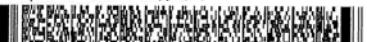
Voici les trois types d'alignements :

Gauche                      Centre                      Droite

Voici les instructions de mise en forme :

- Normal
- Gras
- Souligné
- **Double largeur Gras**
- **Double Gras Souligné**

Exemple de code à barres :



Exemple de pied de page prescrit :

=====  
TPS: -999999.99 \$ TVQ: -999999.99 \$  
**Total : -999999.99 \$**  
FACTURE REVISEE  
Remplace 1 facture déjà produite  
  
2010-07-08 10:30:36 MEV:10001004-1000009  
L'assiette Fiscale  
3800, rue De Marly  
Sainte-Foy  
00 + ; } → nc  
=====

Ceci est la fin de la page de test.

### 3.5 ADJUSTING THE TIME ON THE SRM

The SRM has an internal clock that operates at all times, even if the module is not powered up. The clock adjusts automatically for seasonal time changes.

The SRM's clock synchronizes automatically with the time shown by a recognized-time server on the Web when the SRM installation or update involves an Internet connection with ActiMEV.

However, since the SRM does not maintain any regular connections to the outside world (via the Internet, for example), its clock cannot adjust automatically at all times. By adjusting the time manually, you can synchronize the SRM's internal clock as needed and thereby maintain consistency between the SRS time and that shown by the SRM's internal clock.

**Please note that you cannot change the date.** This restriction ensures the historical consistency of the SRM's archived files.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Configuration** option.
  - |                      |
|----------------------|
| MENU PRINCIPAL       |
| Rapports             |
| Extraction           |
| <b>Configuration</b> |
| Contrôle d'accès     |
| Modifier état MEV    |
| Préférences          |
| Diagnostic           |
| Babillard            |
- From the **CONFIGURATION** menu, select the **Ajust. de l'heure** option.
  - |                          |
|--------------------------|
| CONFIGURATION            |
| Mode installation        |
| <b>Ajust. de l'heure</b> |
| Délai d'inactivité       |
| Fréquence du SPV         |
| Impression               |
| Imprimante               |
| Connectivité MEV         |
| Voir config. IP          |
| Port d'imprimante        |
| Port du SEV              |
| Babillard                |

- The SRM's current date and time are displayed. However, you can change the time only. The format used is HH:MM:SS (hour:minute:second).

AJUST. DE L'HEURE  
Entrez la nouvelle  
heure.  
2008-09-11 12:12:12

- Then press the  key. The following message confirms that the operation was carried out successfully:

AJUST. DE L'HEURE  
Opération terminée

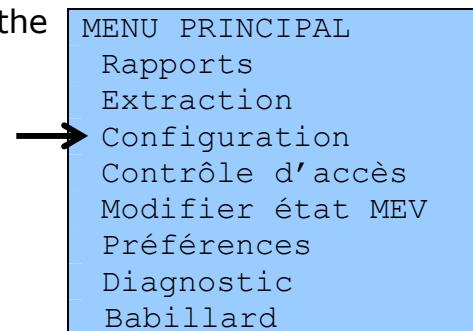
### 3.6 INSTALLATION MODE

This mode halts the operation of the sales recording and receipt printing feature and updates the SRM.

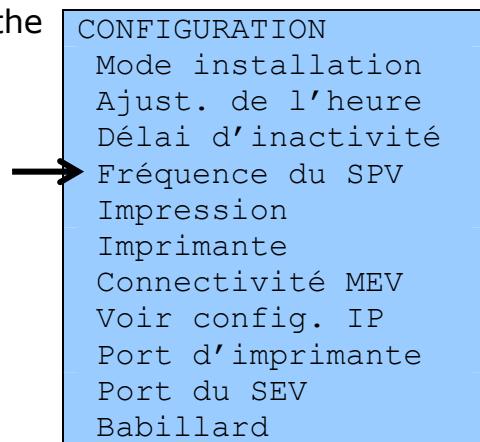
### 3.7 CHANGING PRODUCTION FREQUENCY FOR THE SOMMAIRE PÉRIODIQUE DES VENTES (SPV)

The production frequency for the Sommaire périodique des ventes (periodic sales summary) report is a setting entered in the SRM. By default, the frequency is monthly, according to law. You should never change this setting other than at Revenu Québec's request. If it does so request, proceed as follows:

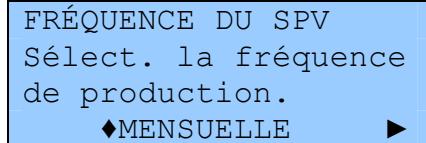
- From the **MENU PRINCIPAL**, select the **Configuration** option.



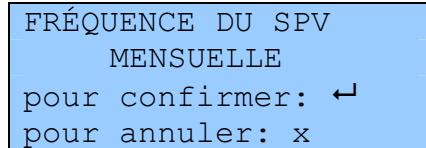
- In the **CONFIGURATION** menu, select the **Fréquence du SPV** option.



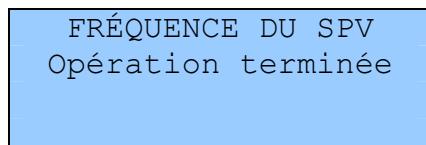
- Select the SPV production frequency in the horizontal list.



- Confirm or cancel your selection.



- The following message confirms that you have successfully changed the SPV production frequency:



## 3.8 CHANGING MAXIMUM PRINTING VOLUME SETTINGS

The detailed reports that you produce using the SRM can be very long. To limit their length, two settings let you set the maximum number of transactions to be printed.

The two reports for which you can set the maximum number of transactions to be printed are:

- the “Détail des ventes” (sales detail) report;
- the “Détail du journal des événements” (event log detail) report.

## Procedure

- From the **MENU PRINCIPAL**, select the **Configuration** option.
- 
- MENU PRINCIPAL  
 Rapports  
 Extraction  
**Configuration**  
 Contrôle d'accès  
 Modifier état MEV  
 Préférences  
 Diagnostic  
 Babillard
- 
- From the **CONFIGURATION** menu, select the **Impression** option.
- 
- CONFIGURATION  
 Mode installation  
 Ajust. de l'heure  
 Délai d'inaktivité  
 Fréquence du SPV  
**Impression**  
 Imprimante  
 Connectivité MEV  
 Voir config. IP  
 Port d'imprimante  
 Port du SEV  
 Babillard
- 
- Enter the maximum number of transactions for the “Détail des ventes” report and press the  key.
- IMPRESSION  
 Max. de trans. pour le Détail des ventes
- 
- Next, enter the maximum number of events for the “Détail du journal des événements” (event log detail) report and press the  key.
- IMPRESSION  
 Max. d'évèn. pour le Détail du journal
- 
- Check the changes you have made and press the  key to confirm or the  key to cancel.
- IMPRESSION  
 120 trans./50 évèn.  
 Pour confirmer: ↵  
 Pour annuler: x
- 
- The following message confirms that the operation was carried out successfully.

IMPRESSION  
Opération terminée

### 3.9 VIEW THE TCP-IP CONFIGURATION

To use the SRM on a network, the installer must have recorded the network address settings in the module. You can view these settings using the “Voir configuration IP” (view IP configuration) command.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Configuration** option.
- 
- ```

graph LR
    A["MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard"] --> B["CONFIGURATION  
Mode installation  
Ajust. de l'heure  
Délai d'inactivité  
Fréquence du SPV  
Impression  
Imprimante  
Connectivité MEV  
Voir config. IP  
Port d'imprimante  
Port du SEV  
Babillard"]
    B --> C["VOIR CONFIG. IP  
Sélectionnez la destination des données  
Terminal"]
    C --> D["VOIR CONFIG. IP  
AAA.AAA.AAA.AAA  
BBB.BBB.BBB.BBB  
CCC.CCC.CCC.CCC"]

```
- MENU PRINCIPAL**
- Rapports
  - Extraction
  - Configuration**
  - Contrôle d'accès
  - Modifier état MEV
  - Préférences
  - Diagnostic
  - Babillard
- CONFIGURATION**
- Mode installation
  - Ajust. de l'heure
  - Délai d'inactivité
  - Fréquence du SPV
  - Impression
  - Imprimante
  - Connectivité MEV
  - Voir config. IP**
  - Port d'imprimante
  - Port du SEV
  - Babillard
- VOIR CONFIG. IP**
- Sélectionnez la destination des données
- Terminal
- VOIR CONFIG. IP**
- AAA.AAA.AAA.AAA  
BBB.BBB.BBB.BBB  
CCC.CCC.CCC.CCC
- Select the data destination and press on the key.
  - If the desired destination is “Terminal,” you will see the following screen:

AAA.AAA.AAA.AAA is the sub-network mask.

BBB.BBB.BBB.BBB is the SRM's network address.

CCC.CCC.CCC.CCC are the addresses authorized to connect to the SRM. They are optional.

- Press  or  to finish.

VOIR CONFIG. IP  
Opération terminée

### 3.10 THE DIAGNOSTIC MENU

The Diagnostic menu options are used mainly by your installer when installing an SRM or making a service call.

This menu's features are used to diagnose various operational problems or check the status of communications between the SRM and its peripherals. More specifically, they allow users to:

- print a test page;
- print the “Détail du journal des événements” (event log detail) report;
- check peripheral device connections.

#### Printing a test page

A test page is usually printed after selecting a printer in the Configuration menu so that users can ensure that the printer is operating normally. For more information, refer to section 3.4.

#### Printing the “Détail du journal des événements” (event log detail) report

Printing the “Détail du journal des événements” (event log detail) report allows you to track the event history when the SRM experiences operating difficulties. For a description of the report, refer to section 7.2. For information on how to produce the report, follow the instructions in section 7.1.

#### Checking peripheral connections

You can use this function to check connections between the SRM and its peripherals, including:

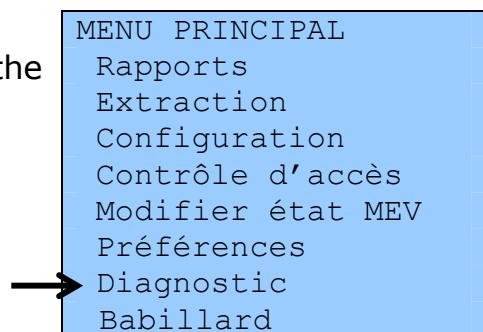
- the SRS;

- the invoice printer;
- the display station;
- the Revenu Québec inspector's handheld computer.

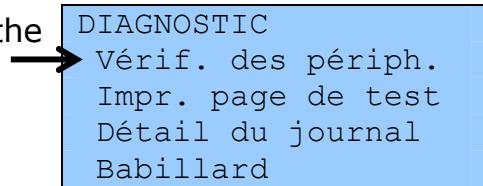
However, this feature only partly checks the proper functioning of the CPS unit, which is used by SRSs that communicate by means of the parallel port. In this case, the verification allows users only to ensure that the adapter is working, and not to see whether the printer and the SRS are properly connected.

### Procedure

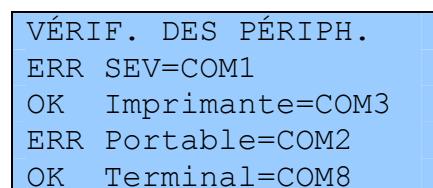
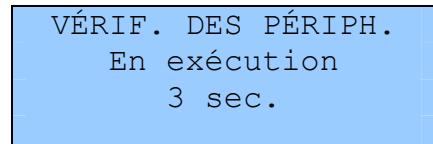
- From the **MENU PRINCIPAL**, select the **Diagnostic** option.



- From the **DIAGNOSTIC** menu, select the **Vérif. des périph.** option.



- The verification is launched.
- The results of the verification are displayed.



The status of the peripheral is displayed first, followed by the name of the device. The communication port is also displayed when it can be detected.

Possible statuses are:

- OK (operational);
- ERR (not operational).

The ERR (not operational) status may be displayed for the following reasons:

- The peripheral is connected but not turned on.
- The peripheral is not connected to the SRM.
- The peripheral is experiencing a problem or is defective.
- The printer's buffer storage is full.

## 4. STATUS AND CONDITION OF THE SRM

The **status** of the SRM refers to its **activation status**. The **condition** of the SRM refers to its **operating condition**, which must be known to Revenu Québec and recorded in its files.

When you acquire an SRM, ask that it be initialized. Once you have an initialized SRM, your installer will have to use the Revenu Québec software ActiMEV to activate it.

Certain changes in the status or condition of your SRM may occur and have to be reported. For instance, such changes may happen when you stop using the SRM after closing your patio for the winter season or when the SRM is damaged.

In such an event, contact your installer and Revenu Québec immediately to report any changes in the status or condition of your SRM.

Revenu Québec will send you a letter confirming the reported change or changes.

### List of possible SRM statuses

Initialized	The SRM contains no data or software.
Activated	The SRM can produce prescribed invoices.
Deactivated	The SRM cannot produce prescribed invoices but contains the software and all data. You are able to produce reports.

### List of possible SRM conditions

Functional	The SRM is working.
Stolen	The SRM has been stolen.
Lost	The SRM has been lost.
Defective	The SRM requires repairs.
Damaged beyond repair	The SRM cannot be repaired.

To contact Revenu Québec's Centre d'assistance aux services à la clientèle, dial **1 866 423-3234**.

Telephone service business hours:

Monday, Tuesday, Thursday and Friday: 8 a.m. to 6 p.m.  
Wednesday: 10 a.m. to 6 p.m.

Please note that this service is not available on Québec statutory holidays.

## 4.1 DEACTIVATING THE SRM

Once it is deactivated, the SRM cannot be used to produce bills containing the information prescribed by law.

The following deactivation procedure is carried out partly by telephone. You may also use the services of your installer.

### Note

Even if you deactivate a SRM, you must still produce the "sommaires périodiques des ventes" (SPV) reports for the periods during which it was activated. Accordingly, when deactivating the SRM you must produce an SPV report for any periods for which such a report was not already produced. Once the SRM is deactivated, the SPV production period ends automatically on the day of the module's deactivation. You can then produce the SPV report for that period.

### Procedure

- From the **MENU PRINCIPAL**, select the **Modifier état MEV** option.
- 

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard
- From the **MODIFIER ÉTAT MEV** menu, select the **Désactivation** option.
- 

MODIFIER ÉTAT MEV  
Désactivation

- Call Revenu Québec's support centre to provide your authorization request number, and press the  key.

DÉSACTIVATION MEV  
Votre numéro de dem.  
d'autorisation MEV:  
999-9999999

- Enter the authorization number provided by Revenu Québec's support centre and press the  key.
- You will see the following screen. Press the  key to confirm.

DÉSACTIVATION MEV  
Entrez le numéro  
d'autorisation.  
-

DÉSACTIVATION MEV  
Appuyer sur ↲  
pour confirmer, ou  
sur X pour annuler.

- The SRM produces a confirmation number that you must provide to the support centre.
- Once the support centre has given you the final confirmation number, press the  key. Make a note of this number for your records.

DÉSACTIVATION MEV  
Succès.  
Numéro de confir.:  
999-9999999

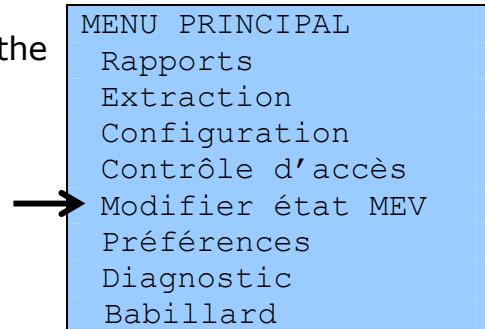
## 4.2 REACTIVATING THE MEV

By reactivating your SRM, you will be able to produce bills containing the information prescribed by law as well as SPV reports at the prescribed frequency.

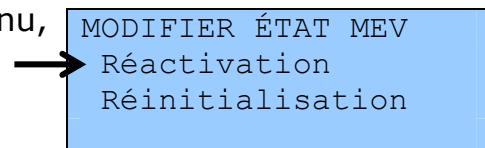
If your SRM is currently deactivated, you can use the following procedure to reactivate it. However, if its current status is "initialized," you will have to use the services of your installer.

## Procedure

- From the **MENU PRINCIPAL**, select the **Modifier état MEV** option.



- From the **MODIFIER ÉTAT MEV** menu, select the **Réactivation** option.



- Call Revenu Québec's support centre to provide your authorization request number, and press the key.

RÉACTIVATION MEV  
Votre numéro de demande d'autorisation MEV:  
999-9999999

- Enter the authorization number provided by Revenu Québec's support centre and press the key.

RÉACTIVATION MEV  
Entrez le numéro d'autorisation.  
-

- You will see the following screen. Press the key to confirm.

RÉACTIVATION MEV  
Appuyer sur ↲ pour confirmer, ou sur X pour annuler.

- The SRM produces a confirmation number that you must provide to the support centre.

RÉACTIVATION MEV  
Succès.  
Numéro de confir.:  
999-9999999

- Once the support centre has given you the final confirmation number, press the key. Make a note of this number for your records.

## 4.3 REINITIALIZING THE SRM

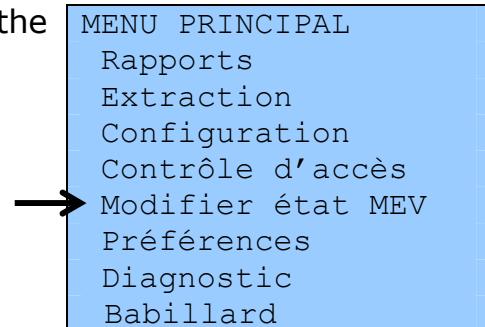
The SRM must be reinitialized whenever it is installed in another facility or sold to another restaurant operator. Reinitialization erases all data stored in the SRM. In addition, the "Réinitialisation" command is available only when the SRM is deactivated.

Before reinitializing your SRM, you must have produced all your "sommaires périodiques des ventes" (periodic sales summary) reports and made a backup copy.

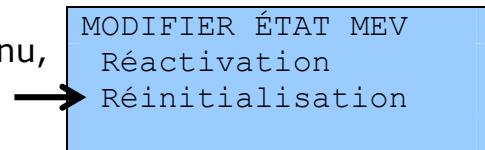
The following procedure is carried out partly by telephone. You may also use the services of your installer.

### Procedure

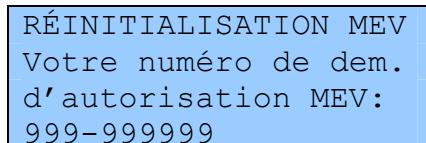
- Before reinitializing the SRM, you must make a backup copy. Refer to section 9 for more information.
- From the **MENU PRINCIPAL**, select the **Modifier état MEV** option.



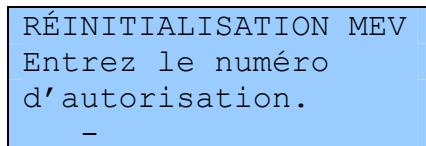
- From the **MODIFIER ÉTAT MEV** menu, select the **Réinitialisation** option.



- Call Revenu Québec's support centre to provide your authorization request number, and press the key.



- Enter the authorization number provided by Revenu Québec's support centre and press the key.



- You will see the following screen. Press the  key to confirm.
- The SRM produces a confirmation number that you must provide to the support centre.
- Once the support centre has given you the final confirmation number, press the  key. Make a note of this number for your records.

RÉINITIALISATION MEV  
Appuyer sur ↲  
Pour confirmer, ou  
sur X pour annuler.

RÉINITIALISATION MEV  
Succès.  
Numéro de confir.:  
999-999999

## 5. CONTROLLING ACCESS TO THE SRM

SRM access control functions are parameters related to the authentication and management of access rights.

The SRM is equipped with an authentication mechanism that formally identifies users by means of an identifier and password. This mechanism enables restaurant operators, employees and agents (installers, accountants, etc.) to manage SRM use.

Access control functions also make it possible to update the list of SRM users and define the roles that give them access to specific functionalities.

You need to enter authentication and access management settings on **each** SRM.

### 5.1 TERMINOLOGY USED

#### Functionality

A set of SRM commands

Here is the list of the SRM's functionalities and related commands:

Functionality	Command(s)
Reports	<ul style="list-style-type: none"><li>- Producing the "Sommaire périodique des ventes" (periodic sales summary) report</li><li>- Producing the "Détail des ventes" (sales detail) report</li><li>- Producing the "Analyse transactionnelle" (transactional analysis) report</li><li>- Producing the "Sommaire des ventes" (sales summary) report</li><li>- Producing the "Sommaire du journal des événements" (event log summary) report</li><li>- Producing the "Détail du journal des événements" (event log detail) report</li><li>- Producing the "Informations générales" (general information) report</li></ul>
Extraction	<ul style="list-style-type: none"><li>- Backup copy</li><li>- Copying data</li><li>- Recovering disk space</li></ul>
Configuration	<ul style="list-style-type: none"><li>- Installation mode</li><li>- Adjusting the time</li></ul>

Functionality	Command(s)
	<ul style="list-style-type: none"> <li>- Changing the timeout interval</li> <li>- SPV frequency</li> <li>- Printing</li> <li>- Printer</li> <li>- Connection configuration</li> <li>- Viewing IP configuration</li> <li>- Printer port</li> <li>- SRS port</li> </ul>
Access control	<ul style="list-style-type: none"> <li>- Choosing an authentication method</li> <li>- Managing user accounts</li> <li>- Changing a password</li> <li>- Deactivating a user</li> <li>- Reactivating a user</li> <li>- Adding a user</li> <li>- Modifying a user</li> <li>- Deleting a user</li> <li>- Adding a role</li> <li>- Modifying a role</li> <li>- Deleting a role</li> </ul>
Modification of SRM status	<ul style="list-style-type: none"> <li>- Deactivating production of prescribed invoices</li> <li>- Reactivating production of prescribed invoices</li> <li>- Reinitializing the SRM</li> </ul>
Preferences	<ul style="list-style-type: none"> <li>- Changing the password</li> <li>- Modifying the brightness</li> <li>- Modifying the contrast</li> </ul>
Diagnostic	<ul style="list-style-type: none"> <li>- Checking peripherals</li> <li>- Printing a test page</li> <li>- Printing a "Détail du journal des événements" (event log detail) report</li> </ul>
Bulletin board	<ul style="list-style-type: none"> <li>- Current messages</li> </ul>

## Role

An access profile with which one or several functionalities are associated. For example, the SUPERVISEUR role could be associated with the “Configuration” and “Rapports” functionalities. In this way, users assigned a SUPERVISEUR role would have access to all the commands grouped under these functionalities.

### **SRM administrator account**

A unique account that provides access to all SRM functionalities, except those reserved exclusively for Revenu Québec. **This account (ADMIN) must be assigned to the restaurant operator and not the installer.** In addition, it is important to associate a secure password with this account.

### **User**

A person who is assigned access to certain SRM commands. There is no specific format for user codes: they can be made up of letters and numbers. Examples of user codes are Empl01, Empl02, Yves, Josée, etc. **This is the code recorded in the event log to identify every user executing a logged command.**

Users may be created by the restaurant operator for each SRM in his or her possession. A role must be associated with each user created.

### **User status**

A user is said to be **active** when he or she can access the SRM menu and the commands to which his or her role provides access. However, a user code can be deactivated when you wish to temporarily suspend access to the SRM, such as for a seasonal employee, without completely deleting the user code. At that time, the employee's status is **inactive**. When the employee returns, you need only change his or her status again in order for the employee to have access to the same commands as prior to his or her departure.

### **Authorization to change a password**

When a user is created, you can choose whether or not to give that user authorization to change the assigned password.

### **Authentication mode**

This function makes it possible to modify the method of entering the user code when starting a session.

The SRM offers two options:

- **Entry:** Users must enter their code character by character.

- **Selected:** Users must select their code from a list displayed.

It is the SRM administrator's responsibility to determine which method of entry is best for users, taking into account best practices pertaining to security and access control.

## 5.2 PREDEFINED ROLES IN THE SRM

Personalized, predefined roles can already be found in the SRM. You can use these **personalized** roles as they are, modify them, delete them or create new ones. However, **system** and **privileged** roles (ADMINISTRATEUR, SOUTIEN and INSPECTEUR) cannot be modified.

Here are the predefined roles in the SRM:

Role	Type	Functionalities
ADMINISTRATEUR (administrator)	<b>System</b>	- Configuration - Access control - Diagnosis - Extraction - Commissioning - Preferences - Reports - Reinitialization - Support
SOUTIEN (support)	<b>System</b>	- Diagnosis - Preferences - Support

Role	Type	Functionalities
INSPECTEUR (inspector)	<b>Privileged</b>	- Diagnosis - Inspection - Preferences - Support

Role	Type	Functionalities
PROPRIETAIRE (owner)	<b>Personalized</b>	- Configuration - Access control - Diagnosis - Extraction - Commissioning - Preferences - Reports - Reinitialization
SUPERVISEUR (supervisor)	<b>Personalized</b>	- Configuration - Diagnosis - Extraction - Commissioning - Preferences - Reports
EMPLOYÉ (employee)	<b>Personalized</b>	- Preferences
INSTALLATEUR (installer)	<b>Personalized</b>	- Configuration - Diagnosis - Extraction - Installation - Commissioning - Preferences - Reinitialization

## 5.3 REGISTERING ROLES

This feature allows the SRM administrator—generally the restaurant operator or a user authorized to use the access control commands—to add a new role and associate with it the functionalities required by users assigned that role. Remember that predefined roles can be modified or deleted, and new roles can be created.

### 5.3.1 Adding a new role

To add a new role, the privileged user—generally the administrator—must specify the following elements:

- the name of the new role;
- the functionalities required by users who will assume this role (see section 5.1 for the list of functionalities).

## Procedure

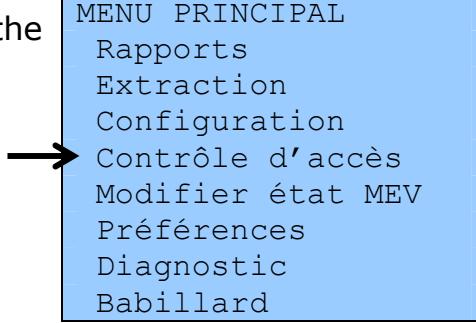
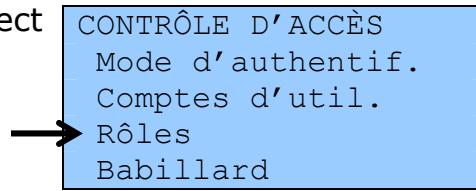
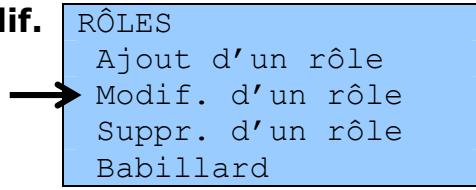
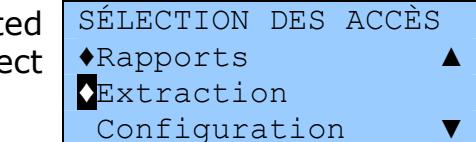
- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.
- 
- MENU PRINCIPAL**
- Rapports
  - Extraction
  - Configuration
  - Contrôle d'accès
  - Modifier état MEV
  - Préférences
  - Diagnostic
  - Babillard
- CONTRÔLE D'ACCÈS**
- Mode d'authentif.
  - Comptes d'util.
  - Rôles
  - Babillard
- RÔLES**
- Ajout d'un rôle
  - Modif. d'un rôle
  - Suppr. d'un rôle
  - Babillard
- AJOUT D'UN RÔLE**
- Entrez un nouveau Rôle.
- SÉLECTION DES ACCÈS**
- ♦ Rapports
  - ♦ Extraction
  - ♦ Configuration
- Press the keys to select or deselect a functionality.
- Once you have finished, press the .
- The following message confirms that the new role has been successfully added:
- AJOUT D'UN RÔLE**
- Opération terminée

### 5.3.2 Modifying a role

You can use this feature to modify the privileges associated with a role by adding or removing functionalities.

Please note that the ADMINISTRATEUR and SOUTIEN roles cannot be modified.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.
- 
- MENU PRINCIPAL**
- Rapports
  - Extraction
  - Configuration
  - Contrôle d'accès
  - Modifier état MEV
  - Préférences
  - Diagnostic
  - Babillard
- 
- From the **CONTRÔLE D'ACCÈS** menu, select the **Rôles** option.
- 
- CONTRÔLE D'ACCÈS**
- Mode d'authentif.
  - Comptes d'util.
  - Rôles
  - Babillard
- 
- From the **RÔLES** menu, select the **Modif. d'un rôle** option.
- 
- RÔLES**
- Ajout d'un rôle
  - Modif. d'un rôle
  - Suppr. d'un rôle
  - Babillard
- 
- Select the name of the role to be modified.
- 
- MODIF. D'UN RÔLE**
- Sélectionnez le rôle.
- ◆Gérant ►
- 
- Next, modify the functionalities associated with this role. Select or deselect functionalities according to your needs.
- 
- SÉLECTION DES ACCÈS**
- ◆Rapports ▲
  - ◆Extraction
  - Configuration ▼

Press the keys to select or deselect a functionality.  
Once you have finished, press the .

- The following message confirms that the role has been successfully modified:

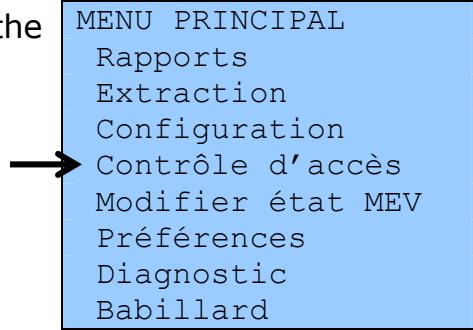
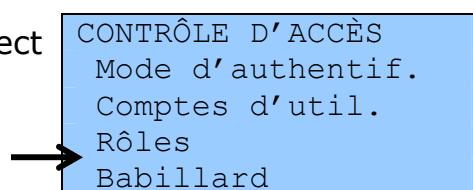
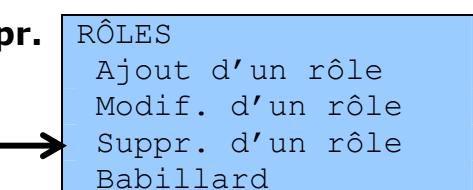
MODIF. D'UN RÔLE  
Opération terminée

### 5.3.3 Deleting a role

This function lets you permanently delete a role that is no longer held by any of the users registered in the SRM.

The ADMINISTRATEUR, INSPECTEUR and SOUTIEN roles cannot be deleted. In addition, you cannot delete a role currently assigned to a user.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.
- 
- MENU PRINCIPAL**
- Rapports
  - Extraction
  - Configuration
  - Contrôle d'accès
  - Modifier état MEV
  - Préférences
  - Diagnostic
  - Babillard
- From the **CONTRÔLE D'ACCÈS** menu, select the **Rôles** option.
- 
- CONTRÔLE D'ACCÈS**
- Mode d'authentif.
  - Comptes d'util.
  - Rôles
  - Babillard
- From the **RÔLES** menu, select the **Suppr. d'un rôle** option.
- 
- RÔLES**
- Ajout d'un rôle
  - Modif. d'un rôle
  - Suppr. d'un rôle
  - Babillard

- Select the role to be deleted.

SUPPR. D'UN RÔLE  
Sélectionnez le rôle.  
Gérant ►

- Confirm the request for deletion or cancel in the event of an error.

SUPPR. D'UN RÔLE  
Appuyer sur ↵ pour confirmer, ou sur X pour annuler.

- The following message confirms that the role has been successfully deleted:

SUPPR. D'UN RÔLE  
Opération terminée

## 5.4 PREDEFINED USER CODES IN THE SRM

Predefined user codes can already be found in the SRM. You can use these personalized roles as they are, modify them, delete them or create new ones.

Here are the predefined user codes and the role associated with each one:

EMPL: associated with the EMPLOYÉ role

GÉRANT: associated with the SUPERVISEUR role

PROPRIÓ: associated with the PROPRIÉTAIRE role

INSTAL: associated with the INSTALLATEUR role

INVITÉ: associated with the EMPLOYÉ role

The following two predefined users cannot be modified:

ADMIN: associated with the ADMINISTRATEUR role

SOUTIEN: associated with the SOUTIEN role

## 5.5 REGISTERING USERS

This function allows the SRM administrator or another user authorized to use the access control commands to create a new user and give him or her the necessary access on the SRM. It also makes it possible to modify, deactivate, reactivate or delete a user.

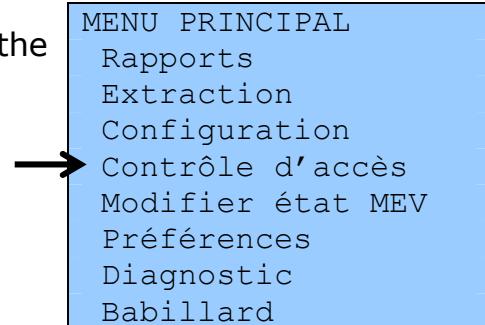
### 5.5.1 Adding a new user

To add a new user, you must specify the following:

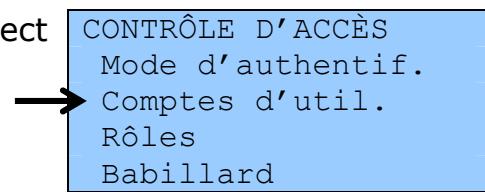
- The code for the new user
- A description of the new user (optional)
- The role assigned to the new user
- The new user's status (active or inactive)
- The new user's password
- Whether the new user is authorized to change his or her own password

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.



- From the **CONTRÔLE D'ACCÈS** menu, select the **Comptes d'util.** option.



- Next, select the **Ajout d'un util.** command.

COMPTE D'UTIL.  
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
→ Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard

- Enter the user code to be created (you can use both letters and numbers).

AJOUT D'UN UTIL.  
Entrez le code  
d'utilisateur.

- Next, enter a description of the user (optional).

AJOUT D'UN UTIL.  
Entrez une  
description.

- Select the role to be associated with the user from the choices offered in the list.

AJOUT D'UN UTIL.  
Sélectionnez le rôle  
de l'utilisateur.  
♦GERANT ►

- Select a status for the user (**activated** or **deactivated**).

AJOUT D'UN UTIL.  
Sélectionnez le  
statut de l'util.  
♦Activé ►

- Indicate whether the user will be authorized to change his or her assigned password.

AJOUT D'UN UTIL.  
Le mot de passe  
pourra être changé.  
♦Oui ►

- Enter the password to be assigned to the new user.

AJOUT D'UN UTIL.  
Entrez le nouveau  
mot de passe.

- Confirm the password by entering it again.

AJOUT D'UN UTIL.  
Confirmez le nouveau  
mot de passe.

- The following message confirms that a new user has been added:

AJOUT D'UN UTIL.  
Opération terminée

### 5.5.2 Changing a user's password

This function allows the SRM administrator or another user authorized to use the access control commands to reset the user's password.

**This function does not let users change their own password.** To learn how to do this, see section 3.1.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.
- 
- MENU PRINCIPAL
→
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard
- From the **COMPTE D'UTIL.** menu, select the **Ch. de mot de passe** command.
- COMPTE D'UTIL
→
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard
- Then select the user whose password is to be changed.
- CH. DE MOT DE PASSE  
Sélectionnez le code d'utilisateur.

◆EMPL ►
- Enter a new password.
- Entrez le nouveau mot de passe.

█

- Confirm the password by entering it again.

CH. DE MOT DE PASSE  
Confirmez le nouveau  
mot de passe.

- The following message confirms that the password has been changed:

CH. DE MOT DE PASSE  
Opération terminée

What to do if you are the **SRM administrator** and you forget your password:

Ask your installer to cancel your password using ActiMEV software.

### 5.5.3 Deactivating a user

This feature lets you deactivate a user code to temporarily suspend the user's access to the SRM. This option can be used for a seasonal employee, for example, when you wish to temporarily suspend access to the SRM without completely deleting the user code. At that time, the employee's status becomes **inactive**.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- From the **COMPTES D'UTIL.** menu, select the **Désact. d'un util.** command.

→ COMPTE D'UTIL  
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard

- Then select the user to be deactivated.

DÉSACT. D'UN UTIL.  
Sélectionnez le  
code d'utilisateur.  
♦EMPL ►

- The following message confirms that the user has been deactivated:

DÉSACT. D'UN UTIL.  
Opération terminée

#### 5.5.4 Reactivating a user

This feature lets you reactivate a user.

##### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.

→ MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- From the **COMPTE D'UTIL.** menu, select the **Réact. d'un util.** command.

→ COMPTE D'UTIL  
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard

- Then select the user to be reactivated.

RÉACT. D'UN UTIL.  
Sélectionnez le  
code d'utilisateur  
♦EMPL ►

- The following message confirms that the user has been reactivated:

RÉACT. D'UN UTIL.  
Opération terminée

### 5.5.5 Modifying a user

This feature lets you modify any of the following user characteristics: the description, the role, the status and whether or not the user is authorized to change his or her password.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- From the **COMPTE D'UTIL.** menu, select the **Modif. d'un util.** command.

COMPTE D'UTIL  
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard

- Then select the user to be modified.

MODIF. D'UN UTIL.  
Sélectionnez le  
code d'utilisateur.  
♦EMPL ►

- Modify the items displayed as needed.

MODIF. D'UN UTIL.  
Entrez une  
description.  
█ ►

MODIF. D'UN UTIL.  
Sélectionnez le  
rôle.  
♦Gérant (e) ►

- The following message confirms that the user modifications have been made:
- MODIF. D'UN UTIL.  
Sélectionnez le statut de l'util.  
♦Activé ►
- MODIF. D'UN UTIL.  
Le mot de passe pourra être changé.  
♦Oui ►
- MODIF. D'UN UTIL.  
Opération terminée

## 5.5.6 Deleting a user

This feature lets you permanently delete a user. When a user is deleted, all settings information associated with that user is destroyed.

### Procedure

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.
  - From the **COMPTE D'UTIL.** menu, select the **Suppr. d'un util.** command.
  - Then select the user to be deleted.
- MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
COMPTE D'UTIL  
Ch. de mot de passe  
Désact. d'un util.  
Réact. d'un util.  
Ajout d'un util.  
Modif. d'un util.  
Suppr. d'un util.  
Babillard
- SUPPR. D'UN UTIL.  
Sélectionnez le code d'utilisateur.  
♦EMPL ►

- Confirm the request to delete the user or cancel if you have made a mistake.

SUPPR. D'UN UTIL.  
Appuyez sur ↲  
pour confirmer ou  
sur X pour annuler.

- The following message confirms that the user has been deleted:

SUPPR. D'UN UTIL.  
Opération terminée

## 5.6 CHOOSING AN AUTHENTICATION MODE

This function lets the SRM administrator or another user authorized to use the access control commands modify how the user code is entered when a session is started. The code can be entered by the user or selected from a list of codes.

The default authentication mode is the **Sélectionné** mode. To change it, proceed as follows:

- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- From the **CONTRÔLE D'ACCÈS** menu, select the **Mode d'authentif.** option.

CONTRÔLE D'ACCÈS  
Mode d'authentif.  
Comptes d'util.  
Rôles  
Babillard

- Select the authentication mode of your choice.

MODE D'AUTHENTIF.  
Le code sera saisi  
ou sélectionné ?  
◆ Saisi ►

The following message confirms that the authentication mode has been changed:

MODE D'AUTHENTIF.  
Opération terminée

## 6. PRESENTING THE BILL

Bills produced by the SRM must contain the information prescribed by law and conform to a specific format.

Every bill has three well-defined parts: the header, the body and the footer.

### The header

The header is used by the SRM for specific notes in the following cases:

- For bills produced in "Formation" (training) mode, the SRM enters the following note in this space: "Document de formation, ne pas remettre au client" (Training document, do not remit to client.);
- For duplicates<sup>2</sup> ("duplicata"), the SRM enters the following note in this space: "Copie du commerçant, ne pas remettre au client" (Merchant's copy, do not remit to client.).

### The body

The body of the document presents the information sent by the SRS. This part must include the following **mandatory information**:

- A sufficiently detailed description of all food and drinks sold;
- The price paid or payable for each food and drink item sold;
- The exact date and time (hour and minutes) at which the invoice was produced;
- The identification number specific to each bill;
- The subtotal before tax;
- The GST number ("No TPS") and QST number ("No TVQ").

This part can also contain optional information such as the restaurant's contact information and logo, the table number or an ad.

---

<sup>2</sup> A duplicate ("duplicata") is different from a reprint ("réimpression"). The duplicate, which must not be given to the customer, is intended exclusively for the use of a restaurant operator who wants a paper copy of an invoice. A reprint, which is produced exclusively for the customer, is a new copy of the original bill and must be in the prescribed form, unlike the duplicate.

## The footer

The invoice footer is produced by the SRM. Some information it contains is provided by the SRS while other information is pre-stored in the SRM. The footer is made up of the following elements:

- A row of “equals” (=) signs;
- The total GST paid or payable;
- The total QST paid or payable;
- The total amount of the invoice, including tax;
- A note, depending on the situation:
  - **Original bill or revised bill:** “Facture originale” or “Facture révisée”
  - **Training document:** “Document de formation, ne pas remettre au client”
  - **Reprint:** “Réimpression”<sup>3</sup>
  - **Duplicate:** “Copie du commerçant, ne pas remettre au client”
  - **Receipt:** “Paiement reçu”
  - **Credit note:** “Note de crédit”
  - **Reference:**
    - Replaces 1 bill already produced: “Remplace 1 facture déjà produite”
    - Replaces n bills already produced: “Remplace n factures déjà produites”
- A bar code containing specific information;
- The exact date and time (hour, minutes and seconds);
- The SRM number supplied by Revenu Québec;
- The SRM transaction number;
- The name and address of the place of business;
- A row of “equals” (=) signs.

Examples of invoices are shown in Appendix 2.

---

<sup>3</sup> All reprints of invoices must be remitted to the customer. If you wish to keep a copy of an invoice in your records, make a duplicate instead (see previous note).

## 7. REPORTS

The SRM lets you produce various reports based on the information it stores in the memory.

However, these reports do not replace the reports from the SRS, such as sales by employee or by department.

The SRM reports are the following:

- the “Sommaire périodique des ventes” (periodic sales summary) report;
- the “Informations générales” (general information) report;
- the “Sommaire des ventes” (sales summary) report;
- the “Détail des ventes” (sales detail) report;
- the “Sommaire du journal des événements” (event log summary) report;
- the “Détail du journal des événements” (event log detail) report;
- the “Analyse transactionnelle” (transactional analysis) report.

All reports can be produced on paper or electronically.

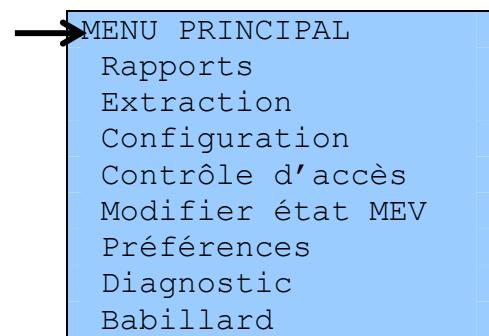
**Please note that the information in these reports must not be used to report your taxes or prepare your tax return.**

### 7.1 PRODUCING A REPORT

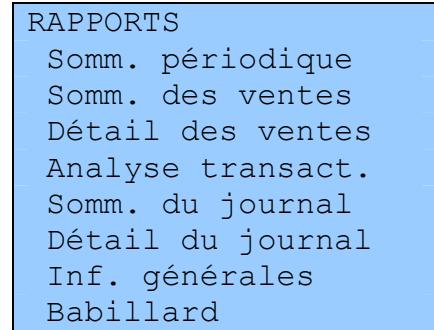
To produce a report, proceed as follows.

#### 7.1.1 Selecting a report to be produced

- From the **MENU PRINCIPAL**, select the **Rapports** option.



- Select the report to be produced.



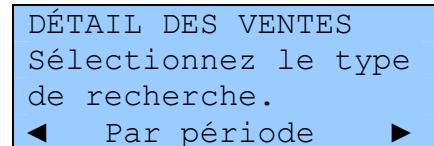
Based on the report selected, configure the **Type de recherche** (type of search) and **Destination du rapport** (destination of report) settings.

### 7.1.2 Type of search

Specify the type of search from the following choices:

- By period
- By transaction number
- By unique transaction identifier

The choices offered vary according to the report selected.



Position the cursor on the type of search desired and press the key to confirm your choice.

### 7.1.2.1 Search by period

Searching by period lets you enter a date range using the format YYYY-MM-DD hh:mm (year, month, day, hour, minute).

SOMM. DES VENTES  
Sélectionnez le type de recherche.  
◀ Par période ►

SOMM. DES VENTES  
Entrez la période de début.  
AAAA-MM-JJ hh:mm ►

SOMM. DES VENTES  
Entrez la période de fin.  
AAAA-MM-JJ hh:mm ►

### 7.1.2.2 Search by transaction number

Searching by transaction number (no. de trans.) lets you enter a range of transaction numbers assigned by the SRM.

SOMM. DES VENTES  
Sélectionnez le type de recherche.  
◀ Par no de trans. ►

SOMM. DES VENTES  
Entrez le premier numéro de trans.  
99999999

SOMM. DES VENTES  
Entrez le dernier numéro de trans.  
99999999

### 7.1.2.3 Search by unique transaction identifier

Searching by unique identifier lets you enter an SRS identifier, that is, an identifier assigned to a transaction by the sales recording system.

To be unique, the SRS identifier must be made up of the 1- to 10-character transaction number and the date:

- SRS transaction number: xxxxxxxxxxxx;
- Sale date and time: YYYYMMDDhhmmss.

DÉTAIL DES VENTES  
Sélectionnez le type de recherche.  
◀ Par id. unique ►

DÉTAIL DES VENTES  
Entrez le numéro de transaction du SEV.  
█

DÉTAIL DES VENTES  
Entrez la date et l'heure de la vente.  
2010-03-30 11:55:10

### 7.1.3 Destination of the report

Specify the destination of the selected report from the following choices:

- Receipt printer (imprimante de reçus);
- USB key (clé USB).

ANALYSE TRANSACT.  
Sélectionnez la  
destination des  
données.

► Imprimante

Position the cursor at the desired location and then press the



key to confirm your choice.

## 7.2 TYPES OF REPORTS

### 7.2.1 The “Sommaire périodique des ventes” (SPV) report

Among other information, the SPV report shows the amount of sales and tax tallied in the SRM for a given period.

This report is the only one that must be sent periodically to Revenu Québec, as prescribed by law. All other reports are designed exclusively to meet your management needs.

The content of the SPV report is based on information from four reports defined in the following sections, namely:

- the “Informations générales” report;
- the “Sommaire des ventes” report;
- the “Sommaire du journal des événements” report;
- the “Analyse transactionnelle” report.

The SPV report is presented in Appendix 1.

### 7.2.2 The “Informations générales” report

The data from the “Informations générales” (general information) report is integrated with the SPV’s bar codes. It contains general information about the restaurant operator and the SRM.

### 7.2.3 The "Sommaire des ventes" report

The “Sommaire des ventes” (sales summary) report shows the sales transactions recorded by the SRM for a given period or for

a series of transactions, depending on your selection. The data from this report is integrated with the SRV's bar codes. It does not have to be submitted to Revenu Québec.

**Please note that the information in this report must not be used to report your taxes or prepare your tax return.**

This report shows four categories of information.

- **Credit transactions (CT):**
  - Number of transactions (sales)
  - Total before tax
  - Amount of GST
  - Amount of QST
- **Debit transactions (DT):**
  - Number of transactions (credit notes<sup>4</sup>)
  - Total before tax
  - Amount of GST
  - Amount of QST
- **Void transactions:**
  - Number of transactions in the amount of \$0.00.
- **Total:**
  - Number of transactions (credits, debits and voids)
  - Total before tax
  - Amount of GST
  - Amount of QST

#### 7.2.4 The “Détail des ventes” report

The content of the “Détail des ventes” (sales detail) report differs according to your needs:

- **Prescribed documents – partial:** provides the essential data from each transaction related to prescribed documents;
- **Prescribed documents – complete:** provides all the data from each transaction related to prescribed documents;

---

<sup>4</sup> In accounting, a credit note is a debit transaction.

- **Non-prescribed documents:** provides the data from non-prescribed documents, either documents produced in training mode or duplicates.

Because this report can be very long, you can limit the number of transactions to be printed. (By default, this limit is set at 100 transactions.) To modify this setting, see section 3.8.

#### **7.2.4.1 “Détail des ventes” report related to prescribed documents (partial or complete)**

Each transaction is shown on at least four lines:

1	"MEV"	SRM transaction no.	SRM date	SRM time
2	"SEV"	SRS transaction no.	SRS date	SRS time
3	"Type" <sup>5</sup>	Description of type	"Av. Tax"	Amount before tax
4	"TPS"	Amount of federal tax	"TVQ"	Amount of provincial tax

Additional lines of information are shown when a complete report is requested.

When applicable, the fifth line indicates whether this transaction was generated in "Comptoir"<sup>6</sup> (counter) mode and whether it refers to a package or a group event ("Forfait" or "Groupe").<sup>7,8</sup> In addition, the after-tax total is provided.

5	Comptoir (or blank)	Package or group (or blank)	"Total"	Total after tax
---	------------------------	--------------------------------	---------	-----------------

The following lines are reserved for indicating references. Each reference is presented on two lines:

6	"Ref#"	Referenced transaction no. in the SRS <sup>9</sup>	Date from the SRS for this referenced transaction	Time from the SRS for this referenced transaction
---	--------	--	---	---

<sup>5</sup> The transaction types are described in the table below.

<sup>6</sup> Unless otherwise indicated, the transaction was generated in "Service aux tables" (table service) mode, and the value is left blank.

<sup>7</sup> When a transaction does not refer to a package or a group event, the value is left blank.

<sup>8</sup> A group event occurs when there is a written agreement regarding the provision of food and drinks.

For more information on this topic, refer to the document titled *Information for Restaurateurs*.

<sup>9</sup> This is the number of the previous transaction to which this transaction is related.

7		"Av. Tax."	Amount before tax
---	--	------------	-------------------

Lastly, the last lines of the report present the totals by **transaction type**:

<u>Totals for Prescribed Documents</u>			
	Réimprime	Number of transactions	Total amount before tax
	ADDI	Number of transactions	Total amount before tax
	RFER	Number of transactions	Total amount before tax
	Comptoir	Number of transactions	Total amount before tax
	Forfait	Number of transactions	Total amount before tax
	Groupe	Number of transactions	Total amount before tax

**Réimprime:** Total of reprinted transactions

**ADDI:** Total of bills produced, excluding reprints

**RFER:** Total of receipts produced, excluding reprints

**Comptoir:** Total of transactions at the counter, excluding reprints

**Forfait:** Total of packages, excluding reprints

**Groupe:** Total of group events, excluding reprints

#### 7.2.4.2 “Détail des ventes” report related to non-prescribed documents

Non-prescribed documents are duplicates printed exclusively for the restaurant operator and transactions executed in training mode.

The first four lines of the report are the same as for the prescribed documents report:

1	"MEV"	SRM transaction no.	SRM date	SRM time
2	"SEV"	SRS transaction no.	SRS date	SRS time
3	"Type"	Description of type	"Av. Tax"	Amount before tax
4	"TPS"	Amount of federal tax	"TVQ"	Amount of provincial tax

For this type of report, the last lines present the totals by **transaction type**:

<u>Totals for Non-prescribed Documents</u>			
	Formation (training)	Number of transactions	Total amount before tax
	Duplicata (duplicate)	Number of transactions	Total amount before tax
	Form+dupl <sup>10</sup>	Number of transactions	Total amount before tax

An example of the “Détail des ventes” report for non-prescribed documents is presented on the next page.

---

<sup>10</sup> These abbreviations refer to training and duplicates, respectively.

## Documents non prescrits

<b>DÉTAIL DES VENTES</b>					
(Documents non prescrits)					
De : Resto00001					
Resto Le MRQ 3800, rue de Marly Québec QC, H1A 1A1					
No MEV : 12345601					
Produit le 2009-02-01 à 11:22:33					
Période 2009-01-01 00:01 au 2009-01-31 23:59					
=====					
MEV	FORMATION	2009-01-12	13:24:56		
SEV	xxxxxxxxxx	2009-01-12	13:25:44		
Type	RFER	Av.Tax.	.999 999.99		
TPS	999 999.99	TVQ	.999 999.99		
=====					
MEV	DUPPLICATA	2009-01-12	13:24:56		
SEV	xxxxxxxxxx	2009-01-12	13:25:44		
Type	RFER	Av.Tax.	.999 999.99		
TPS	999 999.99	TVQ	.999 999.99		
=====					
MEV	FORM+DPL	2009-01-12	13:24:56		
SEV	xxxxxxxxxx	2009-01-12	13:25:44		
Type	ADDI	Av.Tax.	.999 999.99		
TPS	999 999.99	TVQ	.999 999.99		
=====					
...					
=====					
MEV	FORMATION	2009-01-12	13:24:56		
SEV	xxxxxxxxxx	2009-01-12	13:25:44		
Type	RFER	Av.Tax.	.999 999.99		
TPS	999 999.99	TVQ	.999 999.99		
=====					
<b>Totaux documents non prescrits</b>					
Formation	99 999 999	.999 999 999.99			
Duplicata	99 999 999	.999 999 999.99			
Form+Dpl	99 999 999	.999 999 999.99			
=====					
Document à conserver pour vos dossiers.					

## 7.2.5 The “Sommaire du journal des événements” report

The SRM control program continually feeds a log that records various events related to the use of the SRM (commands used, types of documents printed, errors, etc.).

As its name indicates, the “Sommaire du journal des événements” (event log summary) report presents the summary of events recorded in the SRM. It is made up of predefined event counters that create a quick snapshot of SRM usage. The data from this report is integrated into the SPV bar codes.

The summary report can be produced for a chosen period. Users need only enter:

- the start date (in YYYYMMDDhhmm format);
- the end date (in YYYYMMDDhhmm format).

Moreover, this report can be produced according to the desired destination:

- the receipt printer (imprimante de reçus);
- a USB key (clé USB) (in XML language).

The default destination is the receipt printer.

Here is an overview of the data presented in this report:

- Total events (“Total des événements considérés”)
- Transactions with an error (“Transaction en erreur”)
- SRM application errors (“Erreur applicative MEV”)
- SRM internal errors (“Erreur interne MEV”)
- Authorized authentications (“Authentification autorisée”)
- Refused authentications (“Authentification refusée”)
- Commands completed successfully (“Cmd complétée avec succès”)
- Commands completed with an error (“Cmd complétée avec erreur”)
- Configurations of communication ports (“(Cmd) Configuration de port”)
- Printer selections (“(Cmd) Sélection d'imprimante”)
- Time changes on the SRM (“(Cmd) Changement d'heure”)
- SPV (periodic sales summary) reports (“(Cmd) Rapport SPV”)

- Other user-generated reports ("(Cmd) Rapport utilisateur")
- RVI<sup>11</sup> request numbers ("(Cmd) No de demande RVI")
- Deactivation by RVI ("(Cmd) Désactivation RVI")
- Reactivation by RVI ("(Cmd) Réactivation RVI")
- Disconnection of the receipt printer ("Débranchement IR")
- Disconnection of the sales recording system ("Débranchement SEV")
- Unrecognized peripheral ("Périphérique non reconnu")
- SRM startup ("Démarrage MEV")
- SRM shutdown ("Fermeture MEV")
- Unexpected shutdowns ("Fermeture impromptue")
- Installation sessions ("Session d'installation")
- Activation by the installer ("Activation")
- Update of components ("M.a.j. de composants")
- Update of the restaurant operator profile ("M.a.j. du profil restaurateur")
- Deactivation by the installer ("Désactivation")
- Reactivation by the installer ("Réactivation")

This report does not have to be sent to Revenu Québec.

An example of the event log summary report is presented on the next page.

---

<sup>11</sup> RVI is a system that allows you to modify the status of your SRM. Revenu Québec uses it to enable restaurant operators to deactivate or reactivate the SRM when they request such an operation by phone.

## SOMMAIRE DU JOURNAL DES ÉVÉNEMENTS

De : ADMIN (ADMINISTRATEUR)

L'Assiette Fiscale  
3800, rue De Marly  
Ste-Foy

No MEV : 10000101

Produit le : 2010-04-16 à 16:57:27

Période  
2010-03-01 00:00 au 2010-04-16 16:57

Total des événements considérés: 2008

Les erreurs générées

Transaction en erreur	:	1 229
Erreur applicative MEV	:	0

Le système d'exploitation

Erreur interne MEV	:	0
--------------------	---	---

Les authentifications et commandes

Authentification autorisée	:	77
Authentification refusée	:	1
Cmd complétée avec succès	:	70
Cmd complétée avec erreur	:	2
(Cmd) Configuration de port	:	5
(Cmd) Sélection d'imprimante	:	1
(Cmd) Changement d'heure	:	2
(Cmd) Rapport utilisateur	:	58
(Cmd) Rapport SPV	:	4
(Cmd) Désactivation RVI	:	0
(Cmd) Réactivation RVI	:	0
(Cmd) No de demande RVI	:	0

Les informations d'opérations

Démarrage production MEV	:	39
Fermeture production MEV	:	28

Les sessions d'installations

Session d'installation	:	0
M.a.j. de composants	:	0
Désactivation	:	0
Réactivation	:	0
M.a.j. profil restaurateur	:	0

Document à conserver pour vos dossiers.

## 7.2.6 The “Détail du journal des événements” report

The “Détail du journal des événements” (event log detail) report presents the events entered in the SRM in chronological order, to create a complete history. You can use it to track all events concerning SRM operations that occurred during a given period, in accordance with the established limit on the number of events in question. Authentications, commands and operational information shown in the “Sommaire du journal des événements” (event log summary) report are all presented in detail.

The detailed report can be produced for a chosen period. Users need only enter:

- the start date (in YYYYMMDDhhmm format);
- the end date (in YYYYMMDDhhmm format).

Moreover, this report can be produced according to the desired destination:

- the receipt printer (imprimante de reçus);
- a USB key (clé USB) (in XML language).

The default destination is the receipt printer.

Because this report can be very long, you can limit the number of events. (By default, the limit is set at 20.) To modify this setting, see section 3.8.

The “Détail du journal des événements” (event log detail) report is available from the **Rapports** menu and the **Diagnostic** menu.

This report does not have to be sent to Revenu Québec.

An example of the report is presented on the next page.

## DÉTAIL DU JOURNAL DES ÉVÉNEMENTS

De : ADMIN (ADMINISTRATEUR)

L'assiette Fiscale  
3800, rue De Marly  
Sainte-Foy

No MEV : 10001004

Produit le : 2010-07-10 à 11:50:52

### Période

2010-07-10 11:48 au 2010-07-10 11:50

Total des événements considérés : 5

---

Date : 2010-07-10 11:48:53

ID / SOURCE : 2501-I / Resto - MEV

### Description

Ouverture de session pour l'utilisateur AD  
MIN (ADMINISTRATEUR) autorisée. Source=Te  
rminal.

---

Date : 2010-07-10 11:48:14

ID / SOURCE : 1028-A / Resto - MEV

### Description

Périphérique non reconnu : 'USB\VID\_04F2&P  
ID\_0116\5&38243AA1&0&2'.

---

Date : 2010-07-10 11:48:14

ID / SOURCE : 1028-A / Resto - MEV

### Description

Périphérique non reconnu : 'HID\VID\_04F2&P  
ID\_0116\6&17F9B727&0&0000'.

---

Date : 2010-07-10 11:48:12

ID / SOURCE : 1028-A / Resto - MEV

### Description

Périphérique non reconnu : 'USB\VID\_045E&P  
ID\_0040\5&38243AA1&0&1'.

---

Date : 2010-07-10 11:48:12

ID / SOURCE : 1028-A / Resto - MEV

### Description

Périphérique non reconnu : 'HID\VID\_045E&P  
ID\_0040\6&114A77CC&0&0000'.

---

Document à conserver pour vos dossiers.

## 7.2.7 The “Analyse transactionnelle” report

The data from the “Analyse transactionnelle” (transactional analysis) report is integrated into the bar codes of the SPV report. This report, which you should file with your records, has four parts:

- Adjustments in operational mode
- Reprints in operational mode
- Different counters in operational mode
- Different counters in training mode

Operational mode (“mode opérationnel”) is the normal mode of operation for the sales recording module, unlike training mode (“mode formation”), which enables users to produce non-prescribed invoices when training new employees, for example.

### 1. Adjustments in operational mode

An adjustment is a change made to an invoice.

In the first part of the “Analyse transactionnelle” report, the adjustments are presented for bills (ADDI) and for closing receipts (RFER).

There are four types of adjustments:

- **Individual:**

Adjustments that concern a single bill or receipt, for example the addition of an item or a price change for an item.

- **Group:**

Adjustments that involve grouping several bills into a new single bill.

- **Break-down:**

Adjustments that divide a single bill into several new bills.

- **Multiple:**

Adjustments by which several new bills change a set of previous bills.

The adjustment amount corresponds to the variance between the amount before the adjustment and the amount after the adjustment. The amount of an adjustment can be:

- Nil (=0);
- Positive (>0);
- Negative (<0).

For each type of adjustment, the report presents the following counters:

- Number of adjustments of this type ("Nombre")
- Total amount before tax ("Total avant taxes")
- Number of nil adjustments ("Ajustement = 0")
- Number of positive adjustments ("Ajustement > 0")
- Amount of positive adjustments before tax
- Number of negative adjustments ("Ajustement < 0")
- Amount of negative adjustments before tax

Additional counters are presented in the following cases:

- Missing reference: previous bill missing from the SRM

When a bill refers to a previous bill that is absent from the SRM, the bill is called a "missing reference." This situation can occur when a bill produced by a given SRM is later adjusted on another SRM, for instance. As a result, the adjustment of the bill recorded in SRM No. 2 refers to a previous bill produced using SRM No. 1. The reference is therefore missing from SRM No. 2.

- Unknown (group, multiple or break-down)

When the reference to a bill is missing from the SRM, an unknown adjustment is calculated.

Let's take the example of grouping three bills onto a single new bill. The three previous bills were produced and recorded using SRM No. 1. The new bill that results from the consolidation of these three bills is produced and recorded using SRM No. 2. As a result, the report concerning SRM No. 2 will show three references to missing transactions and one unknown group.

The total is then presented for the bills and receipts. You will find an example of this part of the "Analyse transactionnelle" report on the following pages.

Analyse mode opérationnel-AjustementsAddition-Singulier

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999,99 \$  
 Ajustement = 0 : 99 999 999  
 Ajustement > 0 : 99 999 999  
                     999 999 999,99 \$  
 Ajustement < 0 : 99 999 999  
                     -999 999 999,99 \$  
 Ref.Trans.Absente : 99 999 999  
                     \$999 999 999,99 \$

Addition-Regroupement

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999,99 \$  
 Ajustement = 0 : 99 999 999  
 Ajustement > 0 : 99 999 999  
                     999 999 999,99 \$  
 Ajustement < 0 : 99 999 999  
                     -999 999 999,99 \$  
 Regr. inconnu : 99 999 999  
 Ref.Trans.Absente : 99 999 999  
                     \$999 999 999,99 \$

Addition-Distribution

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999,99 \$  
 Ajustement = 0 : 99 999 999  
 Ajustement > 0 : 99 999 999  
                     999 999 999,99 \$  
 Ajustement < 0 : 99 999 999  
                     -999 999 999,99 \$  
 Dist. inconnu : 99 999 999  
 Ref.Trans.Absente : 99 999 999  
                     \$999 999 999,99 \$

Addition-Multiple

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999,99 \$  
 Ajustement = 0 : 99 999 999  
 Ajustement > 0 : 99 999 999  
                     999 999 999,99 \$  
 Ajustement < 0 : 99 999 999  
                     -999 999 999,99 \$  
 Mult. inconnu : 99 999 999  
 Ref.Trans.Absente : 99 999 999  
                     \$999 999 999,99 \$

Addition-TOTAL

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999,99 \$  
 Ajustement = 0 : 99 999 999  
 Ajustement > 0 : 99 999 999  
                     999 999 999,99 \$  
 Ajustement < 0 : 99 999 999  
                     -999 999 999,99 \$  
 Ref.Trans.Absente : 99 999 999  
                     \$999 999 999,99 \$

<u>Reçu-Singulier</u>	
Nombre	: 99 999 999
Total avant taxes	: \$999 999 999.99 \$
Ajustement = 0	: 99 999 999
Ajustement > 0	: 99 999 999 999 999 999.99 \$
Ajustement < 0	: 99 999 999 -999 999 999.99 \$
Ref.Trans.Absente	: 99 999 999 \$999 999 999.99 \$
<u>Reçu-Regroupement</u>	
Nombre	: 99 999 999
Total avant taxes	: \$999 999 999.99 \$
Ajustement = 0	: 99 999 999
Ajustement > 0	: 99 999 999 999 999 999.99 \$
Ajustement < 0	: 99 999 999 -999 999 999.99 \$
Regr. inconnu	: 99 999 999
Ref.Trans.Absente	: 99 999 999 \$999 999 999.99 \$
<u>Reçu-Distribution</u>	
Nombre	: 99 999 999
Total avant taxes	: \$999 999 999.99 \$
Ajustement = 0	: 99 999 999
Ajustement > 0	: 99 999 999 999 999 999.99 \$
Ajustement < 0	: 99 999 999 -999 999 999.99 \$
Dist. inconnu	: 99 999 999
Ref.Trans.Absente	: 99 999 999 \$999 999 999.99 \$
<u>Reçu-Multiple</u>	
Nombre	: 99 999 999
Total avant taxes	: \$999 999 999.99 \$
Ajustement = 0	: 99 999 999
Ajustement > 0	: 99 999 999 999 999 999.99 \$
Ajustement < 0	: 99 999 999 -999 999 999.99 \$
Mult. inconnu	: 99 999 999
Ref.Trans.Absente	: 99 999 999 \$999 999 999.99 \$
<u>Reçu-TOTAL</u>	
Nombre	: 99 999 999
Total avant taxes	: \$999 999 999.99 \$
Ajustement = 0	: 99 999 999
Ajustement > 0	: 99 999 999 999 999 999.99 \$
Ajustement < 0	: 99 999 999 -999 999 999.99 \$
Ref.Trans.Absente	: 99 999 999 \$999 999 999.99 \$

## 2. Reprints in operational mode

In the second part of the “Analyse transactionnelle” report, reprints (“réimpressions”) are presented concerning bills and receipts. Reprints are also grouped by reference number:

- 0 references = no reference
- 1 reference = a single reference
- N references = several references

The report displays the following counters:

- Number of adjustments (“Nombre”)
- Total amount before tax (“Total avant taxes”)

A total is then presented for bills and receipts.

<u>Analyse mode opérationnel-Réimpressions</u>	
<u>Réimpression-Addition-0 référence</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Addition-1 référence</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Addition-N références</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Addition-TOTAL</u>	
Nombre	: 99 999 999
<u>Réimpression-Reçu-0 référence</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Reçu-1 référence</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Reçu-N références</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression-Reçu-TOTAL</u>	
Nombre	: 99 999 999

### 3. Counters in operational mode

Below is a brief explanation of the various counters that you will find in the third part of the “Analyse transactionnelle” report.

- **Non-unique SRS transaction number (“Numéro de transaction SEV non unique”):**  
A bill number that reuses a bill number already entered in the SRM.
- **Order at the counter (“Commande au comptoir”):**  
Any bill for an order made at the counter.
- **Initial bill (with no reference) (“Addition initiale (sans référence)”):**  
Any bill that is an initial transaction for a sale, i.e., that does not refer to another bill.
- **Initial receipt (with no reference) (“Reçu initial (sans référence)”):**  
Any receipt that is the initial transaction for a sale, i.e., that does not refer to a bill.
- **Unconnected bill (not referenced) (“Addition non liée (non référencée)”):**  
Any bill that is not connected (referenced) to a receipt or to a previous bill that modifies it. In such a case, the sale has not been closed.
- **Printed receipt (“Reçu imprimé”):**  
Any receipt recorded in the SRM and printed.
- **Unprinted receipt (“Reçu non imprimé”):**  
Any receipt recorded in the SRM but not printed.
- **Receipt without document (“Reçu sans document”):**  
Any receipt recorded in the SRM without the sales detail.
- **Duplicate bill (“Duplicata-Addition”):**  
Any non-prescribed copy of a bill that the restaurant operator saves for his or her files.
- **Duplicate receipt (“Duplicata-Reçu”):**  
Any non-prescribed copy of a receipt that the restaurant operator saves for his or her files.
- **Other account – bill (“Autre compte-Addition”):**
  - Package
  - Group
- **Other account – receipt (“Autre compte-Reçu”):**

- Package
  - Group
- **Reprint without original – bill (“Réimpression sans original-Addition”):**  
Any reprint referring to an original bill that does not exist in the SRM. This can occur, for example, when an invoice produced using an SRM is then reprinted using another SRM.
  - **Reprint without original – receipt (“Réimpression sans original-Reçu”):**  
Any reprint referring to an original receipt that does not exist in the SRM.
  - **Reprint of antecedent (“Réimpression d’antécédent”):**  
When a bill replaces a previous bill, the latter should normally not be reprinted. Nevertheless, this counter tallies all reprints of previous bills entered in the SRM.

An example of this part of the “Analyse transactionnelle” report appears on the next page.

Analyse mode opérationnel-DiversNuméro de transaction SEV non unique

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Commande au comptoir

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Addition initiale (sans référence)

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Reçu initial (sans référence)

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Addition non liée (non référencée)

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Reçu imprimé

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Reçu non imprimé

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Reçu sans document

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Duplicata-Addition

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Duplicata-Reçu

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Autre compte-Addition

Forfait : 99 999 999  
 Groupe : 99 999 999

Autre compte-Reçu

Forfait : 99 999 999  
 Groupe : 99 999 999

Réimpression sans original-Addition

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Réimpression sans original-Reçu

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

Réimpression d'antécédent

Nombre : 99 999 999  
 Total avant taxes : \$999 999 999.99 \$

#### 4. Counters in training mode

In the fourth part of the “Analyse transactionnelle” report, the number and total before tax are presented for each of the following documents (training mode):

- Bills (“Addition”)
- Receipts (“Reçu”)
- Reprints (“Réimpression”)
- Duplicates (“Duplicata”)

<u>Analyse mode formation-Divers</u>	
<u>Addition</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Reçu</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Réimpression</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
<u>Duplicata</u>	
Nombre	: 99 999 999
Total avant taxes :	s999 999 999.99 \$
Document à conserver pour vos dossiers.	

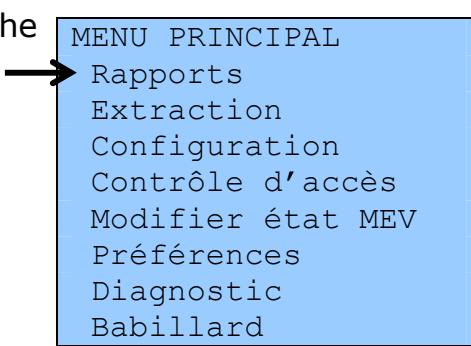
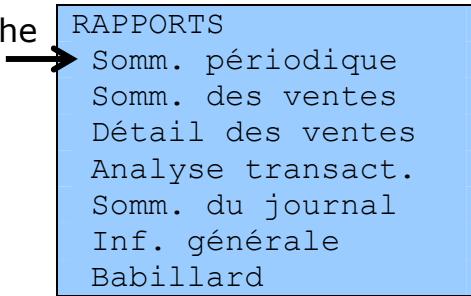
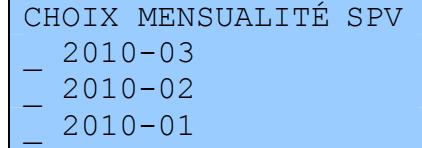
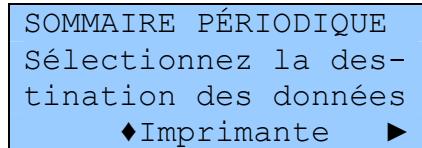
## 8. SENDING THE “SOMMAIRE PÉRIODIQUE DES VENTES” REPORT

### 8.1 THE PAPER REPORT

The “Sommaire périodique des ventes” (SPV) report can be printed on the receipt printer and sent to Revenu Québec by mail or hand delivered to one of Revenu Québec’s offices.

Since each SRM is independent, one report per SRM must be sent to Revenu Québec.

#### Procedure

- From the **MENU PRINCIPAL**, select the **Rapports** option. 
- From the **RAPPORTS** menu, select the **Somm. Périodique** option. 
- Select the desired period. 
- Select the Printer destination. 

- The following message confirms that the report has been printed:

SOMM. PÉRIODIQUE  
Opération terminée

## 8.2 THE ELECTRONIC REPORT

To send Revenu Québec an electronic copy of the SPV report, you can copy the report onto a USB key, provided you are registered for Revenu Québec's Clic Revenu<sup>12</sup> electronic services.

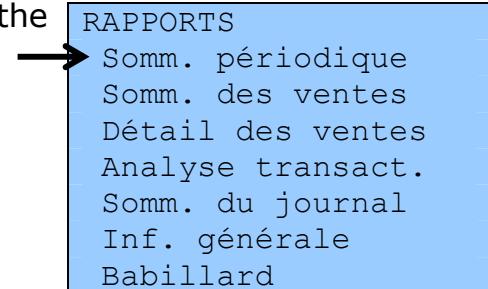
Since every SRM works independently, an SPV report must be sent to Revenu Québec for each one.

### Procedure

- From the **MENU PRINCIPAL**, select the **Rapports** option.



- From the **RAPPORTS** menu, select the **Somm. Périodique** option.



— 2010-03
— 2010-02

<sup>12</sup> You must be registered for clicSÉQUR to access Clic Revenu electronic services. To register for clicSÉQUR, go to the Revenu Québec website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca), go to the Businesses section, and then click on the Clic Revenu Registration link in a box in the upper right corner of your screen. Follow the instructions provided.

- Select the desired period.

\_ 2010-01

- Insert a USB key into one of the SRM ports, and select the “Clé USB” destination.

SOMMAIRE PÉRIODIQUE  
Sélectionnez la destination des données  
◀ ♦Clé USB

- The following message confirms that the report was transferred to your USB key:

SOMM. PÉRIODIQUE  
Opération terminée

- The report is saved on the key under the following name:

**SPV\_12345678\_A\_20080331.xml**

- The eight digits that follow the letters “SPV” correspond to the SRM number.
- The next character identifies the report version.
- The name of the file ends with the end date of the current period (YYYYMMDD).

### Note

You **must not** rename this file because the name is automatically saved in the file data. When the file is validated, the name entered in the file data and the name of the actual file are compared, and the two must be identical.

Once you have an electronic copy of the SPV report on your USB key, you can send it to Revenu Québec electronically. To do so, you must be registered for Revenu Québec’s electronic services. For information on registering, see footnote 12.

## 9. EXTRACTING DATA FROM THE SRM

This operation lets you copy data from the SRM to a USB key or another external medium connected to the SRM.

You will have to extract data in the following situations:

- When you make a backup of SRM data (we recommend you do so periodically);
- When a Revenu Québec employee wants to obtain data from the SRM for an audit.

When data is extracted, the SRM generates an audit file that contains the information and a signature certifying that the content of the copied files has not been modified.

The data is saved on the USB key in a **directory** named as follows:

**MEV12345678\_YYYYMMDD\_HHMMSS**

12345678: Corresponds to the number of the SRM from which the data was copied.

YYYYMMDD: Corresponds to the date the copy was made, using year, month, day format.

HHMMSS: Corresponds to the hour, minutes and seconds at which the copy was made.

This directory contains **transaction files** for every day in the period for which you are extracting data. Every backup copy file that has been saved since the SRM was activated or since the earliest existing date are available in this directory. These transaction files are named as follows:

**YYYY-MM-DD-10000165.xml**

YYYY-MM-DD: Corresponds to a specific day, using the year, month, day format.

10000165: Corresponds to the first transaction number of this day.

This directory also contains a file with all the events recorded in the event log since the SRM was activated or since the latest data purge.<sup>13</sup> The name of this file is **Journal.xml**.

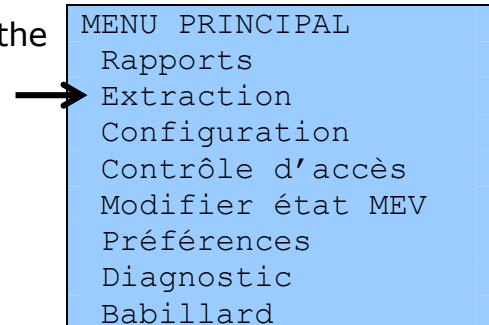
## 9.1 COMPLETE OR BACKUP COPY OF DATA

The SRM is similar to a book of accounts. For that reason, the restaurant operator must keep the data contained therein, usually for six years following the last year to which they refer.

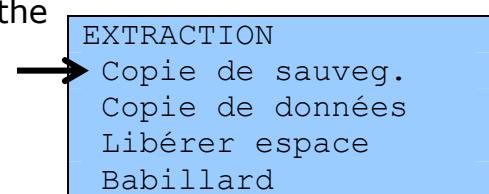
In information technology, a backup is an operation that involves copying and saving to a secure place **data** contained in a computer system. It is strongly recommended to copy and save SRM data on a USB key or other external medium regularly.

### Procedure

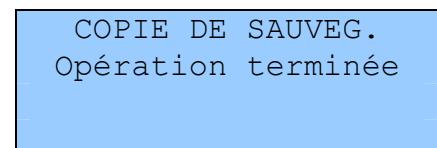
- Connect a USB key to one of the free ports on the SRM and then start a session on the SRM.
- From the **MENU PRINCIPAL**, select the **Extraction** option.



- From the **EXTRACTION** menu, select the **Copie de sauveg.** option.



- The following message confirms that a backup copy was successfully made:



---

<sup>13</sup> Data purging is not yet operational.

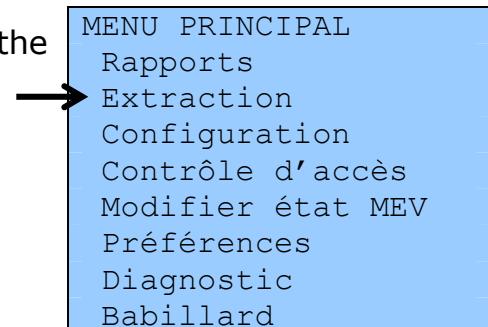
## 9.2 PARTIAL COPY OF DATA

This feature allows you to specify the type of data you want to copy and for what period. In this way, you copy only part of the data in the SRM.

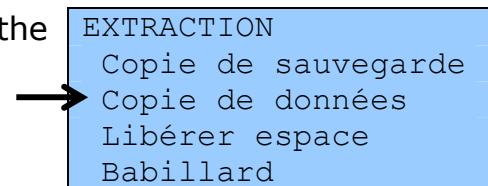
### Procedure

- Connect a USB key to one of the SRM's free ports and then start a session on the SRM.

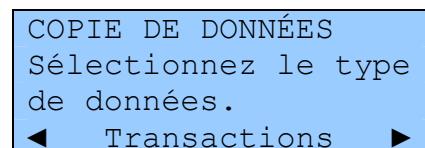
- From the **MENU PRINCIPAL**, select the **Extraction** option.



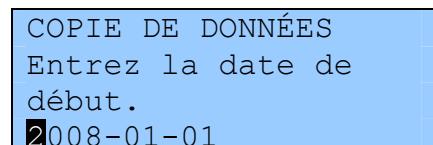
- From the **EXTRACTION** menu, select the **Copie de données** option.



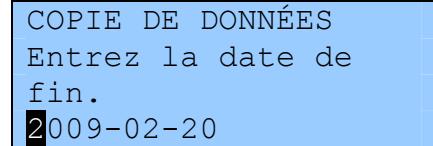
- Select the type of data desired, either **Transactions**, **Événements** (events), or **Tous les types** (which includes both transactions and events).



- Select the start date for the period for which you want to copy the data.



- Then select the end date for the period for which you want to copy the data.



- The following message confirms that the data was successfully copied:

COPIE DE DONNÉES  
Opération terminée

## 9.3 FREEING UP DISK SPACE

Freeing up disk space is an operation that should only be carried out when requested by the system itself. When the SRM's memory is full, a message will indicate that you must free up additional disk space.

### Procedure

- Connect a USB key to one of the SRM's free ports and then start a session on the SRM.

- From the **MENU PRINCIPAL**, select the **Extraction** option.

MENU PRINCIPAL  
Rapports  
Extraction  
Configuration  
Contrôle d'accès  
Modifier état MEV  
Préférences  
Diagnostic  
Babillard

- From the **EXTRACTION** menu, select the **Copie de sauvegarde** option.

EXTRACTION  
Copie de sauvegarde  
Copie de données  
Libérer espace  
Babillard

- Once the backup copy has been made, return to the **EXTRACTION** menu and select the **Libérer espace** option.

EXTRACTION  
Copie de sauvegarde  
Copie de données  
Libérer espace  
Babillard

- The following message confirms that additional disk space has been successfully freed up:

LIBÉRER ESPACE  
Opération terminée

You can then continue to use your SRM as usual.

Please note that you must keep all stored data in a safe place. Data must be kept for the period fixed by law, just as for your accounting records.

## 10. ERROR AND INFORMATION MESSAGES

Certain error and information messages are displayed directly on the SRM's display station, while others are printed on the receipt printer.

To obtain help with these messages from Revenu Québec's Centre d'assistance aux services à la clientèle, dial **1 866 423-3234**.

Telephone service business hours:

Monday, Tuesday, Thursday and Friday: 8 a.m. to 6 p.m.  
Wednesday: 10 a.m. to 6 p.m.

Please note that this service is not available on Québec statutory holidays.

### 10.1 PRESENTATION OF THE BULLETIN BOARD

The **Babillard** function lets you consult all the error and information messages produced by the SRM.

BABILLARD	(!)
E09-05-07	08:30:15▲
◆A09-05-07	08:25:10
I09-05-07	08:20:05▼
Démarrer session	

**The messages are saved on the bulletin board as long as the SRM is not shut down. However, when you shut down or start up the SRM, the bulletin board is emptied.**

When there are messages on the bulletin board, an exclamation point is displayed in the upper right-hand corner of all SRM menus.

When the SRM is turned on (in the ON position), you can access the bulletin board at any time, whether or not a session is open:

- When a session is launched, the **Babillard** option appears on all SRM menus.
- If there is no session open and the SRM is on standby, press any key to exit standby and display the bulletin board.

## Procedure for using the bulletin board

- Use the keys to position the cursor (◆) beside a message to be read.

- Press the key to select the message to be read and obtain the description.

A09-05-07 08:25:10  
Erreur dans les transactions corrigées pendant le démarrage.

- Every time you consult a message, you can choose to save or delete the message.

- Click the key again.

BABILLARD  
Supprimer message courant ?  
◆OUI ►

- Select OUI to delete the message or NON to save it on the bulletin board as long as the SRM remains on.

Messages are always presented in reverse chronological order, that is, from the most to the least recent. The first character represents the degree of severity of the message and is followed by the date and time of the message.

The degrees of severity are as follows:

A = Warning (Avertissement)

E = Error (Erreur)

I = Information (Information)

When the bulletin board is empty and there are no messages to read, it displays "Aucun message".

When there is no session open, the bulletin board displays the **Démarrer session** (open session) command at the end of the list of messages.

## 10.2 MESSAGES RELATED TO AUTHENTICATION AND ACCESS

No.	Message	Explanation	What to do
<b>02285E</b> access	Vous ne pouvez pas modifier vous-même le compte.	You cannot modify your own user code.	Correct the code entered if you have made a mistake. <b>or</b> Ask the SRM access manager or administrator to make the change for you.
<b>02286E</b> access	Le code d'utilisateur {x} est désactivé.	You cannot use a user code that has been deactivated.	Ask the SRM access manager to reactivate the user code for you.
<b>02287E</b> access	Le code d'utilisateur ou le mot de passe est invalide.	The user code or the password you entered is not valid.	Verify and correct the user code or the password.
<b>02288E</b> access	Vous ne pouvez pas modifier vous-même votre mot de passe.	You are not authorized to modify your password.	Ask the SRM access manager to make the change for you.
<b>02289E</b> access	Le nouveau mot de passe doit être différent du mot de passe actuel.	You cannot reuse the same password.	Enter a new password that is different from the old one. <b>or</b> To keep your old password, cancel the operation by pressing the  key.
<b>02290E</b> access	Le nouveau mot de passe n'a pas été confirmé.	The confirmed password must be identical to your new password.	Start the operation over.
<b>02292E</b> access	Le rôle {x} existe déjà.	The role that you are trying to create already exists. You cannot create another identical one.	Create a different role or modify an existing one.
<b>02294E</b> access	Le rôle doit posséder au moins une fonctionnalité.	When you create a role, you must associate it with at least one functionality.	Choose one or more functionalities to associate with the role.
<b>02295E</b> access	Le rôle {x} est encore associé aux utilisateurs suivants: {y}.	You cannot delete a role as long as it is associated with at least one user.	You must first disassociate this role from all users. See section 5.3.
<b>02316E</b> access	Il n'y a pas d'utilisateur à modifier.	No user has been defined (for modification purposes).	To create a user, see section 5.5.

No.	Message	Explanation	What to do
<b>02317E</b> access	Il n'y a pas d'utilisateur à désactiver.	No user has been defined (for deactivation purposes), <b>or</b> all users are deactivated.	
<b>02318E</b> access	Il n'y a pas d'utilisateur à réactiver.	No user has been defined (for reactivation purposes), <b>or</b> all users are already activated.	
<b>02319E</b> access	Il n'y a pas d'utilisateur à supprimer.	No user has been defined (for deletion purposes).	
<b>02320E</b> access	Il n'y a pas de rôle à modifier.	No role has been defined (for modification purposes).	
<b>02321E</b> access	Il n'y a pas de rôle à supprimer.	No role has been defined (for deletion purposes).	

## 10.3 MESSAGES RELATED TO PRODUCING REPORTS, PARAMETERS AND THE CONFIGURATION OF THE SRM

No.	Message	Explanation	What to do
<b>02212E</b>	La date de début de la période doit précéder la date de fin.	The start date of the period must be earlier than the end date.	Correct the start or end date to meet this condition.
<b>02214E</b>	Inscrivez un numéro de transaction de début et un autre de fin.	The transaction range start or end number has not been entered.	Enter a range of transaction numbers.
<b>02215E</b>	Le numéro de transaction de début doit être plus petit que le numéro de fin.	The transaction range start number must be smaller than the end number.	Correct the beginning or ending transaction number to meet this condition.
<b>02218E</b>	L'identifiant unique est introuvable.	The SRS transaction number does not exist in the SRM.	Make sure you have properly entered the transaction number.
<b>02283E</b>	Le code d'utilisateur {x} existe déjà.	You cannot create a user code that already exists.	Create a different user code.
<b>02221I</b>	Le nombre de transactions à imprimer a atteint sa limite.	The number of transactions that can be printed is limited to the number entered in the settings.	If you want to print more transactions, see section 3.8 to learn how to modify this setting.

No.	Message	Explanation	What to do
<b>02222I</b>	Aucune transaction ne correspond aux critères de recherche.	For the “Détail des ventes” report, the system could not find any transaction based on the search parameters.	Modify your selection criteria.
<b>02223I</b>	ATTENTION, {n} transactions seront imprimées. Voulez-vous continuer?	<p>Some reports can be very long. This message tells you how many transactions will be printed and lets you continue or cancel the printing.</p> <p>This message is displayed only if the number of transactions to print is greater than 50.</p> <p>The number of transactions cannot be greater than the maximum number entered in the settings.</p>	Click Oui to print or Non to cancel printing.
<b>02224I</b>	Le nombre d'événements à imprimer a atteint sa limite.	The number of events shown on the report you have just printed was limited to the number entered in the settings.	If you want to print more events, see section 3.8 to learn how to modify this setting. You can then resume printing the report.
<b>02225I</b>	Aucun événement ne correspond aux critères de sélection des données.	The system could not find any event based on the data selection criteria.	Modify your selection criteria.
<b>02226I</b>	ATTENTION, {n} événements seront imprimés. Voulez-vous continuer?	<p>Some reports can be very long. This message tells you how many events will be printed and lets you continue or cancel the printing.</p> <p>This message is displayed only if the number of events to print is greater than 50.</p> <p>The number of events cannot be greater than the maximum number entered in the settings.</p>	Click Oui to print or Non to cancel printing.
<b>02228</b>	Il n'y a aucun choix de période pour le SPV.	The SRM has no SPV period to propose. This can occur at the beginning of operation of an SRM in a restaurant. As long as at least one period is not complete, no choice is offered.	You must wait for a new month to begin before producing an SPV report. At this time, a usual period begins on the first day of the month and ends on the last day.

## 10.4 MESSAGES RELATED TO COPYING DATA

No.	Message	Explanation	What to do
02300	Champ obligatoire.	A required piece of information has not been entered.	Enter the missing data.
02301	La date est invalide.	The date has been entered incorrectly. The required format is YYYY-MM-DD (year, month, day), sometimes followed by HH:MM (hour, minutes).	Re-enter the date, following this format.
02304	Le type de données est invalide.	The type of data you are trying to copy is invalid. This message applies to <b>external commands</b> to copy data—for example, those made through an SRS rather than by means of the display station.	Call your installer to correct the situation.  In the meantime, you can copy data using the display station.
02305	Le certificat est invalide.	The security certificate used to encrypt the data to copy is not valid.  This message applies to <b>external commands</b> to copy data—for example, those made through an inspector's computer rather than by means of the display station.	Contact Revenu Québec's support centre.
02306	Il n'y a pas de clé USB.	You have chosen the destination "Clé USB" but there is no USB key connected to the SRM.	Connect your USB key to one of the free ports on the SRM and begin the operation again.
02307	L'espace disponible sur le disque n'est pas suffisant pour crypter les données.	Data encryption requires a certain amount of free memory in the SRM. This message indicates that there is not enough space.	Contact Revenu Québec's support centre.

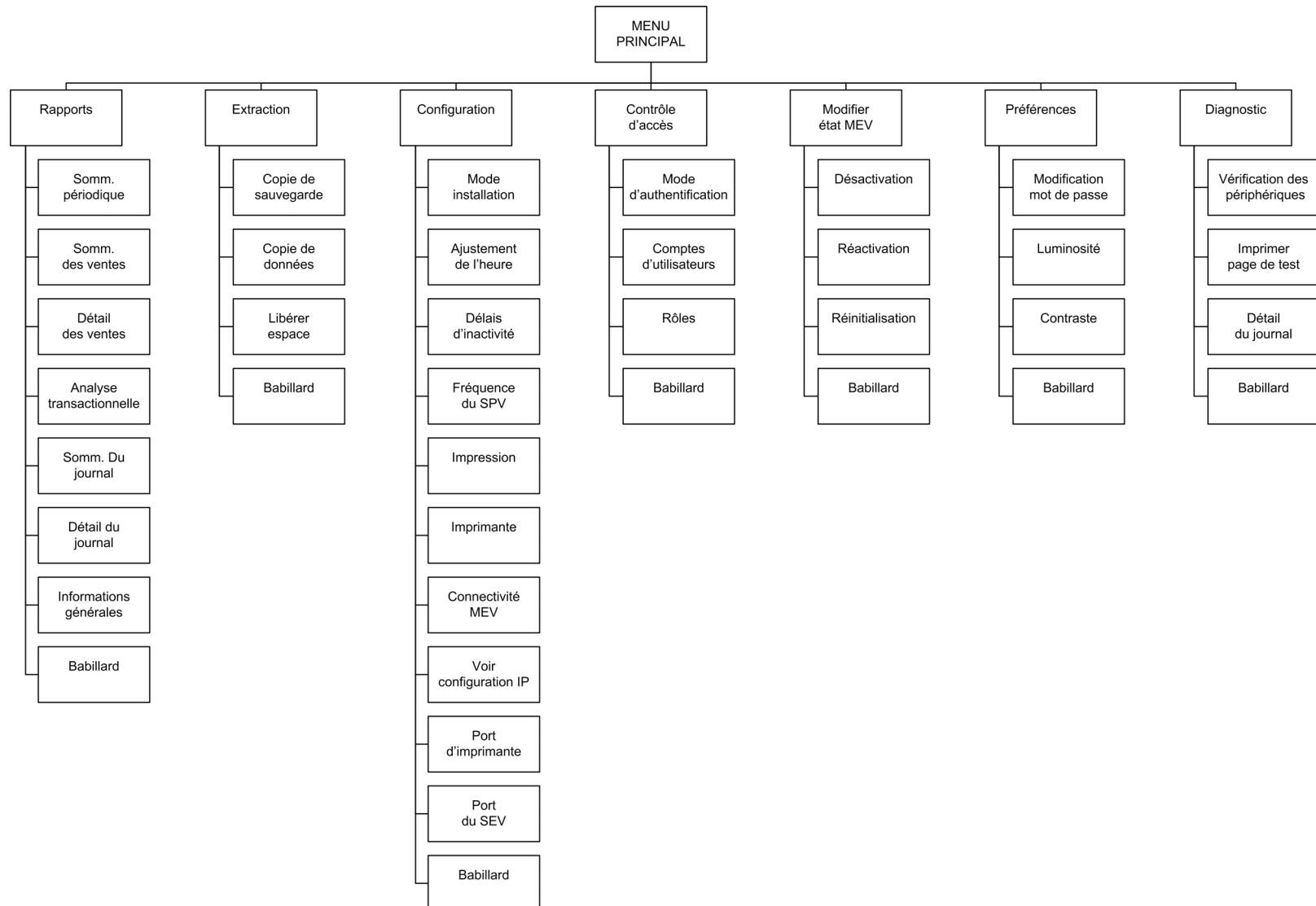
No.	Message	Explanation	What to do
02310	Une erreur est survenue lors de la copie. Vérifiez la clé USB et réessayez.	<p>Writing errors can occur when you copy data to a USB key. If a writing error occurs, the copying operation ends and this message is displayed.</p> <p>The cause of the error may be:</p> <ul style="list-style-type: none"> <li>• A shortage of space on the USB key;</li> <li>• The USB key was removed before the copy was finished;</li> <li>• The destination directory for the data already exists or is read-only.</li> </ul>	<p>Make sure your USB key has enough space for the data and that it is not write-protected.</p> <p>If necessary, change USB keys and start over.</p>
02311	La date de fin doit se situer après la date de début ou être la même que celle-ci.	The end date must be identical to or later than the start date.	Correct the start date or the end date to meet this condition.
02567	La copie de sauvegarde a échoué (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}.	The data backup failed.	<p>Check that the USB key is properly connected and start the backup over.</p> <p>If the backup fails again, try a new USB key.</p> <p>If the problem persists, contact Revenu Québec's support centre.</p>
02570	La copie des données a échoué (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}. Période visée: du {3:AAAA'-MM'-JJ} au {4:AAAA'-MM'-JJ}. Type de données: {w}.	The data copying operation failed.	<p>Check that the USB key is properly connected and start the backup over.</p> <p>If the backup fails again, try a new USB key.</p> <p>If the problem persists, contact Revenu Québec's support centre.</p>
02565	La copie de sauvegarde est terminée (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}.	This message confirms that the backup completed successfully.	
02566	La copie de sauvegarde a été interrompue (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}.	You interrupted the backup.	Start the operation over.

No.	Message	Explanation	What to do
02568	La copie des données est terminée (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}. Période visée: du {3:AAAA'-'MM'-JJ} au {4:AAAA'-'MM'-JJ}. Type de données: {w}.	This message confirms that the data backup completed successfully.	
02569	La copie des données a été interrompue (code d'utilisateur: {x}). Taille des fichiers copiés: {y}. Nombre de fichiers copiés: {z}. Période visée: du {3:AAAA'-'MM'-JJ} au {4:AAAA'-'MM'-JJ}. Type de données: {w}.	You interrupted the data copy operation.	Start the operation over.

## 10.5 OTHER MESSAGES

No.	Message	Explanation	What to do
04020	Ce caractère est invalide.	You have not respected the entry format.	Start the entry over using the correct format.
04021	Ce paramètre est invalide.	The setting in question cannot be selected.	Choose a valid setting.
02002	L'utilisation du disque a atteint un niveau élevé. Effectuez une copie de sauvegarde et libérez ensuite de l'espace dès que possible.	This message may be displayed when a user starts the SRM. It indicates that the available memory is insufficient for normal SRM operations.	Execute the command to free up disk space as soon as possible.
02003	L'utilisation du disque a atteint un niveau élevé. Effectuez une copie de sauvegarde et libérez ensuite de l'espace.	This message may be displayed when a user starts the SRM. It indicates that the available memory is insufficient for normal SRM operations.	Execute the command to free up disk space immediately so that you can continue to use the SRM.
	Vous n'êtes pas autorisé à effectuer cette opération.	You don't have the necessary access rights to execute this operation.	Ask a user with the necessary access rights to execute this operation for you.
	Une erreur est survenue, veuillez recommencer. Si l'erreur persiste, contactez votre installateur.	This message is displayed when an unexpected technical error occurs while a command is being executed.	Start the operation over. If the problem persists, contact your installer.
00301E	N'oubliez pas de redémarrer le MEV pour que le changement soit pris en charge.	This message is displayed when the selection of the printer or SRS communication port requires restarting the SRM.	To restart the SRM, move the switch to the OFF position. Then return the switch to ON.
02558I	Vous avez sélectionné une nouvelle imprimante. Vous pouvez effectuer un test d'impression à partir du menu Diagnostic.	After having selected a printer, you should check whether the SRM and the printer are communicating properly by running a printing test.	See section 3.4 for instructions on printing a test page.
OTHER			Tell your installer about any other message.

## 11. MENU DIAGRAM FOR THE SRM



## 12. APPENDICES

## 12.1 APPENDIX 1

<b>SOMMAIRE PÉRIODIQUE DES VENTES</b>	
De : ADMIN (ADMINISTRATEUR)	
Revenu Québec 3800, rue Marly Ste-Foy	
No MEV : 10000101	
Produit le : 2010-10-10 à 17:20:34	
<u>Période</u> 2010-09	
Nombre : 6 941 Total avant taxes : 303 680.06 \$ TPS : 15 177.58 \$ TVQ : 23 915.56 \$	
<u>Identification du SPV</u> 10000101-C20109	
Note : Veuillez transmettre ce SPV à Revenu Québec	
Signature : _____	

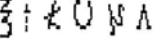
} Identification

} Sales summary for the specified period

} "Informations générales," "Sommaire des ventes," "Sommaire du journal des événements" and "Analyse transactionnelle" reports included in bar codes

} Please sign the SPV report before submitting it.

## 12.2 APPENDIX 2

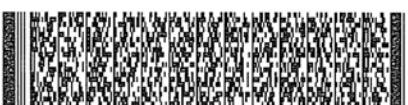
L'Assiette Fiscale 3800, rue De Marly Sainte-Foy, Qc 2010-04-19 - 16:03 No fact. 565236	L'Assiette Fiscale 3800, rue De Marly Sainte-Foy, Qc 2010-04-19 - 16:03 No fact. 337380
Spaghetti \$ 13.95 Tarte au sucre \$ 5.35 Boisson gazeuse \$ 1.99	Spaghetti \$ 13.95 Tarte au sucre \$ 5.35 Boisson gazeuse \$ 1.99
Sous total \$ 21.29 TPS \$ 1.06 TVQ \$ 1.68 TOTAL \$ 24.03	Sous total \$ 21.29 TPS \$ 1.06 TVQ \$ 1.68 TOTAL \$ 24.03
No TVQ : 10123456789 0001 No TPS : 239987234 Merci et revenez nous voir ===== TPS: 1.06 \$ TVQ: 1.68 \$	No TVQ : 10123456789 0001 No TPS : 239987234 Merci et revenez nous voir ===== TPS: 1.06 \$ TVQ: 1.68 \$
<b>Total : 24.03 \$</b>	<b>Total : 24.03 \$</b>
FACTURE ORIGINALE	PAIEMENT REÇU
	
2010-04-19 16:03:36 MEV:10000101-10263251 L'Assiette Fiscale 3800, rue De Marly Ste-Foy  =====	2010-04-19 16:03:34 MEV:10000101-10263249 L'Assiette Fiscale 3800, rue De Marly Ste-Foy  =====

Body of document

Footer

L'Assiette Fiscale 3800 rue De Marly Sainte-Foy, Qc 2010-04-16 - 16:50 No fact. 328836
 Côtes levées \$ 23.99
Sous total \$ 23.99
TPS \$ 1.20
TVQ \$ 1.89
TOTAL \$ 27.08
 No TVQ : 10123456789 0001 No TPS : 239987234 Merci et revenez nous voir =====
TPS: 1.20 \$ TVQ: 1.89 \$
 <b>Total : 27.08 \$</b>
 RÉIMPRESSION
 
2010-04-16 16:50:49 MEV:10000101-10263232
L'Assiette Fiscale 3800, rue De Marly Ste-Foy   - ≠ ≠ ⌂ ↴ ↵
=====

L'Assiette Fiscale 3800, rue De Marly Sainte-Foy, Qc 2010-04-19 - 16:03 No fact. 281330
 Spaghetti \$ 13.95 Tarte au sucre \$ 5.35 Boisson gazeuse \$ 1.99
Sous total \$ 21.29
TPS \$ 1.06
TVQ \$ 1.68
TOTAL \$ 24.03
 No TVQ : 10123456789 0001 No TPS : 239987234 Merci et revenez nous voir =====
TPS: 1.06 \$ TVQ: 1.68 \$
 <b>Total : 24.03 \$</b>
 FACTURE RÉVISÉE
Remplace 2 factures déjà produites
 
2010-04-19 16:03:33 MEV:10000101-10263248
L'Assiette Fiscale 3800, rue De Marly Ste-Foy 0 ↴ ↵ ↴ ↵
=====

L'Assiette Fiscale 3800 rue De Marly Sainte-Foy, Qc 2010-04-16 - 16:43 No fact. 286622
 Nº Contrat : 242 0,00 \$ Date de l'événem. : 2010-04-29 0,00 \$ Montant prévu : 2300 \$ 0,00 \$ Nbre prévu de pers. : 25 0,00 \$
 Sous total 0,00 \$ TPS 0,00 \$ TVQ 0,00 \$ TOTAL 0,00 \$
 No TVQ : 10123456789 0001 No TPS : 239987234 =====
Merci et revenez nous voir =====
ÉVÉNEMENT DE GROUPE
 
2010-04-16 16:43:13 MEV:10000101-10263228
L'Assiette Fiscale 3800, rue De Marly Ste-Foy \$ U O F : F
=====

Copie du commerçant  
Ne pas remettre au client

L'Assiette Fiscale  
3800 rue De Marly  
Sainte-Foy, Qc  
2010-04-16 - 16:49  
No fact. 328836

Côtes levées	\$	23.99
Sous total	\$	23.99
TPS	\$	1.20
TVQ	\$	1.89
TOTAL	\$	27.08

No TVQ : 10123456789 0001  
No TPS : 239987234  
Merci et revenez nous voir  
Copie du commerçant  
Ne pas remettre au client

=====

Header

Body of document

Footer

## 12.3 APPENDIX 3

### INFORMATIONS GÉNÉRALES

De : ADMIN (ADMINISTRATEUR)

L'Assiette Fiscale  
3800, rue De Marly  
Ste-Foy

No MEV : 10000101

Produit le : 2010-04-16 à 16:52:27

```
=====
No vers. composants : v01.00
État du MEV : Activé
Date état du MEV : 2008-12-31 19:00:00
No TVQ : 1234567890T01234
No TPS : 123456789RT1234
No établissement : R123
Fréquence du SPV : MENSUELLE
Date du dernier SPV : 2010-04-16 11:59:34
Date dernière copie : 2010-12-19 16:29:48
Écart Date MEV - SEV : + 7-07:16:20
Espace disq. utilisé : 34%
Espace utilisé du JE : 2%
Port comm. SEV : COM1
Port comm. IR : COM3
Modèle IR : STA 10
```

Document à conserver pour vos dossiers.

### SOMMAIRE DES VENTES

De : ADMIN (ADMINISTRATEUR)

L'Assiette Fiscale  
3800, rue De Marly  
Ste-Foy

No MEV : 10000101

Produit le : 2010-04-16 à 16:53:30

Période  
2010-04-01 00:00 au 2010-04-16 16:53

#### Transactions CT

Nombre	:	32
Total avant taxes	:	809,01 \$
TPS	:	40,36 \$
TVQ	:	63,68 \$

#### Transactions DT

Nombre	:	0
Total avant taxes	:	0,00 \$
TPS	:	0,00 \$
TVQ	:	0,00 \$

#### Transactions Nulles

Nombre	:	17
TPS	:	0,00 \$
TVQ	:	0,00 \$

#### Total

Nombre	:	49
Total avant taxes	:	809,01 \$
TPS	:	40,36 \$
TVQ	:	63,68 \$

Document à conserver pour vos dossiers.