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REVENU QUÉBEC

SRM USER GUIDE

Mandatory billing in the restaurant sector

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AS A RESTAURATEUR, YOU ACTIVELY PARTICIPATE IN THE ECONOMIC DEVELOPMENT OF QUÉBEC SOCIETY.

Therefore, you need a competitive environment where everyone follows the same rules.

Giving a bill to every customer is the responsible thing to do. It is part of your contribution to maintaining a tax system that is fair for all.

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This document is for information purposes only. It is not a legal interpretation of legislative measures.

INTRODUCTION

If you are the operator of a restaurant establishment who is registered for the Québec sales tax (QST), you are required by law to do the following when you make the supply of a meal:

- give your customers bills prepared using a sales recording module (SRM) without delay and at all times (not only when requested);
- every month, produce and send the *Sommaire périodique des ventes* (SPV) or "periodic sales summary" report to Revenu Québec.

The SRM is the device at the core of the technological solution chosen by Revenu Québec for the restaurant sector.

The SRM selected by Revenu Québec is a microcomputer to which a security feature has been added. The SRM must be connected to a sales recording system (SRS), generally a cash register or point-of-sale (POS) system. The SRM must also be connected to a receipt printer.

The SRM is designed to

- receive transaction data;
- record transaction data such as sales and tax information in a secure memory;
- send the data to a receipt printer in order to produce a bill with a barcode and information about the restaurant establishment.

The SRM is used to produce reports such as the SPV. SPVs contain information on sales and transactions carried out over a given period (see Appendix 2).

For more information about mandatory billing in the restaurant sector, see guide IN-575-V, *Information for Restaurateurs*, which is available on Revenu Québec's website.

Who this guide is for

This guide is for all operators of restaurant establishments or employees who work using an SRM. It can also be used as a reference manual for SRM installers.

Contents

This guide introduces the SRM and explains how to use it (configuration, access management, report printing, etc.). It also provides information about

- restaurant establishment operator obligations;
- the contents of bills to be given to customers and reports to be produced using the SRM; and
- error messages.

Definitions

ActiMEV

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

Bill

A note showing the total of the expenses incurred by a customer in a restaurant establishment.
The bill is given to the customer **before** payment is received.

Cash register or point-of-sale (POS) system

A computer system used to manage and record sales, produce bills and keep books of account.

Customer

Person to whom the bill is given.

Display station

A device with a keyboard and a screen that allows users to send information to the system (or receive information from the system).

Invoice

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

Package deal

A sale is considered a package deal when a meal is included with a service such as dinner theatre entertainment, a hotel stay, a golf club event or beauty care.

Parallel-to-serial converter

A box that converts parallel signals to serial signals.

Prescribed document

A document imposed by law, produced by the SRM and printed using the receipt printer.

> **Note**: 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 barcode and other information produced by the SRM.

Receipt

Proof of payment issued to the customer.

Receipt printer

A printer connected to the SRM for printing receipts and all other documents produced by the SRS or the SRM (for example, SPVs).

Reference number

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

Reinitialization

An operation where the SRM is reset to its initial state, removing all data and software.

Restaurant establishment

A restaurant establishment is

- a place where meals are generally sold for consumption on the premises;
- a place where meals are sold for consumption elsewhere than on the premises;
- a place where a caterer carries on a business.

The term "restaurant establishment" does not mean a business to which one of the following situations applies:

1. 90% or more of the sales consist of alcoholic beverages.
2. 90% or more of the meal sales are tax-exempt.
3. 90% or more of the meals are reserved for the staff of a business.
4. Meals are offered in a mobile vehicle (such as a mobile canteen, an airplane, a ship or a train).
5. 90% or more of the meals are sold for consumption in stands, bleachers, or in a space reserved for the participants or spectators of a theatre, a movie theatre, an amphitheatre, a racetrack, an arena, a stadium, a sports centre or any other similar business.
6. The business is a butcher shop, bakery, fish shop, grocery store or similar business where meals are sold for consumption elsewhere than on the premises.
7. The business offering meals is located on the premises of one of your businesses that is not a restaurant establishment and is laid out so that less than 20 people can simultaneously consume their meals on the premises (for example, a small restaurant in a hotel, store, grocery store, bakery, butcher shop or fish shop).

Mandatory billing also applies to any operator of a business that offers a catering service, regardless of whether catering is the business's main activity (for example, catering activities offered in a grocery store or bakery). In such a case, only the catering service must comply with mandatory billing measures.

Restaurateur

A general term referring to any operator of a restaurant establishment.

Sale

An operation where a restaurateur makes the supply of food or beverage to a customer in exchange for a consideration (usually a payment).

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.

> **Note**: Once the data is recorded, the SRM produces a digital signature, then sends the receipt printer the necessary information to print bills on which the digital signature appears. Restaurant establishments subject to the QST are required to give their clients bills produced using an SRM.

Sales recording system (SRS)

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

This term refers to cash registers, POS systems and any other system with the same features. The term "sales recording system" and the abbreviation "SRS" are used to designate these systems.

Sommaire périodique des ventes (SPV) report (periodic sales summary)

A report showing all commercial activity data (for example, total sales and taxes) recorded in an SRM over a given period. Data in SPVs appears as barcodes. The abbreviation "SPV" is used throughout this document.

For more information on SPVs, see guide IN-575-V, *Information for Restaurateurs*.

SRM installer

A business registered with Revenu Québec as an SRM installer.

> **Note**: Such an installer has exclusive rights with regards to purchasing new SRMs from the supplier in order to sell them to Québec restaurant establishments. SRM installers are also the only ones that can install and activate new or used SRMs. They are also required to offer technical support concerning the SRMs they install.

Support centre[1]

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.

1. To contact the support centre, see the contact information at the end of this guide

1. SRM AND DISPLAY STATION FEATURES

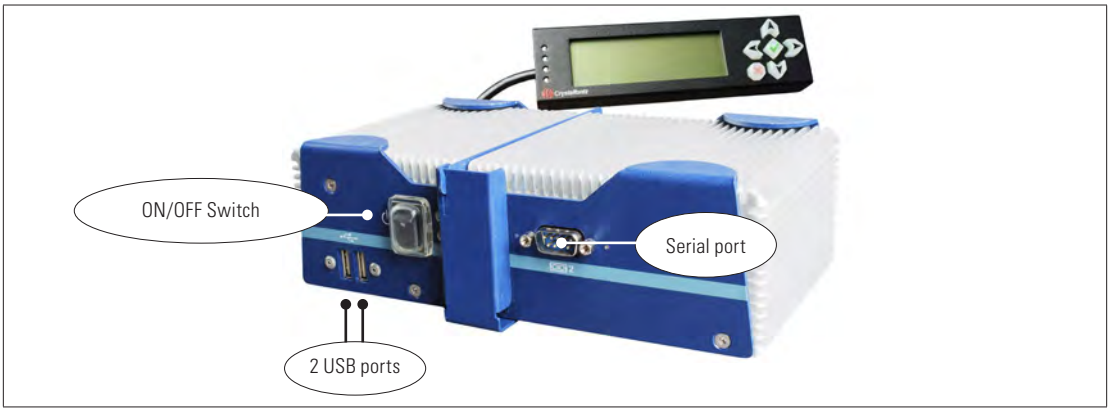
1.1 The SRM

The SRM selected by Revenu Québec is a microcomputer to which a seal has been added.

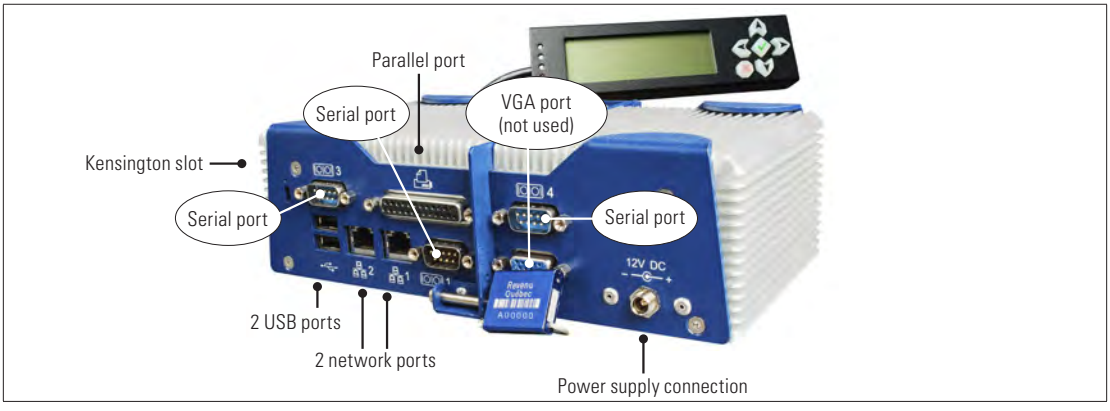
It comes in a grey and blue aluminium case and weighs a bit more than 2 kg (4.75 lb). It is 21.2 cm long, 6.4 cm high and 11.2 cm deep (8.35" × 2.52" × 4.41").

Every SRM is equipped with a seal used to detect attempted intrusions. The seal is made up of a metal ring surrounding the SRM and a padlock showing the Revenu Québec logo. If one of the seal's components is damaged, please inform Revenu Québec, then contact your SRM installer. Your SRM installer can correct the problem.

Front view



Rear view



1.2 The display station[1]

The SRM's display station is made up of

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

The keypad

Use the keys to

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

Use the keys to

- move the cursor left and right;
- 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;
- end your session when the main menu is displayed (the display station will go into standby);
- stop a print command.

1. This device should be connected at all times so that you can see any error messages.

1.3 Starting and ending a session

Starting a session

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

To enter characters such as those in your user code or password, press the keys. This will allow you to scroll through the letters (A to Z), numbers (0 to 9) and special characters. When you get to the character you want, press the key to enter the next character. Repeat these steps until your user code or password is entered, then press .

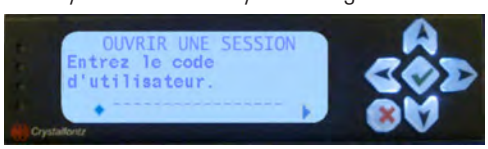
PROCEDURE

Enter or select your user code, depending on the authentication method chosen (see section 12.2).

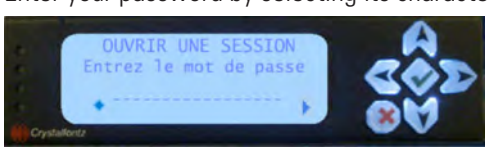
- Select your user code from the horizontal list.

or

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



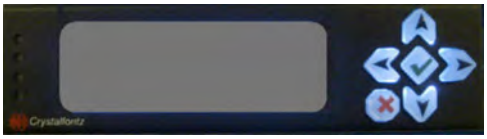
- Enter your password by selecting its characters one by one.



The menu for your access profile will be displayed.

Ending a session

To end a session, press the key repeatedly until the display station shows “Fermer la session.” After three seconds, the screen will turn off.



1.4 SRM shutdown, restart and installation mode

You may have to restart the SRM to correct a problem, shut it down completely or put it in installation mode.

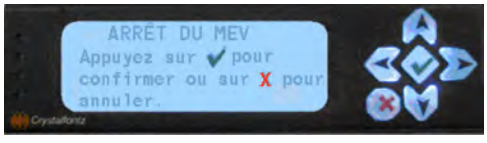
Shutting down and restarting the SRM

There are two ways to shut down the SRM. We recommend the first method, using the display station, which lets you choose between restarting or shutting down the SRM.

Using the display station

1. After ending a session (the display station is off), press the key.
2. Select **Arrêter** (shut down) or **Redémarrer** (restart).
3. Press the confirmation key ( ).

4. Press the key again to confirm your selection.



Not using the display screen

Briefly press the ON/OFF switch located on the front of the SRM. The SRM is shut down when the indicator light is off.

Installation mode

Putting the SRM in installation mode lets it communicate with the ActiMEV software. To put the SRM in installation mode, you can either

1. select **Configuration** in the main menu on the display station, then select **Mode installation** (available for all SRM software versions); or

2. after having ended a session, press the key on the display station and select **Mode installation** (available for SRM software versions 2.19 or later).

To exit installation mode, press the ON/OFF switch briefly. If an ActiMEV session is in progress, the installer can restart the SRM by selecting **Redémarrer le MEV** using the ActiMEV software.

> Note: When a new or initialized SRM is activated, it is automatically in installation mode.

2. STATUS AND CONDITION OF THE SRM

2.1 Status of the SRM

The **status** of the SRM means its activation status (activated, deactivated or initialized). For more information, see the table below.

Status	Description	Possibilities and restrictions
Activated	When activated, an SRM records all transactions and keeps all data.	• Can produce bills • Can produce various reports, such as SPVs
Deactivated	A deactivated SRM does not record any transactions, but keeps all data.	• Cannot produce bills • Can produce various reports (for example, SPVs), but can only access data from periods when the SRM was activated
Initialized	Once initialized, the SRM contains no data. It can be sold to a third party who can have it activated in its own restaurant establishment.	• Cannot produce bills • Cannot produce any reports (including SPVs)

Normally, an SRM should always be activated in an operating restaurant establishment, except under certain exceptional circumstances, for example, a situation in which you are no longer using an SRM because you have closed your terrace for winter.

You can change the status of your SRM yourself by following the instructions in Part 13 of this guide and contacting us. Alternatively, you can contact your installer, in which case there is no need to contact us.

Note that SRM activation is always done by an installer.

When you acquire an SRM, be sure to insist that it be initialized. When your SRM is initialized, your installer will have to use ActiMEV to activate it.

2.2 Condition of the SRM

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

Knowing the different SRM conditions is important because they affect the production of SPVs.

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

Changes in the condition of your SRM may occur (for example, if the SRM is damaged) and you may need to report them. If that is the case, please contact Revenu Québec immediately and, if necessary, your SRM installer.

Afterward, Revenu Québec will send you a letter confirming any changes made to your SRM.

To contact the support centre, see the contact information at the end of this guide.

3. RESTAURANT ESTABLISHMENT OPERATOR OBLIGATIONS

3.1 Name and address appearing on the bill

The name and address of the restaurant establishment entered in the SRM during activation will appear in the footer of the bills you produce. You must make sure they are the same as the ones appearing in the header of the bills.

The name you enter must correspond either to the name given to the Registraire des entreprises or to the name under which the restaurant establishment conducts business.

For more information, see guide IN-575-V, *Information for Restaurateurs*.

3.2 Producing SPVs

The SPV (periodic sales summary) is a document showing transaction data recorded in the SRM during a calendar month.

When an SRM is activated in your restaurant establishment, you are required to produce and send SPVs to Revenu Québec every month, even if no transactions have been recorded in the SRM for a given month.

Each SPV must correspond to a calendar month and be sent to us on electronic media, if possible (or, if not, on paper), by the last day of the following month.

For more information on the obligation to produce SPVs, see guide IN-575-V, *Information for Restaurateurs*.

For information about sending SPVs, see Part 6 of this guide.

3.3 Backing up SRM data

Because the SRM is a book of accounts, you must keep the data it contains for **six years** after the end of the last year to which it applies.

We recommend you back up your SRM data regularly.

You will find the procedure for backing up your data in Part 10 of this guide.

3.4 SRM-compatible receipt printer

You must make sure that the make and model of the receipt printer used with your SRM corresponds to that of the printer configured in your SRM.

For more information about printer configuration, see section 11.7 of this guide.

3.5 Accessing information: roles, user code and protection of access codes

The information stored in the SRM can be accessed according to settings related to authentication and to the management of access rights.

The SRM is equipped with an authentication mechanism that formally identifies users by means of an identifier (user code) and a password. Roles giving access to specific features are attributed to users.

You must define the authentication and access rights management settings for **each** of your SRMs.

The procedure for controlling access to the SRM is described in Part 12.

Remember that your access code is confidential and should never be disclosed to anyone.

3.6 Breakdown of the SRM

If your SRM stops working, you must first attempt to redirect printing to another SRM. If that is not possible, you must temporarily plug the SRS directly into the printer so that you can keep producing bills. You must then immediately contact your SRM installer and Revenu Québec to inform them of any change in the condition of your SRM.

3.7 Breakdown of both the SRM and the SRS

When neither the SRM nor the SRS are working, such as during a power outage, you must produce bills by hand and keep copies of them. You must then immediately contact your SRM installer and Revenu Québec to inform them of any change in the condition of your SRM.

For more information about producing handwritten bills, see guide IN-575-V, *Information for Restaurateurs*.

4. GENERAL INFORMATION

4.1 Acquiring a new or used SRM

You can purchase a new or used SRM.

A new SRM comes with a display station, a power supply unit and a five-year warranty, which is valid as of the date of the first activation. The warranty is transferred when a used SRM is purchased.

To acquire a new SRM, you must contact an SRM installer registered as such with Revenu Québec.

To purchase a used SRM, you can contact an individual, a business or an SRM installer. Your SRM can also be purchased from a failed business, a trustee or a liquidator. In all these cases, you must make sure the SRM has been initialized.

4.2 Disposing of a used SRM

If you decide to sell your SRM, you must do the following before you sell it:

1. Deactivate the SRM.

   You can do this yourself by following the instructions in Part 13 of this guide and contacting Revenu Québec.

   Alternatively, you can contact your SRM installer.

2. Produce the SPVs not yet sent to Revenu Québec for periods during which the SRM was activated, including the current period (this period will become available once the SRM is deactivated).

   Send the SPVs on electronic media if possible (or, if not, on paper). For information about sending the SPVs, see Part 6 of this guide.

3. Make a backup copy of the SRM data so that you can keep it in accordance with the law as pertains to keeping books and registers. See section 10.1 of this guide for more information about creating a backup copy of your data.

4. Reinitialize the SRM after making sure that steps 2 and 3 above have been carried out that same day and that the SPVs have been added to your file at Revenu Québec.

   By reinitializing your SRM, you will erase all data stored in the device's memory. This step is required so that the future owner of the SRM can have it activated with data from its own restaurant establishment.

   You can do this step yourself by following the instructions in Part 13 of this guide and contacting Revenu Québec.

   Alternatively, you can contact your SRM installer.

4.3 Discontinuing the use of the SRM (temporarily or permanently)

Temporarily discontinuing the use of the SRM

When you temporarily stop using the SRM (for example, if you operate a seasonal restaurant establishment), you can either

- continue to produce and send your SPVs (even if they contain no data); or
- stop producing SPVs. In this case, you must first do the following:

1. Deactivate the SRM.

   You can do this yourself by following the instructions in Part 13 of this guide and contacting Revenu Québec. Alternatively, you can contact your SRM installer.

2. Produce the SPVs not yet sent to Revenu Québec for periods during which the SRM was activated, including the current period (this period will become available once the SRM is deactivated).

   Send the SPVs on electronic media if possible (or, if not, on paper). For information about sending the SPVs, see Part 6 of this guide.

3. Make a backup copy of the SRM data so that you can keep it in accordance with the law as pertains to keeping books and registers. See section 10.1 of this guide for more information about creating a backup copy of your data.

4. Reactivate the SRM as soon as you start up your activities again. This means you will have to start producing bills and SPVs using that SRM immediately.

   You can do this yourself by following the instructions in Part 13 of this guide and contacting Revenu Québec. Alternatively, you can contact your SRM installer.

Permanently discontinuing the use of the SRM

When you decide to close down your restaurant establishment for good or to stop using one of your SRMs permanently, you must do the following:

1. Deactivate the SRM.

   You can do this yourself by following the instructions in Part 13 of this guide and contacting Revenu Québec.

   Alternatively, you can contact your SRM installer.

2. Produce the SPVs not yet sent to Revenu Québec for periods during which the SRM was activated, including the period in progress (this period will become available once the SRM is deactivated).

   Send the SPVs on electronic media if possible (or, if not, on paper). For information about sending the SPVs, see Part 6 of this guide.

3. Make a backup copy of the SRM data so that you can keep it in accordance with the law as pertains to keeping books and registers. See section 10.1 of this guide for more information about creating a backup copy of your data.

If you decide to dispose of the SRM or to reuse it in another restaurant establishment of which you are the owner, you must reinitialize it and have it activated again.

For more information about reinitializing an SRM, see Part 4 of this guide.

4.4 Updating the software

The most recent software version is used when activating a new or used SRM.

We develop updates to SRM software that we recommend you install. Note that some of the updates are mandatory. For more information about the principal changes that take place when software is updated, see the table entitled “Characteristics of the various versions of the SRM software” on our website.

If you would like to know the version number of your SRM software, print a general information report (see section 9.2 of this guide for instructions).

To have your SRM software updated, you must contact an SRM installer registered as such with Revenu Québec.

Note that updating the software will not have any bearing on the transaction data stored in the SRM.

4.5 Discrepancies between SRM and cash register or POS system transaction data

When you close your transactions, you must always use a cash register or a POS system that is connected to an SRM and print your bills. That way, you will avoid discrepancies between the sales and taxes calculated by the SRM and those compiled by your cash register or POS system.

If there are discrepancies nonetheless, contact your installer; they may be the result of errors in the SRS or a faulty configuration during installation.

4.6 Freeing up memory space

There is a limit to the SRM's storage capacity. When the memory is almost full, various warnings are given. You must then free up memory space; this will avoid having to stop producing bills using the SRM.

Regardless of which version you have, the SRM will stop producing bills when the memory is full. For version 2.00 and 2.16, warnings to free up memory space will be shown on the display station only. For version 2.19 or later, warnings will be given on the display station but will also be printed periodically, according to how full the memory is.

In addition, when the memory is almost full, a letter with a similar warning is sent to the operator of the restaurant establishment, regardless of which SRM version the operator has.

For instructions on freeing up memory space, see section 10.3 of this guide.

4.7 Data viewer

Operators of restaurant establishments that are registered for the QST are required, under the law as pertains to mandatory billing, to produce and keep copies of the data recorded in their SRMs. A tool designed for easy viewing of SRM data on a computer screen has been made available by Revenu Québec.

See Part 14 for information about the data viewer.

5. THE BILL

Bills produced using an SRM must contain the information prescribed by law and follow presentation rules. You must make sure that the information on the bills is up to date and accurate. If any corrections need to be made, contact your SRM installer.

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 only, 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 give to client);
- for duplicates[1] ("duplicata"), the SRM enters the following note in this space: "Copie du commerçant, ne pas remettre au client" (merchant's copy, do not give to client").

The body

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

- the date and time (in hours and minutes) the bill was produced;
- the bill number;
- a sufficiently detailed description of all food and beverages sold;
- the amount paid or payable for each food and beverage item sold;
- the subtotal before taxes;
- the GST number ("nº de TPS") and QST number ("nº de TVQ").

The body may also contain optional information such as the restaurant's contact information and logo, the table number or an ad.

1. 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 footer of the bill is produced by the SRM. Some of the information it contains is provided by the SRS whereas other pieces of information are pre-stored in the SRM. The footer is made up of the following:

- a row of equal signs (=);
- the total GST paid or payable;
- the total QST paid or payable;
- the total amount of the bill, including taxes;
- a note, depending on the situation:
  - "Facture originale" (original bill) or "Facture révisée" (revised bill);
  - "Paiement reçu" (payment received);
  - "Réimpression"[1] (reprint);
  - "Note de crédit" (credit note);
  - "Événement de groupe" (group event);
  - "Remplace 1 facture déjà produite" (replaces one already produced bill) or "Remplace *N*[2] factures déjà produites" (replaces a number of already produced bills);
  - "Forfait" (package deal);
- a barcode;[3]
- the date and time (in hours, minutes and seconds) the bill was produced;
- the SRM number assigned by Revenu Québec;
- the SRM transaction number;
- the name and address of the restaurant establishment;
- distinctive security characters;
- a row of equal signs (=).

When you produce bills for internal management purposes, one of the following two notes appears on the documents:

- **in the case of a training document**: "Document de formation, ne pas remettre au client" (training document, do not give to client);
- **in the case of a duplicate**: "Copie du commerçant, ne pas remettre au client" (merchant's copy, do not give to client").

These documents do not have a footer and may be kept or reproduced as needed.

Examples of bills and internal management documents are shown in Appendix 1.

1. Any bill reprint must be given to the customer. If you wish to keep a copy of the bill in your files, print a duplicate (see previous note).
2. *N* represents the number of already produced bills.
3. When a bill is produced in training mode, there is no barcode in the footer.

6. SENDING THE *SOMMAIRE PÉRIODIQUE DES VENTES* (SPV) REPORT

6.1 The electronic report

To send Revenu Québec an electronic copy of the SPV, you must be registered for **clicSÉQUR** or **clicSÉQUR express,** which give you access to Revenu Québec's **Clic Revenu** online services. To register for **clicSÉQUR** or **clicSÉQUR express**, go to Revenu Québec's website at **www.revenuquebec.ca**.

To be able to send your SPVs, you must first save them on electronic media (USB key or SRS drive).

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

PROCEDURE

• In the **MENU PRINCIPAL** (main menu), select **Rapports** (reports).	MENU PRINCIPAL **Rapports** Extraction Configuration Contrôle d'accès Modifier état MEV Préférences Diagnostic Babillard
• In the **RAPPORTS** menu, select **Somm. périodique** (SPV).	RAPPORTS **Somm. périodique** Retirer clé USB Somm. des ventes Détail des ventes Analyse transact. Somm. du journal Inf. générale Babillard
• Select the period.	CHOIX MENSUALITÉ SPV - 2010-03 - 2010-02 - 2010-01
• Insert a USB key into one of the SRM's USB ports and select **Clé USB** as the destination.	SOMMAIRE PÉRIODIQUE Sélectionnez la destination des données ◄ ♦Clé USB

- Choose **Oui** to remove the USB key.

```
SOMM. PÉRIODIQUE
Retirer le lecteur USB en
terminant?
      ♦Oui
```

- 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_20120331000000.201203.xml** You must not rename or modify this file. At the validation step, the name entered in the file data and the file name must be identical.
  - The eight digits that follow the letters "SPV" correspond to the SRM number.
  - The character following the eight digits indicates the report version.
  - The fourteen digits that follow the character correspond to the date the report was produced (YYYYMMDDHHMMSS).
  - Finally, the name of the file ends with digits corresponding to the period covered by the report being sent (YYYYMM). **You must make sure that the SPV you are sending actually corresponds to that period.**

Once an electronic copy of the SPV is saved on your USB key, you can send it to Revenu Québec electronically.

6.2 The paper report

SPVs must contain prescribed information and be produced in the prescribed way. **To this end, you must use a functional printer configured for this purpose. In addition, the SPV must not have deteriorated and must be an original (not a photocopy). You must use the paper format recommended by the printer manufacturer.**

You can print SPVs using the receipt printer and send them to Revenu Québec by mail, at one of the following addresses:

Revenu Québec
C.P. 25800, SUCC. TERMINUS
Québec QC G1A 0B2

Revenu Québec
C.P. 8800, SUCC. PL-DESJARDINS
Montréal QC H5B 0R2

Alternatively, you can drop them off at one of Revenu Québec's offices.

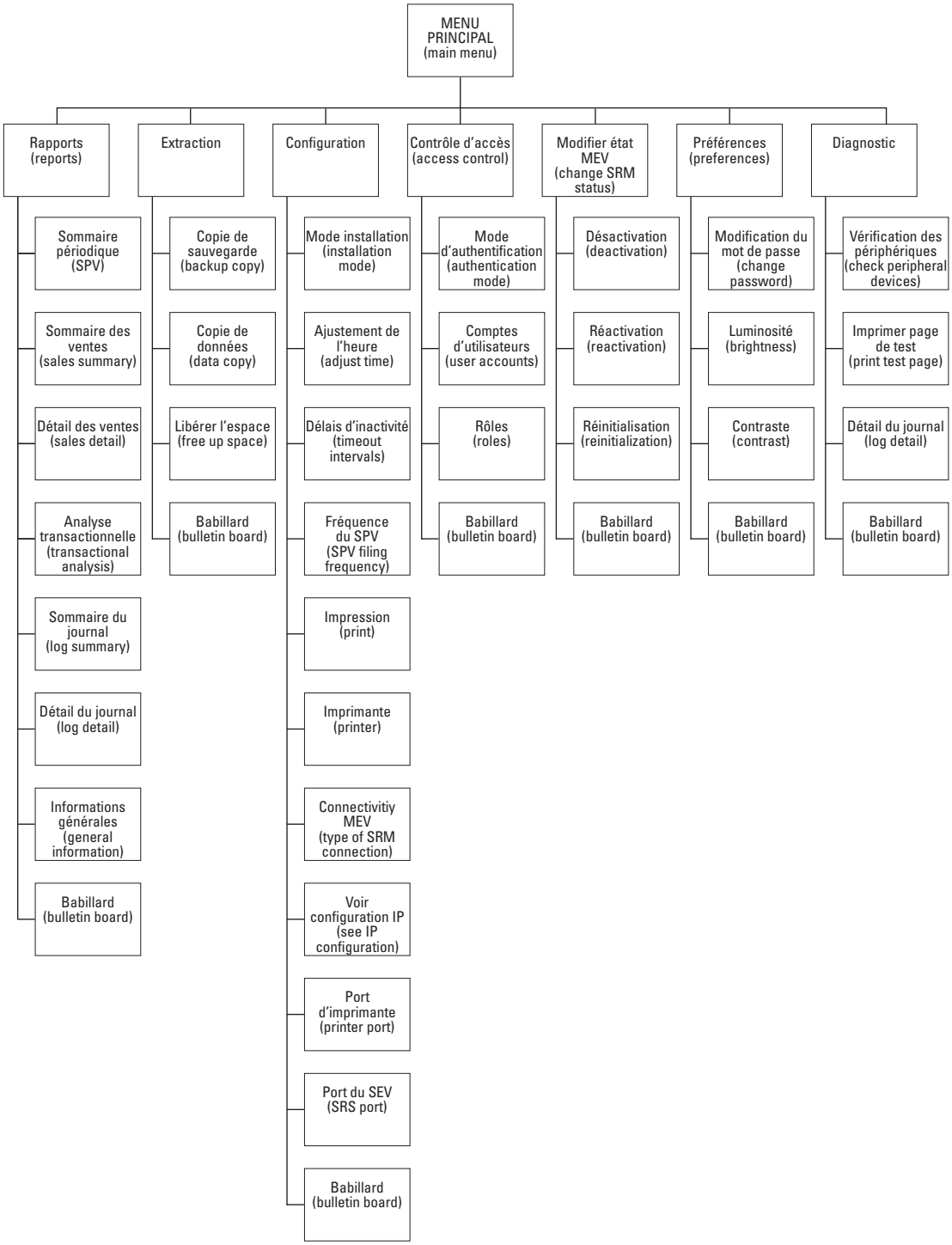
Since every SRM works independently, an SPV must be sent to Revenu Québec for each one.

Before you transmit an SPV, make sure it is legible and has not been altered (for example, stained or torn).

PROCEDURE

• In the **MENU PRINCIPAL** (main menu), select **Rapports** (reports).	MENU PRINCIPAL **Rapports** Extraction Configuration Contrôle d'accès Modifier état MEV Préférences Diagnostic Babillard
• In the **RAPPORTS** menu, select **Somm. périodique** (SPV).	RAPPORTS **Somm. périodique** Retirer clé USB Somm. des ventes Détail des ventes Analyse transact. Somm. du journal Inf. générale Babillard
• Select the period.	CHOIX MENSUALITÉ SPV - 2013-03 - 2013-02 - 2013-01
• Select **Imprimante** (printer) as the destination.	SOMM. PÉRIODIQUE Sélectionnez la destination des données ♦Imprimante ►
• The following message confirms that the report has been printed:	SOMM. PÉRIODIQUE Opération terminée

7. SRM MENU DIAGRAM

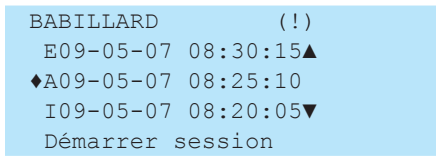


8. THE BULLETIN BOARD

The bulletin board ("babillard") feature is available in all SRM menus. You can use it to view all warnings and error and information messages produced by the SRM.

> The messages will remain in the bulletin board as long as the SRM is not shut down. However, when you shut down the SRM or if you restart it, the bulletin board will be emptied.

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



When the SRM is turned on, you can access the bulletin board at any time, whether or not a session is in progress.

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

PROCEDURE

- Use the keys to position the cursor (♦) next to a message to be read.

- Press the key to select the message to be read and to see a description of the message.

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

- Every time you read a message, you can choose to save or delete it.

- Press the key again.

```
BABILLARD
Supprimer message
courant ?
        ♦OUI       ►
```

- Select **OUI** to delete the message or **NON** to save it on the bulletin board until the SRM is shut down or restarted.

Messages are always presented in reverse chronological order, that is, from the newest to the oldest. The first character indicates the type of message and is followed by the date and time of the message.

Types of messages:

A = avertissement (warning)

E = erreur (error message)

I = information (information message)

When the bulletin board is empty and there are no messages to read, the words “Aucun message” (no messages) appear on the screen.

When there is no session in progress, the **Démarrer session** (start a session) command appears at the bottom of the list of messages.

Error messages are listed in Part 15 of this guide.

9. REPORTS

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

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

The SRM can produce the following:

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

All reports can be produced on paper or electronic media.

Note that the information in these reports must not be used in the consumption taxes or income tax returns that you file.

9.1 Producing a report

Follow the steps below to produce various reports.

Selecting a report to be produced

- In the **MENU PRINCIPAL** (main menu), select **Rapports** (reports).

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

- Select the report.

```
RAPPORTS
 Somm. périodique
 Somm. des ventes
 Détail des ventes
 Analyse transact.
 Somm. du journal
 Détail du journal
 Inf. générales
 Babillard
```

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

Type of search

Specify the type of search among the following:

- by period
- by transaction number
- by unique transaction identifier

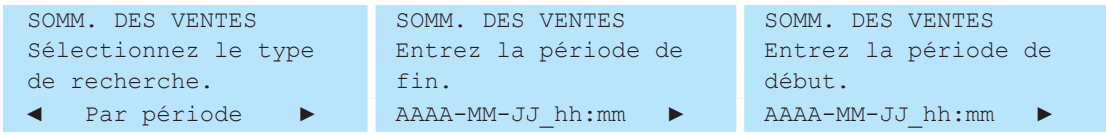
Note that the types of search available may vary according to the report you want to produce.

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

- Position the cursor on the type of search you want and press the key to confirm your choice.

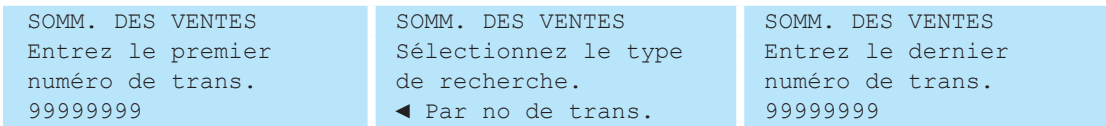
SEARCH BY PERIOD

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



SEARCH BY TRANSACTION NUMBER

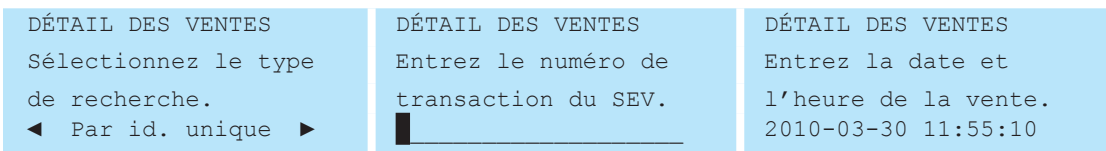
Searching by transaction number ("nº de trans.") lets you enter a range of transaction numbers assigned by the SRM.



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

- SRS transaction number: xxxxxxxxxx
- date and time of the sale: YYYYMMDDhhmmss



Report destination

You must specify the destination of the report to be produced.

Note that the commands for selecting a destination can be executed using the display station. They may also be also be executed by a similar command using your SRS (external command) if such a command has been designed by your developer.

Choose one of the following destinations:
- receipt printer ("Imprimante")
- USB key ("Clé USB")

```
ANALYSE TRANSACT.
Sélectionnez la destination
des données.
    ♦Imprimante     ►
```

- Position the cursor next to the destination you want and press to confirm your choice.

- For the reports in this section: after you select **Clé USB** as the destination, you must choose whether or not you want to remove the USB key.

```
ANALYSE TRANSACT.
Retirer le lecteur USB en
terminant ?
        Oui         ►
```

9.2 Types of reports

The *Sommaire périodique des ventes* (SPV) report

The SPV shows the amounts of accumulated sales and taxes for a given period.

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

The content of the SPV is based on information from four reports defined in the following sections:
- the "Sommaire des ventes" (sales summary) report
- the "Analyse transactionnelle" (transactional analysis) report
- the "Sommaire du journal des événements" (event log summary) report
- the "Informations générales" (general information) report

Since the SPV is a prescribed document, a digital signature certifies the integrity of the data.

The SPV is presented in Appendix 2.

The "Sommaire des ventes" (sales summary) report

The sales summary shows the sales transactions (or a series of transactions, depending on your selection) recorded by the SRM for a given period. The data in this report is integrated with the SPV's barcode. It does not have to be sent to Revenu Québec.

> Note that the information in the sales summary must not be used in the consumption taxes or income tax returns that you file.

The sales summary can be produced using two mutually exclusive criteria:

- one period:
  - start date: YYYYMMDDhhmm
  - end date: YYYYMMDDhhmm
- a range of SRM transaction numbers:
  - start number: 99999999
  - end number: 99999999

The default destination is the receipt printer.

This report shows four categories of information.

- **Credit transactions (CT):**
  - number of transactions (sales)
  - total before taxes
  - amount of GST
  - amount of QST
- **Debit transactions (DT)**:
  - number of transactions (credit notes[1])
  - total before taxes
  - amount of GST
  - amount of QST
- **Void transactions**:
  - number of transactions in the amount of $0.00
  - GST equal to $0.00
  - QST equal to $0.00
- **Total**:
  - number of transactions (credits, debits and voids)
  - total before taxes
  - amount of GST
  - amount of QST

1. "Credit note" is an accounting term that designates a debit transaction.

Example of a sales summary:

SOMMAIRE DES VENTES

De : ADMIN (ADMINISTRATEUR)

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

No MEV : 10000101

Produit le : 2013-01-17 à 15:11:16

Période
2013-01-01 00:00 au 2013-01-17 15:11

Transactions CT		
Nombre	:	1
Total avant taxes	:	47,68 $
TPS	:	2,38 $
TVQ	:	4,99 $

Transactions DT		
Nombre	:	0
Total avant taxes	:	0,00 $
TPS	:	0,00 $
TVQ	:	0,00 $

Transactions Nulles		
Nombre	:	0
TPS	:	0,00 $
TVQ	:	0,00 $

Total		
Nombre	:	1
Total avant taxes	:	47,68 $
TPS	:	2,38 $
TVQ	:	4,99 $

Document à conserver pour vos dossiers.

The "Détail des ventes" (sales detail) report

The contents of the sales detail may differ based on your needs. You can choose the type of report you want among the following:

- **Prescribed documents – partial**: provides the essential data from each transaction related to prescribed documents
- **Prescribed documents – complete**: provides all data from each transaction related to prescribed documents
- **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 (the default limit is 100) by changing a setting described in section 11.6 of this guide.

The sales detail can be produced using one of the three mutually exclusive criteria listed below.

- a period:
  - start date: YYYYMMDDhhmm
  - end date: YYYYMMDDhhmm
- a range of SRM transaction numbers:
  - start number: 99999999
  - end number: 99999999

> Note: This criterion is available only for prescribed documents.

- a unique SRS transaction identifier, based on the information entered in the transactional request transmitted to the SRM. To be unique, the SRS identifier must be made up of the 1- to 10-character transaction number and the date:
  - SRS transaction number: xxxxxxxxxx
  - date and time of the sale: YYYYMMDDhhmmss

> Note: This criterion is available only for prescribed documents.

The default destination is the receipt printer.

THE PARTIAL OR COMPLETE SALES DETAIL FOR PRESCRIBED DOCUMENTS

Each transaction is shown on at least four lines.

1	"MEV"	SRM transaction no.	Date MEV	SRM date and time
2	"SEV"	SRS transaction no.	Date SEV	SRS date and time
3	"Type"[1]	Description of type	"Av. tax."	Amount before taxes
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 or not a transaction was generated in counter service ("Comptoir")[2] mode or whether it refers to a package deal ("forfait") or group event ("événement de groupe").[3] In addition, the total amount after taxes is provided.

5	Comptoir (or blank)	Package deal or group (or blank)	"Total"	Total after taxes

The sixth line shows the payment code of the transaction on the right of "Paie," followed by "S" and, in parentheses, the identifier of the server responsible for the transaction. If the identifier is missing, "T" is followed by the identifier of the table used for the transaction, in parentheses. When the identifier is missing, nothing is displayed.

6	Paie	S ( )	T ( )

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

7	"Ref#"	Referenced transaction No. in the SRS[4]	Date from the SRS for the referenced transaction	Time from the SRS for the referenced transaction
8			"Av. tax."	Amount before taxes

1. The transaction types are described in a table further on in this document.
2. Unless otherwise indicated, the transaction was generated in "Services aux tables" (table service) mode, and the value is left blank.
3. When a transaction does not refer to a package deal or group event, the value is left blank.
4. This is the number of an earlier transaction with which this one is connected.

Finally, the last lines of the report show the totals by **transaction type** as follows:

Totals for prescribed documents			
	Réimprime	Number of transactions	Total amount before taxes
	ADDI	Number of transactions	Total amount before taxes
	RFER	Number of transactions	Total amount before taxes
	Comptoir	Number of transactions	Total amount before taxes
	Argent	Number of transactions	Total amount before taxes
	Forfait	Number of transactions	Total amount before taxes
	Groupe	Number of transactions	Total amount before taxes

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
Argent: Total of transactions paid with cash, excluding reprints
Forfait: Total of package deals, excluding reprints
Groupe: Total of group events, excluding reprints

THE PARTIAL OR COMPLETE SALES DETAIL FOR NON-PRESCRIBED DOCUMENTS

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

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

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

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

Totals for non-prescribed documents			
	"Formation" (training)	Number of transactions	Total amount before taxes
	"Duplicata" (duplicate)	Number of transactions	Total amount before taxes
	Form+dupl[1]	Number of transactions	Total amount before taxes

"Form+Dupl": training mode that includes a duplicate.

1. These abbreviations stand for *formation* (training) and *duplicata* (duplicate), respectively.

Example of a sales detail report for non-prescribed documents:

```
DÉTAIL DES VENTES
(Documents non prescrits)

De : Resto00001

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


No MEV : 12345601

Produit le : 2013-01-17 à 15:13:23

Période
2013-01-17 14:13 au 2013-01-17 15:13

==========================================
MEV      FORMATION     2013-01-17 15:02:24
SEV    xxxxxxxxxx      2013-02-23 15:06:42
Type   RFER            Av.Tax.  999 999,99
TPS      999 999,99        TVQ  999 999,99
------------------------------------------
MEV      DUPLICATA     2013-01-17 15:01:51
SEV    xxxxxxxxxx      2013-02-23 15:06:09
Type   RFER            Av.Tax.  999 999,99
TPS      999 999,99        TVQ  999 999,99
------------------------------------------
MEV      FORM+DUPL     2013-01-17 15:01:51
SEV    xxxxxxxxxx      2013-02-23 15:06:09
Type   RFER            Av.Tax.  999 999,99
TPS      999 999,99        TVQ  999 999,99
------------------------------------------

...

------------------------------------------
MEV      FORMATION     2013-01-17 15:02:24
SEV    xxxxxxxxxx      2013-02-23 15:06:42
Type   RFER            Av.Tax.  999 999,99
TPS      999 999,99        TVQ  999 999,99
==========================================
      Totaux des documents non-prescrits
Formation    99 999 999     999 999 999,99
Duplicata    99 999 999     999 999 999,99
Form+Dupl    99 999 999     999 999 999,99
==========================================


  Document à conserver pour vos dossiers.
```

The "Analyse transactionnelle" (transactional analysis) report

The data from the transactional analysis report is integrated into the SPV's barcodes. This report, which you should file with your records, has the following 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 SRM, unlike training mode ("mode formation"), which enables users to produce non-prescribed bills for specific purposes, such as training new employees.

The transactional analysis can be produced using either of the two mutually exclusive criteria listed below.

- a period:
  - start date and time: YYYYMMDDhhmm
  - end date and time: YYYYMMDDhhmm
- a range of SRM transaction numbers:
  - start number: 99999999
  - end number: 99999999

> Note: By default, the earliest start date and time you can select is the first hour of the first day of the current month and the latest end date and time you can select is the precise time at which you produce the transactional analysis.

The default destination is the receipt printer.

ADJUSTMENTS IN OPERATIONAL MODE

An adjustment is a change made to an invoice (bill or receipt).

In the first part of the transactional analysis, adjustments are presented for bills (ADDI) and for closing receipts (RFER).

The four types of adjustments are listed below.

Individual:
adjustments that concern a single transaction (for example, adding an item or changing the price of an item)

Group:
adjustments that involve grouping several transactions into a new single transaction

Share:
several new transactions that modify a single previous transaction

New breakdown:
several new transactions that modify several previous transactions

The adjustment amount corresponds to the difference between the amount before taxes of the new transaction and the amount before taxes of the previous transaction. The amount of the adjustment can be

- nil (equal to 0);
- positive (more than 0); or
- negative (less than 0).

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

- number of adjustments ("nombre");
- total amount before taxes ("total avant taxes");
- number of nil adjustments ("ajustement = 0");
- number of positive adjustments ("ajustement > 0");
- amount of positive adjustments before taxes;
- number of negative adjustments ("ajustement < 0");
- amount of negative adjustments before taxes.

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 example, where the adjustment of a bill recorded in SRM No. 2 refers to a previous bill produced using SRM No. 1, the reference will be missing from SRM No. 2.

- Unknown (group, share or new breakdown).

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

  Consider an example where three separate bills are grouped 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 shown for the bills and receipts. You will find an example of this part of the transactional analysis on the following pages.

ANALYSE TRANSACTIONNELLE

De : RESTO 00001

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

No MEV : 12345601

Produit le : 2013-01-17 à 15:15:11

Période
2013-01-01 00:00 au 2013-01-17 15:17

Analyse mode opérationnel-Ajustements

Addition-Singulier

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Addition-Regroupement

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Addition-Partage

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Addition-Nouvelle répartition

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Addition-TOTAL

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Reçu-Singulier

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Reçu-Regroupement

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

Reçu-Partage

Nombre	:	99 999 999
Total avant taxes	:	s999 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
		s999 999 999,99 $

REPRINTS IN OPERATIONAL MODE

In the second part of the transactional analysis, reprints ("réimpressions") are presented concerning bills and receipts. Reprints are also grouped by reference number as follows:

- 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 taxes ("total avant taxes")

A total is then presented for bills and receipts.

```
Analyse mode opérationnel-Réimpressions

  Réimpression-Addition-0 référence
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Addition-1 référence
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Addition-N références
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Addition-TOTAL
     Nombre             :     99 999 999

  Réimpression-Reçu-0 référence
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Reçu-1 référence
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Reçu-N références
     Nombre             :     99 999 999
     Total avant taxes  :   s999 999 999,99 $

  Réimpression-Reçu-TOTAL
     Nombre             :     99 999 999
```

COUNTERS IN OPERATIONAL MODE

Brief explanations of the various counters that you will find in the third part of the transactional analysis are listed below.

Non-unique SRS transaction number ("Numéro de transaction SEV non unique")

Any SRS transaction that reuses a bill number that has already been entered in the SRM.

> Note: When a transaction is determined to be non-unique, the report compiles the counters for only one of the transactions.

Order at the counter ("Commande au comptoir")

"Order at the counter" is an operational mode used by an SRS. This category includes any transaction where the SRS indicates that it is in the order-at-the-counter operation mode.

Cash payment ("Paiement en argent")

Any closing receipt whose payment code is "ARG" (cash).

Initial bill (with no reference) ("Addition initiale sans référence")

Any bill that is an initial transaction for a sale, that is, a bill containing no reference.

Initial receipt (with no reference) ("Reçu initial sans référence")

Any closing receipt that is an initial sales transaction, that is, a receipt containing no reference.

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 using that SRM, though it may have been closed using another SRM.

Printed closing receipt (1) ("Reçu de fermeture imprimé (1)")

Any closing receipt transaction transmitted to the SRM that includes the printed transactional document.

Non-printed closing receipt (2) ("Reçu de fermeture non imprimé (2)")

Any closing receipt transaction transmitted to the SRM that includes the non-printed transactional document.

Closing receipt without document (3) ("Reçu de fermeture sans document (3)")

Any closing receipt transaction transmitted to the SRM that does not include a transactional document.

Receipt (2) and (3) with no reference ("Reçu (2) et (3) sans référence")

Any closing receipt that does not include any references, where the status of the transactional document indicates that it has not been printed (present but not printed, missing).

Receipt (2) and (3) with changes ("Reçu (2) et (3) avec changements")

Any closing receipt with a change in reference amounts, where the status of the transactional document indicates that it has not been printed (present but not printed, missing).

Bill with circular reference ("Addition avec référence circulaire")
Any bill that refers back to itself through its number and transaction date (circular reference).

Receipt with circular reference ("Reçu avec référence circulaire")
Any closing receipt that refers back to itself through its number and transaction date (circular reference).

Bill with double reference ("Addition avec référence en double")
Any bill for which two references lead back to the same transaction.

Receipt with double reference ("Reçu avec référence en double")
Any closing receipt for which two references lead back to the same transaction.

Bill duplicate ("Duplicata d'addition")
A duplicate is a copy of a bill that the restaurateur keeps in its records.

Closing receipt duplicate ("Duplicata de reçu de fermeture")
A closing receipt duplicate is a copy of a closing receipt that the restaurateur keeps in its records.

Other account – Bill ("Autre compte – Addition")
A bill for a package deal or a group event.

Other account – Receipt ("Autre compte – Reçu")
A receipt for a package deal or a group event.

Reprint of a missing original bill ("Réimpression d'une addition dont l'original est absent")
An "original bill" is any bill recording a sale. This category is for any reprint of an original bill missing from the SRM.

> Note: For a specific transaction, the counter is reinitialized when an original bill is transmitted to the SRM at a later date.

Reprint of a missing original closing receipt ("Réimpression d'un reçu de fermeture dont l'original est absent")
An "original closing receipt" is any closing receipt for a sale. This category is for any reprint of an original closing receipt missing from the SRM.

> Note: For a specific transaction, the counter is reinitialized when an original closing receipt is transmitted to the SRM at a later date.

Reprint of antecedent ("Réimpression d'antécédent")
When a transaction replaces a previous transaction, the previous transaction should not be reprinted. This category is for any reprinted transaction that is an antecedent of a later transaction recorded in the SRM.

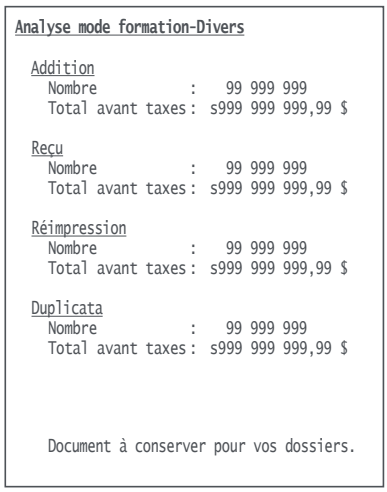
Example of this part of the transactional analysis:

```
Analyse mode opérationnel-Divers

  Numéro de transaction SEV non unique
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Commande au comptoir
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Addition initiale (sans référence)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Reçu initial (sans référence)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Addition non liée (non référencée)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Reçu imprimé (1)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Reçu non-imprimé (2)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Reçu sans document (3)
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Duplicata-Addition
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Duplicata-Reçu
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Autre compte-Addition
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Autre compte-Reçu
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Réimpression sans original-Addition
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Réimpression sans original-Reçu
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Réimpression d'antécédent
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $
```

COUNTERS IN TRAINING MODE

In the fourth part of the transactional analysis report, the number and total before taxes are shown for each of the following documents (training mode):

- bills (“addition”)
- receipts (“reçu”)
- reprints (“réimpression”)
- duplicates (“duplicata”)



```
Analyse mode formation-Divers

  Addition
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Reçu
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Réimpression
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $

  Duplicata
    Nombre            :    99 999 999
    Total avant taxes :  s999 999 999,99 $



    Document à conserver pour vos dossiers.
```

The “Sommaire du journal des événements” (event log summary) 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 event log summary shows 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 SPV barcodes.

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

- the start date and time (in YYYYMMDDhhmm format)
- the end date and time (in YYYYMMDDhhmm format)

The default destination is the receipt printer.

An overview of the data presented in this report is presented below.

SRM errors

- transaction file error
- application errors – SRM
- application errors – File
- file quarantined
- invalid file name
- SRM jam
- corrupt settings file

Invalid requests

- invalid structure
- invalid structure value
- invalid structure size

Authentications and commands

- authorized authentication
- refused authentication
- time change
- commands completed with errors
- user reports with errors

SRM production service

- SRM production start
- SRM production end

SRM activities

- number of days of SRM use
- document average for other days

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

Example of an event log summary:

SOMMAIRE DU JOURNAL DES ÉVÉNEMENTS

De : ADMIN (ADMINISTRATEUR)

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

No MEV : 10000101

Produit le : 2013-01-01 à 15:17:31

Période
2013-01-01 00:00 au 2013-01-17 15:17

Total des événements considérés :	200

Erreurs du MEV

Fichier transac. en erreur :	0
Erreur applicative - MEV :	3
Erreur applicative - Fichier :	0
Fichier en quarantaine :	0
Nom de fichier invalide :	0
Gel du MEV :	19
Fichier paramètres corrompu :	0

Requêtes invalides

Structure invalide :	0
Valeur de structure invalide :	1
Taille de structure invalide :	0

Authentifications et commandes

Authentification autorisée :	10
Authentification refusée :	0
Changement heure :	0
Commande complétée en erreur :	0
Rapport utilisateur en erreur :	0

Service de production du MEV

Démarrage production MEV :	7
Fermeture production MEV :	3

Activités du MEV

Nombre de jours MEV utilisés :	1
Moyenne doc. Autres par jour :	0

Document à conserver pour vos dossiers.
Ce rapport pourrait ne pas contenir toutes les informations couvrant la période donnée.

The "Détail du journal des événements" (event log detail) report

The 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 use 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 event log summary are all presented in detail.

The detailed report can be produced for a given period. Users need only enter the following:

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

The default destination is the receipt printer.

Because this report can be very long, you can limit the number of events to be printed (the default limit is 20) by changing a setting described in section 11.6 of this guide.

The event log detail is available in the **Rapports** and the **Diagnostic** menus.

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

Example of an event log detail:

DÉTAIL DU JOURNAL DES ÉVÉNEMENTS

De : ADMIN (ADMINISTRATEUR)

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

No MEV : 10001004

Produit le : 2013-01-17 à 15:17:49

Période
2013-01-07 14:17 au 2013-01-17 15:17

Total des événements considérés : 20

==========

Date : 2013-01-17 15:15:11
ID / SOURCE : 2501-I / Resto - MEV
Description
Ouverture de session pour l'utilisateur AD MIN (ADMINISTRATEUR) autorisée. Source=Te rminal.

Date : 2013-01-17 15:15:08
ID / SOURCE : 1028-A / Resto - MEV
Description
Périphérique non reconnu : 'USB\VID_04F2&P ID_0116\5&38243AA1&0&2'.

Date : 2013-01-17 15:13:46
ID / SOURCE : 1028-A / Resto - MEV
Description
Périphérique non reconnu : 'HID\VID_04F2&P ID_0116\6&17F9B727&0&0000'.

Date : 2013-01-17 15:13:23
ID / SOURCE : 1028-A / Resto - MEV
Description
Périphérique non reconnu : 'USB\VID_04F2&P ID_0040\5&38243AA1&0&1'.

Date : 2013-01-17 15:13:11
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.
Ce rapport pourrait ne pas contenir toutes les informations couvrant la période donnée.

The “Informations générales” (general information) report

This report contains general information about the restaurant establishment and the SRM.

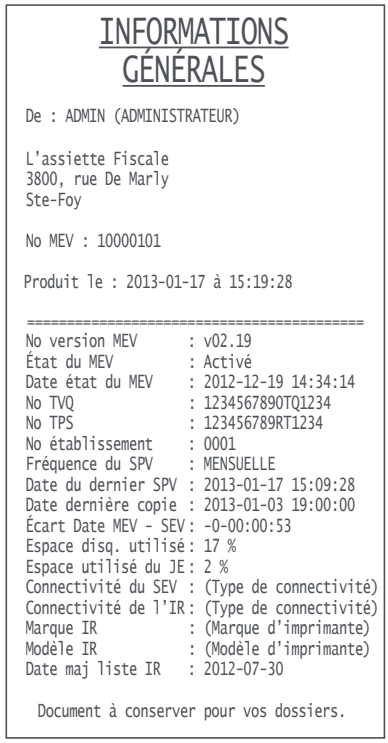
The data from the report is integrated in the SPV barcodes.

The default destination is the receipt printer.

The general information report contains the following:

- SRM version number (“N° de version du MEV”)
- current SRM status (“État actuel du MEV”)
- SRM status date (“Date de l’état du MEV”)
- QST number (“N° TVQ”)
- GST number (“N° TPS”)
- restaurant establishment number (“N° d’établissement”)
- SPV frequency (“Fréquence du SPV”)
- date of latest SPV (“Date du dernier SPV”)
- date of latest data backup (“Date de la dernière copie de données”)
- discrepancy between SRM and SRS dates (“Écart entre la date du MEV et celle du SEV”)
- disk space used (“Espace disque utilisé”)
- event journal space (“Espace du journal des événements”)
- type of SRS connection (“Connectivité du SEV”)
- type of receipt printer connection (“Connectivité de l’IR”)
- receipt printer make (“Marque de l’IR”)
- receipt printer model (“Modèle de l’IR”)
- date of receipt printer list update (“Date de mise à jour de la liste des IR”)

Example of a general information report:



INFORMATIONS GÉNÉRALES

De : ADMIN (ADMINISTRATEUR)

L’assiette Fiscale
3800, rue De Marly
Ste-Foy

No MEV : 10000101

Produit le : 2013-01-17 à 15:19:28

```
========================================
No version MEV       : v02.19
État du MEV          : Activé
Date état du MEV     : 2012-12-19 14:34:14
No TVQ               : 1234567890TQ1234
No TPS               : 123456789RT1234
No établissement     : 0001
Fréquence du SPV     : MENSUELLE
Date du dernier SPV  : 2013-01-17 15:09:28
Date dernière copie  : 2013-01-03 19:00:00
Écart Date MEV - SEV : -0-00:00:53
Espace disq. utilisé : 17 %
Espace utilisé du JE : 2 %
Connectivité du SEV  : (Type de connectivité)
Connectivité de l'IR : (Type de connectivité)
Marque IR            : (Marque d'imprimante)
Modèle IR            : (Modèle d'imprimante)
Date maj liste IR    : 2012-07-30
```

Document à conserver pour vos dossiers.

10. SRM DATA EXTRACTION

This operation lets you copy data from the SRM to a USB key or another external medium connected to the SRM. Data can also be viewed electronically using the data viewer (see Part 14).

You will have to extract data in the following situations:

- when you make an SRM data backup (we recommend you do so periodically);
- when a Revenu Québec employee requests SRM data 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 a **Signatures** file and a **.zip** file that holds **transaction files**, a file containing all events recorded in the event journal as of the moment the SRM was activated or since the last data purge. This file is named **Journal.xml**. In addition, the **.zip** may also include **.err** error files.

A transaction file corresponds to 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 is 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 year, month, day format.
10000165: Corresponds to the first transaction number of that day.

10.1 Complete or backup copy of data

The SRM is considered a book of accounts, which is why you must keep the data contained therein for six years after the year to which it applies. To do so, you must back up your SRM data.

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 the USB key or other external medium regularly.

PROCEDURE

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

- In the **MENU PRINCIPAL** (main menu), select **Extraction**.

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

- In the **EXTRACTION** menu, select **Copie de sauvegarde** (backup copy).

```
EXTRACTION
 Copie de sauvegarde
 Copie de données
 Retirer clé USB
 Libérer espace
 Babillard
```

- Choose **Oui** to remove the USB key.

```
Copie de sauveg.
Retirer le lecteur USB en
terminant ?
        Oui        ►
```

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

```
Copie de sauveg.
Opération terminée
```

10.2 Partial copy of data

This feature allows you to specify the type of data you want to copy and the period to which the data you specify applies. That way, you copy only a portion of the SRM data.

PROCEDURE

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

- In the **MENU PRINCIPAL** (main menu), select **Extraction**.

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

- In the **EXTRACTION** menu, select **Copie de données** (copy data).

```
EXTRACTION
 Copie de sauvegarde
 Copie de données
 Retirer clé USB
 Libérer espace
 Babillard
```

- Select the type of data, that is, **Tous** ("all," an option that includes events, transactions and errors), **Événements** (events), **Transactions** or **Erreurs** (errors).

```
COPIE DE DONNÉES
Sélectionnez le type
de données.
◄   Transactions   ►
```

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

```
COPIE DE DONNÉES
Entrez la date de début.
2008-01-01
```

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

```
COPIE DE DONNÉES
Entrez la date de fin.
2009-02-20
```

- Choose **Oui** to remove the USB key.

```
COPIE DE DONNÉES
Retirer le lecteur USB en
terminant ?
        Oui        ►
```

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

```
COPIE DE DONNÉES
Opération terminée
```

10.3 Freeing up memory space

When the SRM's memory is almost full, you must free up some space to avoid having to stop producing bills using the SRM. Freeing up memory space does not mean erasing all the data; it means erasing the oldest data so that the SRM can function properly.

PROCEDURE

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

- In the **MENU PRINCIPAL** (main menu), select **Extraction**.

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

- In the **EXTRACTION** menu, select **Copie de sauvegarde** (backup copy).

```
EXTRACTION
 Copie de sauvegarde
 Copie de données
 Retirer clé USB
 Libérer espace
 Babillard
```

- Choose **Oui** to remove the USB key.

```
COPIE DE DONNÉES
Retirer le lecteur USB en
terminant ?
        Oui        ▶
```

- Once the backup copy has been made, select **Libérer espace** (free up space) in the **EXTRACTION** menu.

```
EXTRACTION
 Copie de sauvegarde
 Copie de données
 Libérer espace
 Babillard
```

- Accept the data deletion by selecting **Oui**.

```
LIBÉRER ESPACE
Acceptez-vous de supprimer?
        OUI        ▶
```

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

```
LIBÉRER ESPACE
Opération terminée
```

You can then continue to use your SRM as usual.

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

11. SRM CONFIGURATION

Certain SRM configuration steps can be done by your SRM installer, but because you can also do them yourself, we have included configuration instructions in this part.

11.1 SRM password

Changing your password

You can change your password only if you were authorized to do so when your access settings were determined. The ADMIN account also lets you change passwords (see section 12.2 of this document for more information).

To change your password, you must enter your old password to prove your identity, 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** (main menu), select **Préférences**.

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

- In the **PRÉFÉRENCES** menu, select **Mod. mot de passe** (change password).

```
PRÉFÉRENCES
 Mod. mot de passe
 Luminosité
 Contraste
 Babillard
```

- Enter your **old** password by selecting its characters one by one (20 characters maximum).

```
MOD. MOT DE PASSE
Entrez votre mot
de passe actuel.
_____________________
```

Press the keys to scroll through the letters (A to Z), numbers (0 to 9) and special characters. When you get to the character you want, press the key to enter the next character. Repeat these steps until your password is entered, then press .

- 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 it.

```
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
```

11.2 Adjusting the display station

Since ambient lighting changes throughout the day, you can change the contrast and brightness of the display station.

Adjusting the brightness

- In the **MENU PRINCIPAL** (main menu), select **Préférences**, then
  - select **Luminosité** (brightness) from the vertical list;
  - select the brightness percentage from the horizontal list;
  - press .

Adjusting the contrast

- In the **MENU PRINCIPAL** (main menu), select **Préférences**, then
  - select **Contraste** from the vertical list;
  - select the contrast percentage from the horizontal list;
  - press .

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

Adjusting the timeout interval

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

- In the **MENU PRINCIPAL** (main menu), select **Configuration**, then
  - select **Délai d'inactivité** (timeout interval) from the vertical list;
  - select the timeout interval from the horizontal list;
  - press .

  When a session is about to time out, you have three seconds to press the key in order to stop the session from ending and the display station from being put on standby.

11.3 Installation mode

Installation mode lets the SRM communicate with ActiMEV software. You can put the SRM in installation mode using either of the two following methods:

1. Choose **Configuration** in the main menu on the display station, then select **Mode installation** (available for all SRM software versions).
2. Press on the display station, then select **Mode installation** (available for SRM software versions 2.19 or later).

To exit installation mode, press the ON/OFF switch briefly. If an ActiMEV session is in progress, your installer can restart the SRM by selecting **Redémarrer le MEV** using the ActiMEV software.

Note: New or initialized SRMs are automatically in installation mode.

11.4 Adjusting the time on the SRM

The time on the SRM is important data because it is part of the prescribed information that must be shown on every bill produced by the SRM. If the time is inaccurate, a statement of offence may be issued to the operator of the restaurant establishment.

The time is adjusted when the SRM is activated. After that, it falls upon you to ensure that the time on the SRM remains accurate.

The SRM's internal clock can be adjusted using the manual adjustment option.

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

The SRM's date changes every day at midnight.

Note: Since the time on the SRS is also prescribed information, you must make sure that it is adjusted properly.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

- From the **CONFIGURATION** menu, select the **Ajust. de l'heure** (adjust time) option.

```
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
```

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

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

- Press . The following message confirms that the operation was carried out successfully:

```
AJUST. DE L'HEURE
Opération terminée
```

11.5 Changing the production frequency for the *Sommaire périodique des ventes* (SPV)

The SPV production frequency is a setting entered in the SRM. By default, the frequency is **monthly**. You must not change this setting, unless Revenu Québec requests it. If that is the case, do the following:

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

- In the **CONFIGURATION** menu, select the **Fréquence du SPV** (SPV production frequency) option.

```
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
```

- Select the SPV production frequency in the horizontal list.

```
FRÉQUENCE DU SPV
Sélect. la fréquence de
production.
    ♦MENSUELLE      ►
```

- Confirm or cancel your selection.

```
FRÉQUENCE DU SPV
MENSUELLE
pour confirmer : ↵
pour annuler : x
```

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

```
FRÉQUENCE DU SPV
Opération terminée
```

11.6 Changing the 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; and
- the "Détail du journal des événements" (event log detail) report.

PROCEDURE

• From the **MENU PRINCIPAL** (main menu), select **Configuration**.	MENU PRINCIPAL Rapports Extraction **Configuration** Contrôle d'accès Modifier état MEV Préférences Diagnostic Babillard
• From the **CONFIGURATION** menu, select the **Impression** (print) option.	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
• Enter the maximum number of transactions for the sales detail report and press .	IMPRESSION Max. de trans. pour le Détail des ventes 120
• Next, enter the maximum number of events for the event log detail report and press .	IMPRESSION Max. d'évèn. pour le Détail du journal 50
• 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

11.7 Choosing the type of printer

This operation involves configuring the type of printer used in the SRM. Poor configuration can lead to problems when producing SPVs. To configure the printer, simply select the make and model in the predefined list. If your printer is not in the list, contact your SRM installer.

Once you have selected a printer, restart the SRM so it can recognize the printer.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

- In the **CONFIGURATION** menu, select the **Imprimante** (printer) option.

```
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
```

- Select the printer make ("marque") and model ("modèle").

```
MARQUE D'IMPRIMANTE
 (marque d'imprimante 1) ▲
♦(marque d'imprimante 2)
 (marque d'imprimante 3) ▼
```

```
MODÈLE D'IMPRIMANTE
♦(modèle d'imprimante 1) ▲
 (modèle d'imprimante 2)
 (modèle d'imprimante 3) ▼
```

- The following message confirms that the operation was carried out successfully:

```
IMPRIMANTE
Opération terminée
```

- The following message tells you to restart the SRM:
  The procedure for restarting the SRM is given in section 1.4 of this guide.

```
IMPRIMANTE
Redémarrez le MEV
pour rendre le
changement effectif.
```

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** (main menu), select **Diagnostic**.

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

- In the **DIAGNOSTIC** menu, select the **Impr. page de test** (print test page) 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 SRM installer.

```
IMPR. PAGE DE TEST
Opération terminée
```

Test page

Page de test d'imprimante

(Version du MEV)

(Nom et version de l'imprimante)

Ce test d'imprimante a été produit selon l'imprimante choisie lors de la configuration du MEV.

Imprimante sélectionnée :

(Marque et modèle d'imprimante)

Assurez-vous que l'imprimante sélectionnée corresponde bien à l'imprimante branchée au MEV.

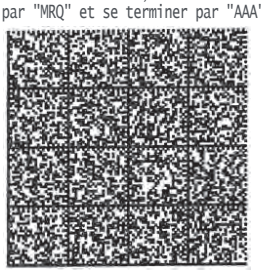
Date et heure de soumission :
2013-01-15 13:58:51

Liste des caractères accentués employés :
01 [Ä] A tréma
02 [Ç] C cédille
03 [É] E accent aigu
04 [Ö] O tréma
05 [Ü] U tréma
06 [à] a accent grave
07 [â] a accent circonflexe
08 [ä] a tréma
09 [ç] c cédille
10 [è] e accent grave
11 [é] e accent aigu
12 [ê] e accent circonflexe
13 [ë] e tréma
14 [î] i accent circonflexe
15 [ï] i tréma
16 [ô] o accent circonflexe
17 [ö] o tréma
18 [ù] u accent grave
19 [û] u accent circonflexe
20 [ü] 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**

Lors de la lecture du code à barres Datamatrix suivant, le texte doit débuter par "MRQ" et se terminer par "AAA" :



Exemple de pied de page prescrit .

==========
TPS:-9999,99 $ TVQ:-9999,99 $
Total : -999999,99 $
FACTURE RÉVISÉE
Remplace 1 facture déjà produite
2013-01-15 13:58:54 MEV:10003601-10001692
L'Assiette fiscale
3800, rue de Marly
Québec (Québec) G1X 4A5
==========

-- Fin de la page de test d'imprimante --

11.8 Type of SRM connection

This feature lets you configure the type of communication used between the SRS and the SRM and between the SRM and the receipt printer.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

- In the **CONFIGURATION** menu, select the **Connectivité MEV** (type of SRM connection) option.

```
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
```

- Select the connection type used and press .

  If the type of connection is "Série-Série" (serial to serial), select the type of connection used by the SRS. Choose "**PDV**" where a two-way communication is possible between the SRS and the SRM. Otherwise, select "**Caisse**."

```
CONNECTIVITÉ MEV
Configuration
SEV-MEV et MEV-IR ?
◄  Type (4 choix)  ►
```

For all other connection types:

- Answer "yes" or "no" to the question "Désirez-vous ouvrir le port externe?" (Do you want to open the external port?), then press .

  Oui to use the SRS's external commands.
  Non to use the SRM normally.

```
CONNECTIVITÉ MEV Désirez-
vous ouvrir le port
externe ?
        ♦Non►
```

- The following message tells you that the SRM is restarting:

```
AVERTISSEMENT
Redémarrage du MEV en
cours…
```

11.9 View the TCP-IP configuration

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

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

- From the **CONFIGURATION** menu, select **Voir config. IP** (view IP configuration).

```
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
```

- Select the data destination and press .

```
VOIR CONFIG. IP
Sélectionnez la destination
des données
◄    ♦ Terminal    ►
```

- If the selected destination is **Terminal**, the screen will display the following data:

  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.

```
VOIR CONFIG. IP
AAA.AAA.AAA.AAA
BBB.BBB.BBB.BBB
CCC.CCC.CCC.CCC
```

- Press or to finish viewing the configuration.

```
  VOIR CONFIG. IP
Opération terminée
```

11.10 Configuring serial ports

Configuring serial ports enables communication between the SRM and peripherals like the SRS and the receipt printer. The only property of the serial ports that can be changed via the SRM display station is transmission speed. The default speed is 9,600 bauds, in accordance with industry standards. **The installer will configure the 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, do the following:

- From the **MENU PRINCIPAL** (main menu), select **Configuration**.

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

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

```
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
```

- You can change the speed using the arrows on the display station. These arrows let you increase or decrease the speed.

```
PORT D'IMPRIMANTE
Sélect. la vitesse
de communication.
◄    9600 bauds    ►
```

- When the desired speed is displayed, select it and confirm your choice by pressing .

```
PORT D'IMPRIMANTE
Opération terminée
```

The following message tells you to restart the SRM:

The procedure for restarting the SRM is given in section 1.4 of this guide.

```
PORT D'IMPRIMANTE
Redémarrez le MEV
pour rendre le
changement effectif.
```

11.11 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

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

Checking peripheral connections

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

- the SRS;
- the receipt printer; and
- the display station.

However, this feature only partly checks the proper functioning of the parallel-to-serial converter, which is used by SRSs that communicate by means of the parallel port. In this case, the check only lets you make sure that the adapter is working; it does not enable you to see whether or not the printer and SRS are connected properly.

Printing a test page

A test page is usually printed after selecting a printer in the **Configuration** menu so that users can make sure that the printer is operating normally. For more information, see section 11.7 of this guide.

Printing the "Détail du journal des événements" (event log detail) report

Printing the event log detail report lets you track the event history when the SRM is not working properly. Instructions for printing the report are given in section 9.2 of this guide.

PROCEDURE

• From the **MENU PRINCIPAL** (main menu), select **Diagnostic**.	MENU PRINCIPAL Rapports Extraction Configuration Contrôle d'accès Modifier état MEV Préférences **Diagnostic** Babillard
• From the **DIAGNOSTIC** menu, select **Vérif. des périph.** (check peripheral devices).	DIAGNOSTIC **Vérif. des périph.** Impr. page de test Détail du journal Babillard
• The checking process is started.	Vérif. des périph. Opération terminée
• The result is displayed.	Vérif. des périph. ERR SEV=COM1 OK Imprimante=COM3 ERR Portable=COM2 OK Terminal=COM8

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

Possible statuses are:

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

The ERR status may be displayed for the following reasons:

- the peripheral is connected but not turned on;
- the peripheral is not connected to the SRM;
- there is a problem with the peripheral or it is defective;
- the printer's buffer storage is full.

12. CONTROLLING ACCESS TO THE SRM

SRM access control features are settings 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 a password. This mechanism enables operators of restaurant establishments, employees and agents (installers, accountants, etc.) to manage SRM use.

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

You must adjust the authentication and access management settings on **each** SRM.

12.1 Terminology

Feature

An SRM feature is a set of SRM commands.

The following is a list of the SRM's features and related commands:

Feature	Command(s)
Reports	• Producing the *Sommaire périodique des ventes* (SPV) • Producing the sales summary report • Producing the sales detail report • Producing the transactional analysis report • Producing the event log summary report • Producing the event log detail report • Producing the general information report
Extraction	• Backup copy • Copying data • Freeing up space

Feature	Command(s)
Configuration	• Installation mode • Adjusting the time • Timeout interval • SPV production frequency • Printing • Printer • Type of SRM connection • Viewing IP configuration • Printer port • SRS port
Access control	• Choosing an authentication method • Managing user accounts – Changing a password – Deactivating a user – Reactivating a user – Adding a user – Modifying a user – Deleting a user • Role – Adding a role – Modifying a role – Deleting a role
Modifying the SRM status	• Deactivation • Reactivation • Reinitialization
Preferences	• Changing the password • Brightness • Contrast
Diagnostic	• Checking peripherals • Printing a test page • Log detail
Bulletin board	• Current messages

Authentication mode

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

SRM administrators can choose either of the following two possibilities:

- **Enter**: Users must enter their code character by character.
- **Select**: Users must select their code from a list.

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.

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. For example: "Empl01," "Jane," etc. **The code will be recorded in the event log to identify every user executing a logged command.**

A user account can be created by the operator of the restaurant establishment for every SRM the operator has. A role must be associated with each user created.

- **User status**

  Active status lets the user access the SRM menu and commands associated with that user's role. A user's access can be temporarily suspended without being removed. Temporary suspension of access can be used under various circumstances, including where users are seasonal employees. Such an employee's status is then **inactive**. When the employee returns, it is simply a matter of reactivating his or her user status.

- **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.

Role

An access profile with which one or several features are associated. For example, the SUPERVISEUR (supervisor) role could be associated with the **Configuration** and **Rapports** features. That way, users assigned a SUPERVISEUR role would have access to all the commands grouped under these features.

SRM administrator account

A unique account that provides access to all SRM features, 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.

12.2 Choosing an authentication mode

This feature 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** (select) mode. To change it, follow these steps:

- From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Mode d'authentif.** (authentication method).

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

- Select the authentication mode: "Saisi" (enter) or "Sélectionné" (select).

```
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
```

12.3 Predefined user codes in the SRM

Predefined user codes are already 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:

EMPLOYE: associated with the EMPLOYÉ (employee) role
GÉRANT: associated with the SUPERVISEUR (supervisor) role
PROPR: associated with the PROPRIÉTAIRE (owner) role
INSTAL: associated with the INSTALLATEUR (installer) role
INVITE: associated with the EMPLOYÉ (employee) role

The following predefined user cannot be modified:

ADMIN: associated with the ADMINISTRATEUR (administrator) role

12.4 Registering users

This feature 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 SRM access. It also makes it possible to modify, deactivate, reactivate or delete a user.

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 or not the new user is authorized to change his or her own password.

PROCEDURE

• In the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).	MENU PRINCIPAL Rapports Extraction Configuration **Contrôle d'accès** Modifier état MEV Préférences Diagnostic Babillard
• In the **CONTRÔLE D'ACCÈS** (access control) menu, select **Comptes d'util.** (user accounts).	CONTRÔLE D'ACCÈS Mode d'authentif. **Comptes d'util.** Rôles Babillard
• Next, select **Ajout d'un util.** (add a user).	COMPTES 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 digits).	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 a role to be associated with the user from the options 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 or not 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 account has been created:	AJOUT D'UN UTIL. Opération terminée

Changing a user's password

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

This feature does not let users change their own password. To learn how to do this, see section 11.1 of this guide.

PROCEDURE

• From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).	MENU PRINCIPAL Rapports Extraction Configuration **Contrôle d'accès** Modifier état MEV Préférences Diagnostic Babillard
• From the **CONTRÔLE D'ACCÈS** menu, select **Comptes d'util.** (user accounts).	CONTRÔLE D'ACCÈS Mode d'authentif. **Comptes d'util.** Rôles Babillard
• From the **COMPTES D'UTIL.** menu, select **Ch. de mot de passe** (change password).	COMPTES 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
• Next, select the user whose password is to be changed.	CH. DE MOT DE PASSE Sélectionnez le code d'utilisateur. ♦EMPL ►
• Enter a new password.	CH. DE MOT DE PASSE 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

If you are the **SRM administrator** and you forget your password, ask your installer to cancel your password using ActiMEV software.

Deactivating a user account

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

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès**. (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Comptes d'util.** (user accounts).

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

- From the **COMPTES D'UTIL.** menu, select **Désact. d'un util.** (deactivate user).

```
COMPTES 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
```

- Next, 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
```

Reactivating a user account

This feature lets you reactivate a user account.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Comptes d'util.** (user accounts).

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

- From the **COMPTES D'UTIL.** menu, select **Réact. d'un util.** (reactivate user).

```
COMPTES 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
```

- Next, 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
```

Modifying a user account

This feature lets you modify any of the following user profile 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** (main menu), select **Contrôle d'accès** (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Comptes d'util.** (user accounts).

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

- From the **COMPTES D'UTIL.** menu, select **Modif. d'un util.** (modify a user account).

```
COMPTES 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
```

- Next, select the user account to be modified.

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

- Modify the displayed items as needed.

```
MODIF. D'UN UTIL.
Entrez une
description.
_____________________
```

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

```
MODIF. D'UN UTIL.
Sélectionnez le
statut de l'util.
      ♦Activé      ▶
```

```
MODIF. D'UN UTIL.
Le mot de passe
pourra être changé.
       ♦Oui        ▶
```

• The following message confirms that the user modifications have been made:	MODIF. D'UN UTIL. Opération terminée

Deleting a user account

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

PROCEDURE

• From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).	MENU PRINCIPAL Rapports Extraction Configuration **Contrôle d'accès** Modifier état MEV Préférences Diagnostic Babillard
• From the **CONTRÔLE D'ACCÈS** menu, select **Comptes d'util.** (user accounts).	CONTRÔLE D'ACCÈS Mode d'authentif. **Comptes d'util.** Rôles Babillard
• From the **COMPTES D'UTIL.** menu, select **Suppr. d'un util.** (delete a user account).	COMPTES 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
• Next, select the user account to be deleted.	SUPPR. D'UN UTIL. Sélectionnez le code d'utilisateur. ♦EMPL ►
• Confirm the request to delete the user account or cancel it if you have made a mistake.	SUPPR. D'UN UTIL. Appuyez sur 8 pour confirmer ou sur X pour annuler.
• The following message confirms that the user account has been deleted:	SUPPR. D'UN UTIL. Opération terminée

12.5 Predefined roles in the SRM

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

Note that a role associated with a user cannot be deleted.

The predefined roles in the SRM are as follows:

Role	Type	Features
ADMINISTRATEUR (administrator)	**System**	• Configuration • Access control • Diagnostic • Extraction • Commissioning • Preferences • Reports • Reinitialization • Support

Role	Type	Features
PROPRIÉTAIRE (owner)	Personalized	• Configuration • Access control • Diagnostic • Extraction • Commissioning • Preferences • Reports • Reinitialization
SUPERVISEUR (supervisor)	Personalized	• Configuration • Diagnostic • Extraction • Commissioning • Preferences • Reports
EMPLOYÉ (employee)	Personalized	• Preferences
INSTALLATEUR (installer)	Personalized	• Extraction • Configuration • Preferences • Diagnostic • Installation • Commissioning • Reinitialization

12.6 Registering roles

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

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; and
- the features users in this role will have access to (see section 12.1 of this guide for the list of features).

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Rôles**.

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

- Next, select **Ajout d'un rôle** (adding a role).

```
RÔLES
 Ajout d'un rôle
 Modif. d'un rôle
 Suppr. d'un rôle
 Babillard
```

- Enter the name of the role to be created.

```
AJOUT D'UN RÔLE
Entrez un nouveau
Rôle.
_______________
```

- Next, select the feature(s) to be associated with the new role.

```
SÉLECTION DES ACCÈS
♦Rapports          ▲
♦Extraction
 Configuration     ▼
```

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

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

```
AJOUT D'UN RÔLE
Opération terminée
```

Modifying a role

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

Please note that the ADMINISTRATEUR role cannot be modified.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).

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

- From the **CONTRÔLE D'ACCÈS** menu, select **Rôles**.

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

- From the **RÔLES** menu, select **Modif. d'un rôle** (modify a role).

```
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 features associated with the role. Select or deselect features according to your needs.

```
SÉLECTION DES ACCÈS
♦Rapports          ▲
♦Extraction
 Configuration     ▼
```

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

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

```
MODIF. D'UN RÔLE
Opération terminée
```

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 role cannot be deleted. In addition, you cannot delete a role currently assigned to a user.

PROCEDURE

• From the **MENU PRINCIPAL** (main menu), select **Contrôle d'accès** (access control).	MENU PRINCIPAL Rapports Extraction Configuration **Contrôle d'accès** Modifier état MEV Préférences Diagnostic Babillard
• From the **CONTRÔLE D'ACCÈS** menu, select **Rôles**.	CONTRÔLE D'ACCÈS Mode d'authentif. Comptes d'util. **Rôles** Babillard
• From the **RÔLES** menu, select **Suppr. d'un rôle** (delete a role).	RÔLES Ajout d'un rôle Modif. d'un rôle **Suppr. d'un rôle** Babillard
• Select the name of the role to be deleted.	SUPPR. D'UN RÔLE Sélectionnez le rôle. _Gérant ►
• Confirm the request for deletion or cancel it in the event of an error.	SUPPR. D'UN RÔLE Appuyer sur 8 pour confirmer, ou sur X pour annuler.
• The following message confirms that the role has been succesfully deleted:	SUPPR. D'UN RÔLE Opération terminée

13. CHANGING THE STATUS OF THE SRM

13.1 Deactivating the SRM

An SRM whose status is **deactivated** can no longer produce bills. The data in the SRM, however, is kept and can be used to produce reports.

The deactivation procedure is done partly over the phone. You can follow the procedure set out below to deactivate your SRM on your own. Alternatively, you can ask your installer to deactivate your SRM for you.

For more information, see Part 4.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Modifier état MEV** (modify SRM status).

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

- From the **MODIFIER ÉTAT MEV** menu, select **Désactivation**.

```
MODIFIER ÉTAT MEV
 Désactivation
```

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

```
DÉSACTIVATION MEV
Votre no de demande.
d'autorisation MEV :
999-9999999
```

To contact the support centre, see the contact information at the end of this guide.

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

```
DÉSACTIVATION MEV
Entrez le numéro
d'autorisation.
___-______
```

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

```
DÉSACTIVATION MEV


Appuyer sur 8
pour confirmer, ou
sur X pour annuler.
```

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

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

- Once the support centre has given you the final confirmation number, press the key.
- Press the key to return to the previous menu.

To check the SRM's status, you can print the general information report.

Produce the SPVs you have not yet sent to Revenu Québec for the periods during which the SRM was activated, including the current period. Send them on eletronic media or on paper.

For information about sending SPVs, see Part 6.

13.2 Reactivating the SRM

A **reactivated** SRM lets you record data and produce prescribed bills, SPVs and other reports.

If your SRM is currently **deactivated**, you can use the procedure set out below to reactivate it. Alternatively, you can contact your SRM installer. However, if your SRM's current status is "**initialized**," you cannot use the procedure set out below. You must instead use the services of your installer.

PROCEDURE

- From the **MENU PRINCIPA**L (main menu), select **Modifier état MEV** (modify SRM status).

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

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

```
MODIFIER ÉTAT MEV
 Réactivation
 Réinitialisation
```

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

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

To contact the support centre, see the contact information at the end of this guide.

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

```
RÉACTIVATION MEV
Entrez le numéro
d'autorisation.
___-______
```

- You will see this screen. Press the key to confirm the number.

```
RÉACTIVATION MEV
Appuyer sur 8
pour confirmer, ou
sur X pour annuler.
```

- The SRM produces a confirmation number that you must give 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.
- Use the key to return to the previous menu.

To check the SRM's status, print the general information report.

13.3 Reinitializing the SRM

The SRM must be **reinitialized** whenever it is installed in another restaurant establishment or sold to another operator of a restaurant establishment. 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 the SPVs you have not yet transmitted to Revenu Québec for the periods during which the SRM was activated, including the current period.

You must also make a backup copy. To do so, you must have a USB key. See section 10.1 for more information.

The following procedure is carried out partly by telephone. Alternatively, you can use the services of your SRM installer.

PROCEDURE

- From the **MENU PRINCIPAL** (main menu), select **Modifier état MEV** (modify SRM status).

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

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

```
MODIFIER ÉTAT MEV
 Réactivation
 Réinitialisation
```

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

```
RÉINITIALISATION MEV
Votre numéro de dem.
d'autorisation MEV :
999-999999
```

To contact the support centre, see the contact information at the end of this guide.

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

```
RÉINITIALISATION MEV
Entrez le numéro
d'autorisation.
___-______
```

- You will see this screen. Press the key to confirm the number.

```
RÉINITIALISATION MEV
Appuyer sur 8
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 .

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

14. DATA VIEWER

14.1 General information

A tool for viewing data (partial, complete or backup data) collected by SRMs used by operators of restaurant establishments has been made available by Revenu Québec.

The data viewer lets you view your archived SRM data electronically.

For more information about making copies of SRM data, see sections 10.1 and 10.2 of this guide.

14.2 Downloading the application

You can download the data viewer from Revenu Québec's website.

- Click the **Download** button.
- A Windows explorer window will open. You will then have to choose a destination for the installation file (MSI).

Note: The data viewer mentioned in this part is not yet available on our website, but it is coming soon.

14.3 Installing the application

The procedure for installing the application on your computer is as follows:

- Double-click the installation file (**Installation.Visionneuse.TransactionsMEV.Restaurateur.msi**).
- The installation window will open. To start, click **Suivant**.
- Select the destination where you would like to install the application (the default destination is "**C:\Program files\Revenu Québec**".
- You will then be asked to indicate whether or not you will be the only person to use the application.
- To confirm the start of the installation, click **Suivant**.
- Once the installation has begun, a scroll bar will show the progress in real time.
- When the installation is complete, exit the program by clicking **Fermer**.

By default, the application will be located in
Démarrer/programmes/Revenu Québec/Visionneuse transactions MEV (Restaurateurs).

14.4 Data viewer interface

The data viewer interface is divided into six areas (see Figure 1).

Area 1: Menu located in the upper left-hand corner that lets you navigate viewing options.

Area 2: Located under the menu bar, the data table lets you look through the transactions shown for the month or day selected. You can drag and drop files into this area.

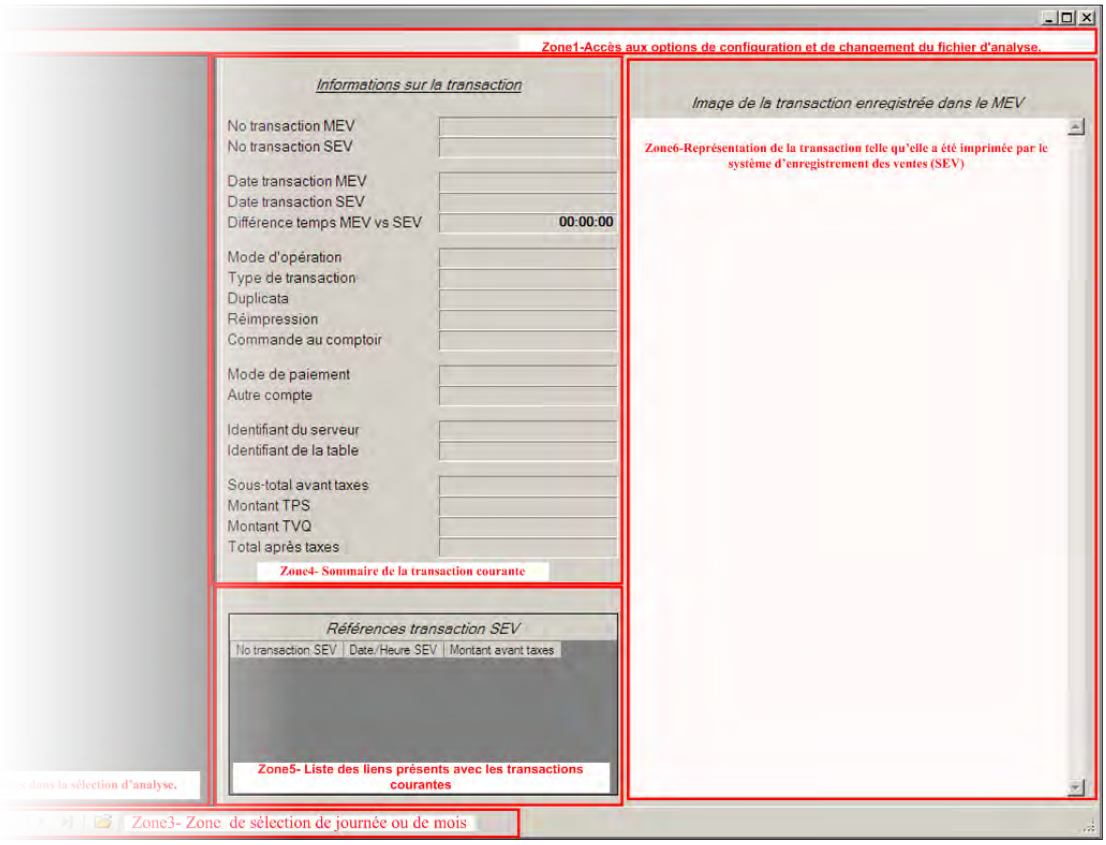
Area 3: This area in the bottom left-hand corner contains the period navigator, which lets you browse current SRM data copy transactions on a day-by-day or month-by-month basis.

Area 4: The area in the centre of the viewer shows a summary of the selected transaction.

Area 5: Located under the transaction summary, this area may include a list of transactions to which the transaction selected may refer.

Area 6: The right-hand side of the viewer shows the transaction as set up for printing by the SRS.

Figure 1: **The data viewer interface**

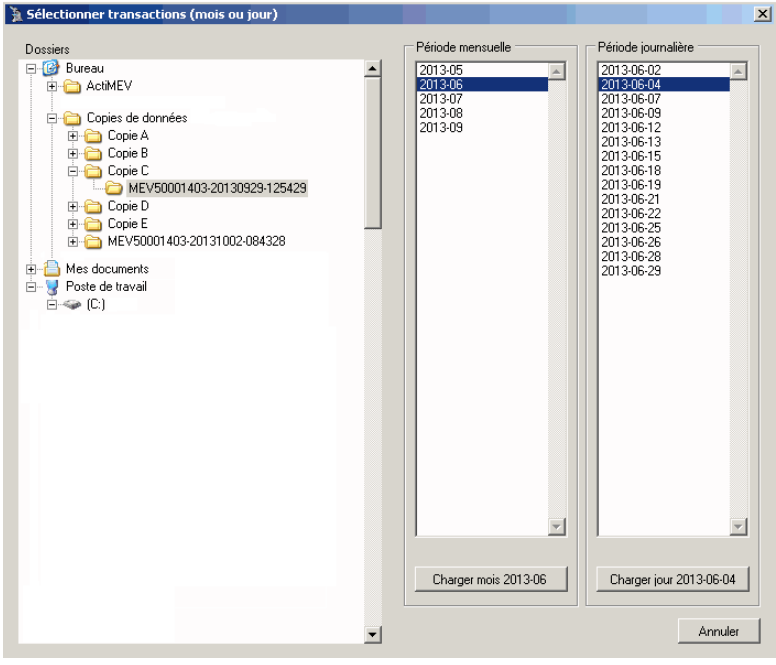


14.5 Viewing backup copies of data

Instructions

- In the toolbar, click **Fichier,** then **Ouvrir**.[1]
- The **Sélectionner transactions** (select a transaction) window will open (see Figure 2). In the **Dossier** (file) section, you can navigate the tree structure to locate your data copies. They will appear as: **MEV999999-YYYYMMDD-HHMMSS** (SRM number, and date and time the copy was made).
- When you select a data copy, the **Période mensuelle** (month-long period) and **Période journalière** (day-long period) will be shown.
- You can then select the month or day you would like to view.
- When you have made your selection, you can confirm it by clicking either **Charger mois** (load month) or **Charger jour** (load day). The viewer will then show whichever one you have selected.
- A progress window informs you of the amount of time left before the data is shown.

Figure 2: **The Sélectionner transaction (select a transaction) window**



1. You can also use the **Open** icon, which can be found in the transaction navigator, in the bottom part of the screen.

14.6 Navigation

This section explains how to navigate the application.

The Grille de données (data table)

This area contains a complete list of transactions for the period or date you have selected. It shows, in columns, all relevant data. You can sort the data by clicking on the column headers, adjust column width using your mouse and choose which columns to display. Hovering over column headers will show tooltips containing information on the values used in the table.

You can navigate the table using the mouse cursor or the arrows on your keyboard.

You can select and copy information from this section into another file such as an Excel spreadsheet or a Word document.

Date/Heure transaction SEV	No trans. SEV	No trans MEV	No MEV	Sous-total avant taxes	TPS	TVQ	Montant total
2012-10-13 10:05:48	435594	10002859	50001403	60.44 $	3.02 $	4.76 $	68.22 $
2012-10-13 10:05:54	471819	10002860	50001403	60.44 $	3.02 $	4.76 $	68.22 $
2012-10-13 10:06:42	818505	10002861	50001403	42.40 $	2.12 $	3.34 $	47.86 $
2012-10-13 10:06:47	465208	10002862	50001403	42.40 $	2.12 $	3.34 $	47.86 $
2012-10-13 10:06:55	970235	10002863	50001403	18.65 $	0.93 $	1.47 $	21.05 $
2012-10-13 10:07:00	815069	10002864	50001403	18.65 $	0.93 $	1.47 $	21.05 $
2012-10-13 10:07:56	912519	10002865	50001403	43.65 $	2.18 $	3.44 $	49.27 $
2012-10-13 10:08:01	648214	10002866	50001403	43.65 $	2.18 $	3.44 $	49.27 $
2012-10-13 10:08:07	357022	10002867	50001403	43.65 $	2.18 $	3.44 $	49.27 $
2012-10-13 10:08:58	616378	10002868	50001403	58.64 $	2.93 $	4.62 $	66.19 $
2012-10-13 10:09:03	623399	10002869	50001403	58.64 $	2.93 $	4.62 $	66.19 $
2012-10-13 10:09:56	550261	10002870	50001403	37.88 $	1.89 $	2.98 $	42.75 $
2012-10-13 10:10:05	634528	10002871	50001403	37.88 $	1.89 $	2.98 $	42.75 $
2012-10-13 10:11:06	553622	10002872	50001403	43.40 $	2.17 $	3.42 $	48.99 $
2012-10-13 10:11:12	503898	10002873	50001403	43.40 $	2.17 $	3.42 $	48.99 $
2012-10-13 10:12:07	936160	10002874	50001403	15.90 $	0.80 $	1.25 $	17.95 $
2012-10-13 10:12:12	638954	10002875	50001403	15.90 $	0.80 $	1.25 $	17.95 $
2012-10-13 10:12:15	494879		50001403	15.90 $	0.80 $	1.25 $	17.95 $
2012-10-13 10:13:14	110401	10002876	50001403	26.49 $	1.32 $	2.09 $	29.90 $
2012-10-13 10:13:21	722250	10002877	50001403	26.49 $	1.32 $	2.09 $	29.90 $
2012-10-13 10:14:14	992980	10002878	50001403	11.30 $	0.56 $	0.89 $	12.75 $
2012-10-13 10:14:20	288421	10002879	50001403	11.30 $	0.56 $	0.89 $	12.75 $
2012-10-13 10:15:11	739168	10002880	50001403	61.40 $	3.07 $	4.84 $	69.31 $
2012-10-13 10:15:18	116862	10002881	50001403	61.40 $	3.07 $	4.84 $	69.31 $
2012-10-13 10:15:25	926842	10002882	50001403	61.40 $	3.07 $	4.84 $	69.31 $
2012-10-13 10:16:19	397000	10002883	50001403	49.48 $	2.47 $	3.90 $	55.85 $
2012-10-13 10:16:23	380831	10002884	50001403	49.48 $	2.47 $	3.90 $	55.85 $
2012-10-13 10:17:26	702926	10002885	50001403	12.65 $	0.63 $	1.00 $	14.28 $
2012-10-13 10:17:31	802636	10002886	50001403	12.65 $	0.63 $	1.00 $	14.28 $

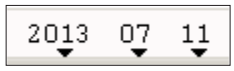
The Navigateur de périodes (period navigator) area

Once it has loaded in the period navigator area, you can navigate the copied data by month or by day. The navigation type (by month or by day) is determined in the **Sélectionner transactions** window.

The following are the various components of the period navigator and their features:

Go to the first day or month of the copied data, based on the navigation mode.

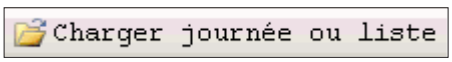
Go to the previous day or month of the copied data, based on the navigation mode.



This is the year, month and day loaded in the viewer. By clicking each of these, you can select a specific date. The different options will be shown in submenus. Simply select a month or a day and it will load in the viewer.

Go to the following day or month of the copied data, based on the navigation mode.

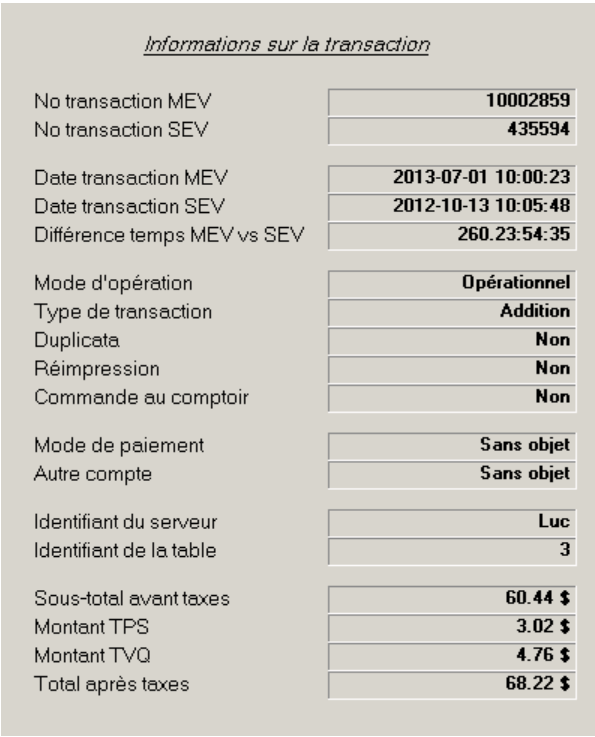
Go to the last day or month of the copied data, based on the navigation mode.



Pressing this button will show the **Sélectionner transaction** window.

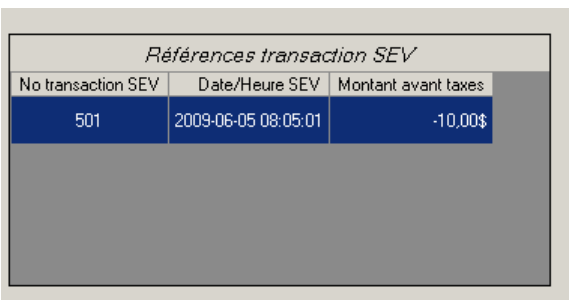
The Sommaire de transaction (transaction summary) area

Essentially, this area shows the same information as the transaction table, but more concisely. You can see all the information at a glance. Note that the you can choose whether or not the middle section is viewable and adjust its width using your mouse. Also note that if you click certain components, they will be highlighted in the body of the bill (see the right-hand section), making your search for specific information much easier.



The Références area

The references area shows any information related to the transaction selected in the data table.



The Corps de facture (body of the bill) area

In this area, you will find the transaction information contained in the body of the bill. You can see it as it was printed on the original document. As mentioned above, the information you selected in the transaction summary will be highlighted here.

Note that you can select and copy information from this section into another file such as an Excel spreadsheet or a Word document.

Image de la transaction enregistrée dans le MEV

```
Restaurant ABC
3800 rue de Marly
Sainte-Foy, Qc
2012-10-13 - 10 : 05
No fact. 435594

                     Entrecôte  $   23.95
                  Côtes levées  $   23.99
                Pinte de bière  $    5.75
           Verre de vin maison  $    6.75

                    Sous total  $   60.44
                           TPS  $    3.02
                           TVQ  $    4.76
                         TOTAL  $   68.22

No TVQ : 10123456789 0001
No TPS : 239987234
        Merci et revenez nous voir
```

14.7 Minimum computer requirements

Operating system
Windows XP SP3 or later versions

Random access memory (RAM)
1 GB

Disk space
5 MB

Optimal screen resolution
1280 × 1024

Pre-requisite software
.NET Framework 2.0

Note that this application is not designed to be used with a touch screen.

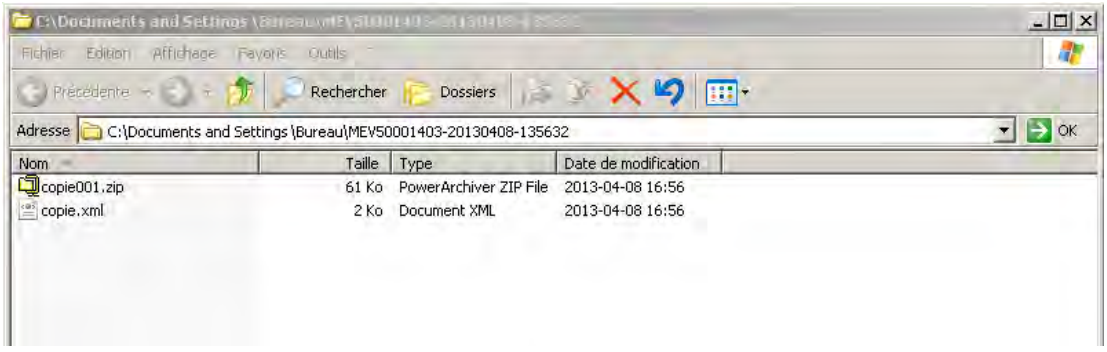
14.8 The transaction selection window

There is a third way to open the **Sélectionner transaction** window.

You can drag and drop the **copie.xml** file into the data table.

The **copie.xml** file can be found in the data copy folder (see Figure 3).

Figure 3: **The copie.xml file**

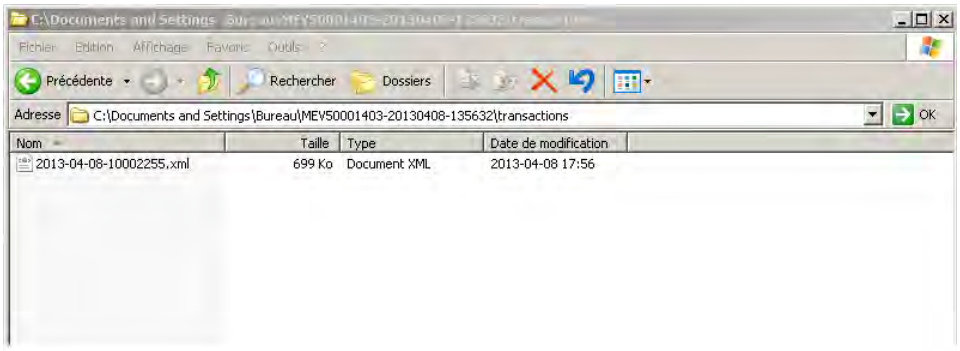


14.9 Viewing copied data

You can view copied data that has already been unzipped. Unzipped copied data appears as follows: YYYY-MM-DD-99999999.xml (see Figure 4)

To view the data, simply drag and drop the **.xml** file directly into the data table.

Figure 4: **The unzipped .xml data file**



15. SRM MESSAGES

The SRM can send the user three types of messages: information messages, warnings, and error messages.

The messages can be sent to the display station or to the SRS (external command), depending on the interface used to communicate with the SRM. Some of the messages can also be sent to the receipt printer.

Information messages

The SRM gives information about the operation in progress by sending information messages. The messages tell you that the operation was successful and that it is complete. You do not have to reply to it. When such a message is displayed, all the indicator lights on the left side of the screen are green.

● ● ● ●	AJUST. DE L'HEURE Opération terminée

Warnings

The SRM sends warnings to inform you that it has detected and fixed an error. Unless otherwise specified, you do not have to reply to warnings. When such a message is displayed, all the indicator lights on the left side of the screen are yellow.

● ● ● ●	Erreur dans les transactions Corrigée pendant le démarrage

Error messages

Error messages are sent from the SRM to indicate that a problem has occurred and that you must address it. When such a message is displayed, all the indicator lights on the left side of the screen are red.

● ● ● ●	ERREUR L'utilisation du disque a atteint un niveau critique. Effectuez une copie de sauvegarde et procédez à une épuration.

15.1 List of messages

No.	Message
2002I	L'utilisation du disque a atteint un niveau élevé. Effectuez une copie de sauvegarde et libérez ensuite de l'espace dès que possible. [The memory is almost full. Make a backup copy of the data and free up space as soon as possible.]
2003E	L'utilisation du disque a atteint un niveau critique. Effectuez une copie de sauvegarde et procédez à une épuration. [The memory is almost full (situation critical). Make a backup copy of the data, then purge the memory.]
2101E	La structure de la requête est invalide ({0}, {1}) (toujours suivie de 2199I). [The request structure is invalid ({0}, {1}) (always followed by 2199I).]
2111E	Transaction non autorisée, car le MEV est désactivé. [The transaction is not authorized because the SRM is deactivated.]
2112E	Requête non autorisée, car le port de communication n'est pas assigné au SEV. [The request is not authorized because the communication port is not assigned to the SRS.]
2199I	Communiquez avec votre détaillant. [Contact your retailer.]
2212E	La date de début de la période doit précéder la date de fin. [The start date of the period must precede its end date.]
2214E	Inscrivez un numéro de transaction de début et un autre de fin. [Enter the first and last of a range of transaction numbers.]
2215E	Le numéro de transaction de début doit être plus petit que le numéro de fin. [The first transaction number must be less than the last.]
2218E	L'identifiant unique est introuvable. [The unique identifier cannot be found.]
2221I	Le nombre de transactions à imprimer a atteint sa limite. [The printing volume limit for transactions has been reached.]
2222I	Aucune transaction ne correspond aux critères de recherche. [No transactions correspond to the search criteria.]
2223I	Attention, {n} transactions seront imprimées. Voulez-vous continuer? [Warning: {n} transactions will be printed. Do you want to proceed?]
2224I	Le nombre d'événements à imprimer a atteint sa limite. [The printing volume limit for events has been reached.]
2225I	Aucun événement ne correspond aux critères de sélection des données. [No events correspond to the search criteria.]

No.	Message
2226I	Attention, {n} événements seront imprimés. Voulez-vous continuer? [Warning: {n} events will be printed. Do you want to proceed?]
2228I	Il n'y a aucun choix de période pour le SPV. [There are no period options for the SPV.]
2260E	Exécution de la commande {0} lancée par l'utilisateur {1} refusée pour manque de privilèges. [Execution of command {0} launched by user {1} has been refused because of lack of privileges.]
2270E	Impossible d'exécuter la commande externe {0}, car le MEV est arrêté. [Cannot execute external command {0} because the SRM has stopped.]
2271E	Impossible d'exécuter la commande externe {0}, car le MEV est en erreur. [Cannot execute external command {0} because the SRM has an error.]
2272E	Impossible d'exécuter la commande externe {0}, car le MEV est en cours d'utilisation {1}. [Cannot execute external command {0} because the SRM is being used {1}.]
2283E	Le code d'utilisateur {x} existe déjà. [User code {x} is already in use.]
2285E	Vous ne pouvez pas modifier vous-même le compte de l'utilisateur. [You cannot modify the user account yourself.]
2286E	Le code d'utilisateur {x} est inactif. [User code {x} is inactive.]
2287E	Le code d'utilisateur ou le mot de passe est incorrect. [The user code or the password is incorrect.]
2288E	Le mot de passe de l'utilisateur {0} n'est pas modifiable. [The password of user {0} cannot be modified.]
2289E	Le nouveau mot de passe doit être différent du mot de passe actuel. [The new password must be different from the current password.]
2290E	Le nouveau mot de passe n'a pas été confirmé. [The new password has not been confirmed.]
2292E	Le rôle {x} existe déjà. [Role {x} is already in use.]
2294E	Vous devez associer au moins un accès au rôle. [You must associate at least one access with the role.]
2295E	Le rôle {0} est encore associé aux utilisateurs suivants : {1}. [Role {0} is still associated with the following users: {1}.]
2300E	Champ obligatoire. [Required field.]
2301E	La date est invalide. [The date is invalid.]
2302E	Seule l'heure peut être modifiée. [Only the time can be modified.]
2304E	Le type de données est invalide. [The type of data is invalid.]

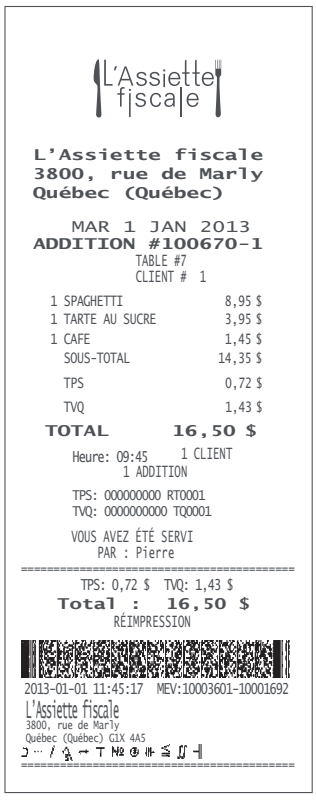
No.	Message
2306E	Il n'y a pas de clé USB. [There is no USB key.]
2307E	L'espace disponible sur le disque n'est pas suffisant pour crypter les données. [There is not sufficient space on the disk to encrypt the data.]
2309E	Le critère de sélection de la plage de numéros de transaction générés par le MEV est invalide. [The selection criteria for the range of transaction numbers generated by the SRM are invalid.]
2310E	Une erreur est survenue lors de la copie. Vérifiez la clé USB et réessayez. [An error occurred while the data was being copied. Check the USB key and try again.]
2311E	La date de fin doit se situer après la date de début ou être la même que celle-ci. [The end date must be later than the start date (or the same date).]
2312E	La date de fin doit se situer après la date de début ou être la même que celle-ci. [The end date must be later than the start date (or the same date).]
2313E	Le premier numéro de la plage de numéros de transaction générés par le MEV doit être plus petit ou égal au dernier. [The first number of the range of transaction numbers generated by the SRM must be less than or equal to the last number.]
2315E	Le format de données {0} n'est pas valide. [Data format {0} is invalid.]
2316E	Il n'y a pas de compte d'utilisateur à modifier. [There are no user accounts to modify.]
2317E	Il n'y a pas de compte d'utilisateur à désactiver. [There are no user accounts to deactivate.]
2318E	Il n'y a pas de compte d'utilisateur à réactiver. [There are no user accounts to reactivate.]
2319E	Il n'y a pas de compte d'utilisateur à supprimer. [There are no user accounts to delete.]
2320E	Il n'y a pas de rôle à modifier. [There are no roles to modify.]
2321E	Il n'y a pas de rôle à supprimer. [There are no roles to delete.]
2322E	Aucune période ne peut être choisie pour produire le SPV. [No periods can be selected to produce the SPV.]
2323Q	{0} transactions seront imprimées. Voulez-vous continuer ? [{0} transactions will be printed. Do you want to proceed?]
2324Q	{0} événements seront imprimés. Voulez-vous continuer ? [{0} events will be printed. Do you want to proceed?]
2325I	Aucun événement ne correspond aux critères de recherche. [No events correspond to the search criteria.]

No.	Message
2326I	Le nombre d'événements à imprimer a atteint la limite permise ({0}). [The number of events to be printed is greater than the allowable limit of {0}.]
2327I	Aucune transaction ne correspond aux critères de recherche. [No transactions correspond to the search criteria.]
2332E	L'identifiant unique de transaction du SEV est introuvable. [The unique SRS transaction identifier cannot be found.]
2334E	Un identifiant unique de transaction du SEV ne peut pas servir à demander des documents non prescrits. [A unique SRS transaction identifier cannot be used to require non-prescribed documents.]
2335E	L'identifiant unique de transaction du SEV est incomplet. [The unique SRS transaction identifier is incomplete.]
2336I	Le nombre de transactions à imprimer a atteint la limite permise ({0}). [The number of transactions to be printed has reached the allowable limit of {0}.]
2338I	Aucune modification à la fréquence de production du SPV. [No changes to the SPV production frequency.]
2343I	Le volume maximal d'impression sélectionné n'entraîne aucune modification. [The maximum printing volume selected has no impact.]
2344I	Le volume maximal d'impression sélectionné doit être de 1 à 999 inclusivement. [The maximum printing volume must be between 1 and 999.]
2347I	Effectuer une copie de sauvegarde avant de libérer de l'espace. [Make a backup copy before freeing up space.]
2348I	Opération annulée. [Operation cancelled.]
2349I	Aucun fichier n'a été supprimé. [No file was deleted.]
2350I	Il n'est pas nécessaire de libérer de l'espace sur le disque. [It is not necessary to free up disk space.]
2367I	Redémarrez le MEV pour activer le changement. [Restart the SRM to activate the change.]
2370E	La destination de données TCP n'est valide que lorsque la commande est exécutée par le port externe. [The TCP data destination is not valid when the command is executed by the external port.]
2401E	La valeur {0} du critère d'exécution {1} de la commande {2} ne respecte pas le format prescrit. [The value {0} of execution criteria {1} for command {2} is not in the prescribed format.]
2402E	La valeur {0} du critère d'exécution {1} de la commande {2} n'est pas incluse dans le domaine de valeur prescrit. [The value {0} of execution criteria {1} for command {2} is not included in the prescribed value domain.]

No.	Message
2403E	Le critère d'exécution {0} de la commande {1} est limité à une seule occurrence. [Execution {0} of command {1} is limited to a single instance.]
2441E	La commande {0} n'existe pas. [Command {0} does not exist.]
2442E	Le critère d'exécution {0} de la commande {1} n'existe pas. [Execution criterion {0} for command {1} does not exist.]
2443E	Le critère d'exécution {0} de la commande {1} n'est pas valide. [Execution criterion {0} for command {1} is invalid.]
2444E	Le critère d'exécution {0} de la commande {1} est obligatoire. [Execution criterion {0} for command {1} is mandatory.]
2565I	La copie de sauvegarde est terminée (utilisateur {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. [The backup copy is complete (user {0}). Size of copied files: {1}. Number of copied files: {2}.]
2566I	La copie de sauvegarde a été interrompue (utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. [The backup copy has stopped (user {0}). Size of copied files: {1}. Number of copied files: {2}.]
2567I	La copie de sauvegarde a échoué (utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. [The backup copy has failed (user {0}). Size of copied files: {1}. Number of copied files: {2}.]
2568I	La copie des données est terminée (utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée : du {3:yyyy'-'MM'-'dd} au {4:yyyy'-'MM'-'dd}. Type de données : {5}. [The data copy is complete (user {0}). Size of copied files: {1}. Number of copied files: {2}. Period covered: from {3:yyyy'-'MM'-'dd} to {4:yyyy'-'MM'-'dd}. Type of data: {5}.]
2569I	La copie des données a été interrompue (utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée : du {3:yyyy'-'MM'-'dd} au {4:yyyy'-'MM'-'dd}. Type de données : {5}. [The data copy has stopped (user {0}). Size of copied files: {1}. Number of copied files: {2}. Period covered: from {3:yyyy'-'MM'-'dd} to {4:yyyy'-'MM'-'dd}. Type of data: {5}.]
2570I	La copie des données a échoué (utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée : du {3:yyyy'-'MM'-'dd} au {4:yyyy'-'MM'-'dd}. Type de données : {5}. [The data copy has failed (user {0}). Size of copied files: {1}. Number of copied files: {2}. Period covered: from {3:yyyy'-'MM'-'dd} to {4:yyyy'-'MM'-'dd}. Type of data: {5}.]
2596E	Libérer l'espace disque demandé par l'utilisateur {0} terminé avec erreur(s). [Freeing up the disk space (requested by user {0}) is complete, with errors.]

16. APPENDICES

Appendix 1: The bill



L'Assiette fiscale

L'Assiette fiscale
3800, rue de Marly
Québec (Québec)

MAR 1 JAN 2013
ADDITION #100670-1
TABLE #7
CLIENT # 1

1 SPAGHETTI	8,95 $
1 TARTE AU SUCRE	3,95 $
1 CAFE	1,45 $
SOUS-TOTAL	14,35 $
TPS	0,72 $
TVQ	1,43 $
TOTAL	**16,50 $**

Heure: 09:45 1 CLIENT
1 ADDITION

TPS: 000000000 RT0001
TVQ: 0000000000 TQ0001

VOUS AVEZ ÉTÉ SERVI
PAR : Pierre

==========

TPS: 0,72 $ TVQ: 1,43 $
Total : 16,50 $
RÉIMPRESSION

2013-01-01 11:45:17 MEV:10003601-10001692
L'Assiette fiscale
3800, rue de Marly
Québec (Québec) G1X 4A5

==========

L'Assiette fiscale

L'Assiette fiscale
3800, rue de Marly
Québec (Québec)

MAR 1 JAN 2013
ADDITION #100670-2
TABLE #7
CLIENT # 1

1 BROCHETTE DE POULET	10,95 $
1 TARTE AU SUCRE	3,95 $
1 CAFE	1,45 $
SOUS-TOTAL	16,35 $
TPS	0,81 $
TVQ	1,63 $
TOTAL	**18,79 $**

Heure: 09:50 1 CLIENT
1 ADDITION

TPS: 000000000 RT0001
TVQ: 0000000000 TQ0001

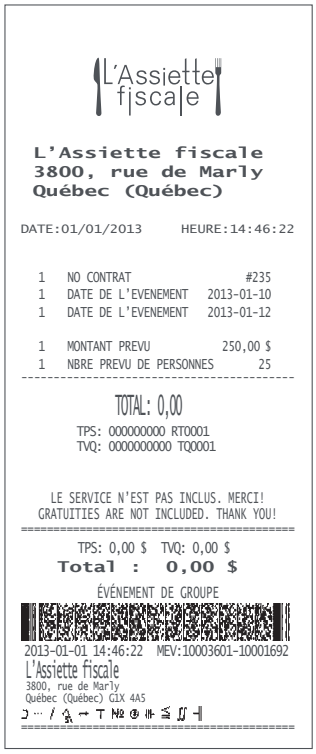
VOUS AVEZ ÉTÉ SERVI
PAR : Pierre

==========

TPS: 0,81 $ TVQ: 1,63 $
Total : 18,79 $
FACTURE RÉVISÉE
Remplace 2 factures déjà produites

2013-01-01 11:45:17 MEV:10003601-10001692
L'Assiette fiscale
3800, rue de Marly
Québec (Québec) G1X 4A5

==========



L'Assiette fiscale

L'Assiette fiscale
3800, rue de Marly
Québec (Québec)

DATE:01/01/2013 HEURE:14:46:22

1	NO CONTRAT	#235
1	DATE DE L'EVENEMENT	2013-01-10
1	DATE DE L'EVENEMENT	2013-01-12
1	MONTANT PREVU	250,00 $
1	NBRE PREVU DE PERSONNES	25

TOTAL: 0,00

TPS: 000000000 RT0001
TVQ: 0000000000 TQ0001

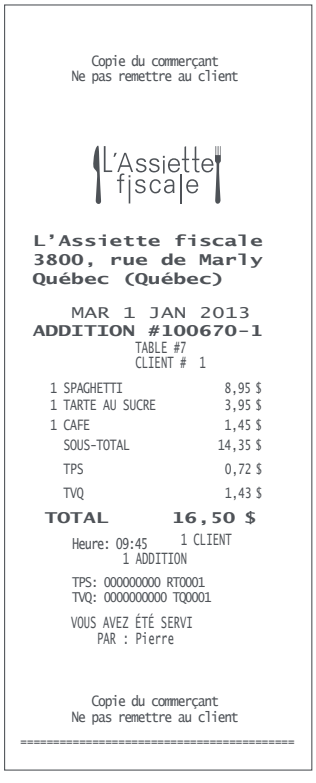
LE SERVICE N'EST PAS INCLUS. MERCI!
GRATUITIES ARE NOT INCLUDED. THANK YOU!

==========

TPS: 0,00 $ TVQ: 0,00 $
Total : 0,00 $
ÉVÉNEMENT DE GROUPE

2013-01-01 14:46:22 MEV:10003601-10001692
L'Assiette fiscale
3800, rue de Marly
Québec (Québec) G1X 4A5

==========



Copie du commerçant
Ne pas remettre au client

L'Assiette fiscale

L'Assiette fiscale
3800, rue de Marly
Québec (Québec)

MAR 1 JAN 2013
ADDITION #100670-1
TABLE #7
CLIENT # 1

1 SPAGHETTI	8,95 $
1 TARTE AU SUCRE	3,95 $
1 CAFE	1,45 $
SOUS-TOTAL	14,35 $
TPS	0,72 $
TVQ	1,43 $
TOTAL	**16,50 $**

Heure: 09:45 1 CLIENT
1 ADDITION

TPS: 000000000 RT0001
TVQ: 0000000000 TQ0001

VOUS AVEZ ÉTÉ SERVI
PAR : Pierre

Copie du commerçant
Ne pas remettre au client

==========

Header

Body of the document

Footer

Appendix 2: The *Sommaire périodique des ventes* (SPV) or periodic sales summary report

SOMMAIRE PÉRIODIQUE DES VENTES

De : ADMIN (ADMINISTRATEUR)

L'Assiette fiscale
3800, rue de Marly
Québec (Québec)

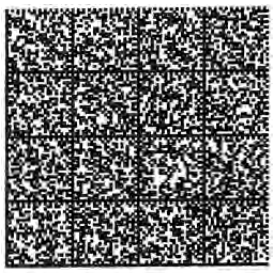
No MEV : 10000101

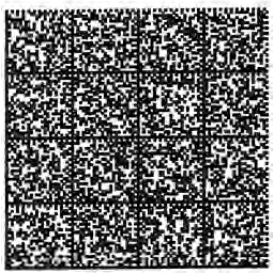
Produit le : 2013-01-01 à 07:23:58

Période
2012-12

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

Identification du SPV
10000101-3201004





Note : Veuillez transmettre ce SPV à Revenu Québec

Signature : _____

Title

Sales summary for the specified period

General information, sales summary, event log summary and transactional analysis reports included in the barcodes

Please sign the SPV before you send it.

TO CONTACT US

Online

We invite you to visit our website at **www.revenuquebec.ca**, and, more specifically, the section dealing with mandatory billing in the restaurant sector, at **www.revenuquebec.ca/resto**.

Useful information and several publications are available on our website to help you fulfill your tax obligations in the restaurant sector.

By telephone

Québec City: 418 652-6014 **Montréal**: 514 287-2014 **Elsewhere**: 1 855 271-0519

For calls about any of the following:

- interpretation or application of the tax measures in the restaurant sector
- obtaining an identification number or an access code for a restaurant establishment
- the *Sommaire périodique des ventes* (periodic sales summary)
- a defective, lost or stolen SRM

Business hours
Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4:30 p.m. Wednesday: 10 a.m. to 4:30 p.m.

For calls about any of the following:

- our online services
- how to use the SRM
- deactivating or re-activating an SRM

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

By mail

Montréal, Laval, Laurentides, Lanaudière, Montérégie, Estrie and Outaouais

Direction principale des relations
avec la clientèle des entreprises
Revenu Québec
C. P. 3000, succursale Place-Desjardins
Montréal (Québec) H5B 1A4

Québec City and other regions

Direction principale des relations
avec la clientèle des entreprises
Revenu Québec
3800, rue de Marly
Québec (Québec) G1X 4A5

Vous pouvez vous procurer la version française de cette publication intitulée *Guide d'utilisation du MEV* (IN-577).