

**Courtesy translation**

# **SRM User Guide**

**2009**

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**Note to the reader**

The information in this guide applies exclusively to the sales recording modules (SRM) installed as part of the “Mandatory billing in the restaurant sector” pilot project that will run from November 2009 to April 2010.

A final version of this guide will be distributed when the SRMs are installed in all restaurants between September 2010 and November 2011.

## 1. Introduction

When selling meals, a restaurant operator must prepare a bill and give it to the customer. This bill must be prepared using a sales recording module (SRM).

The SRM is a microcomputer designed to be connected to an electronic cash register or point-of-sale system.

It receives transaction data, such as

- bills
- cash receipts
- credit notes

The SRM records transaction information, such as sales and taxes, in a secure memory. Once the data has been stored, the device produces a digital signature and sends to a printer the information required to print an invoice with a bar code that contains this digital signature.

### 1.1 Who this guide is for

This guide is for all restaurant employees who use the SRM in the course of their duties.

### 1.2 Contents

This guide introduces the sales recording module and its peripherals. It then shows how to configure the SRM, manage access, print reports, make backups and extract data from the SRM. The content of reports is also presented, as well as error messages and their meanings.

### 1.3 Definitions

#### **Bill**

A note that presents all expenditures by a customer in a restaurant.

#### **Display station**

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

#### **Prescribed document**

Document imposed by new measures to counter tax evasion in the restaurant sector, printed by the invoice printer (IP).

Invoices given to customers are prescribed documents. They must contain prescribed information and, more specifically, distinctive marks and control elements such as the digital signature included in a bar code.

#### **Invoice**

The generic term for the bill and the receipt.

#### **Invoice printer (IP)**

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

**Sales recording module (SRM)**

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

**Receipt**

Proof of payment issued to the customer.

**Reference number**

Invoice number that connects a modified invoice with the original invoice.

**Sales recording system (SRS)**

Computer system used to manage and store sales and produce invoices.

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

**Transaction**

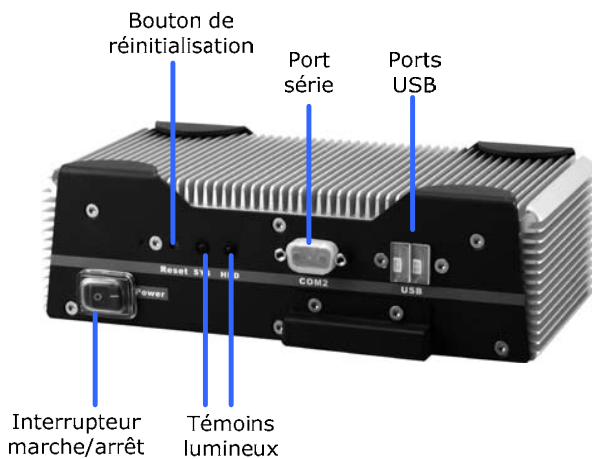
Recording performed by an SRS that produces an invoice.

**2. SRM and display station features**

**2.1 The SRM**

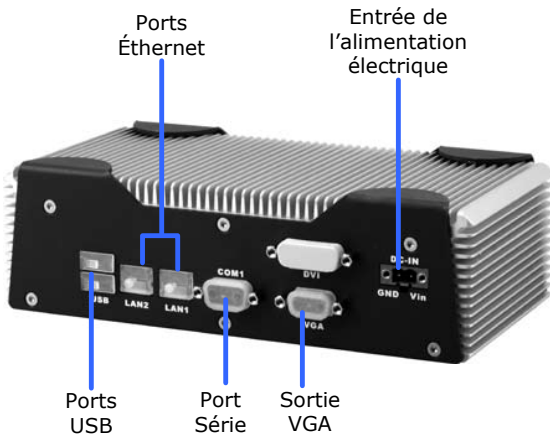
The SRM is a grey and blue aluminum case weighing a bit more than 2 kg (4.75 lb). Every SRM has a seal. The seal is used to detect attempted intrusions so it must not be broken.

The front of the SRM



French	English
Bouton de réinitialisation	Reset button
Port série	Serial port
Ports USB	USB ports
Interrupteur marché/arrêt	On/off switch
Témoins lumineux	Indicator lights

The back of the SRM



French	English
Ports Éthernet	Ethernet ports
Entrée de l'alimentation électrique	Power supply input
Ports USB	USB ports
Port Série	Serial port
Port VGA	VGA port

SRM dimensions

8.35" (L) x 2.52" (H) x 4.21" (W) (212mm x 64mm x 107mm)

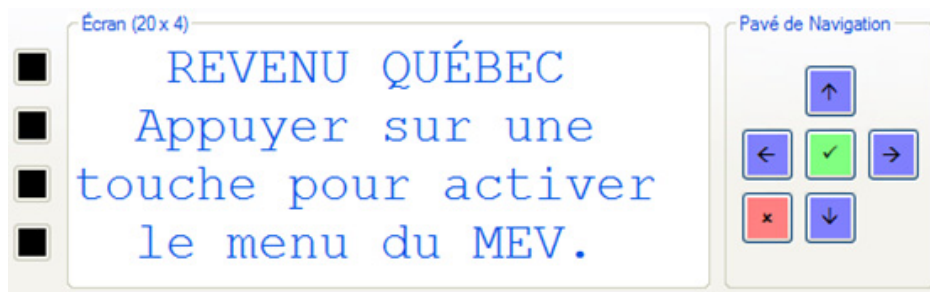
2.2 The display station<sup>1</sup>



The SRM's display station is made up of:







A four-line, 20-character screen

A keypad (6 keys)



<sup>1</sup> This peripheral device should be connected at all times to enable the user to see any error messages.

### The keypad

- Users use the   keys:
  - To move the cursor between menu choices on a vertical list.
- Users use the   keys:
  - To move the cursor between menu choices on a horizontal list.
  - To access the letters (A to Z) and numbers (0 to 9) in the vertical dropdown list.
- Users use the  key:
  - To select a menu item.
- Users use the  key:
  - To return to the previous menu.
  - To end the user session when the main menu is displayed. The display station is then on standby.

### Adjusting the display station

Since ambient lighting changes throughout the day, the display station's contrast and brightness are set based on four six-hour shifts, beginning at midnight.

#### Adjusting the contrast

- From MENU PRINCIPAL:
  - Select "Préférences"
    - Select "Contraste" from the vertical list
    - Then select the percentage of contrast from the horizontal list.

You cannot lower the contrast below 30%. This is to ensure that the screen remains legible at all times.

#### Adjusting the brightness

- From MENU PRINCIPAL:
  - Select "Préférences"
    - Select "Luminosité" from the vertical list
    - Then select the percentage of brightness from the horizontal list.

#### Adjusting the timeout interval

After a certain amount of inactivity, an active session is closed. Follow the instructions below to adjust this timeout interval:

- From MENU PRINCIPAL:
  - Select "Préférences"
    - Select "Délai d'inactivité" from the vertical list
    - Then select the timeout interval from the horizontal list.




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



## 2.3 Starting a session and changing your password on the SRM

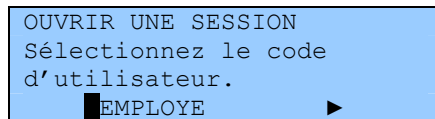
### Starting a session

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

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

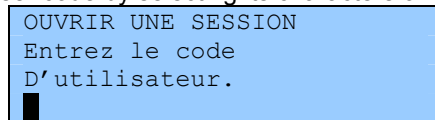
### How to authenticate yourself:

- Enter or select your user code, depending on the authentication method chosen (section 4.6):
  - Select your user code from the horizontal list.

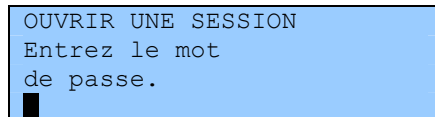


or

- 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 until the display station goes into standby mode.

### Changing your password

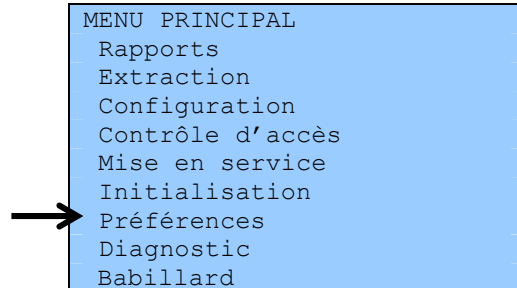
You can change your password if you were authorized to do so during the setup of your access specifications (see section 4.4 for details).

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

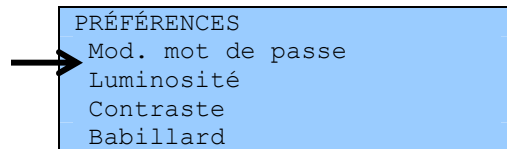
Because the SRMs operate independently of one another, you have to change your password on each SRM you access.

### How to proceed:




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

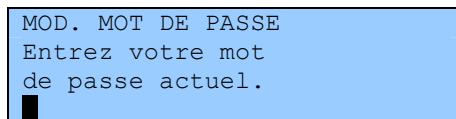


- From the **PRÉFÉRENCES** menu, select the **Mod. mot de passe** option.

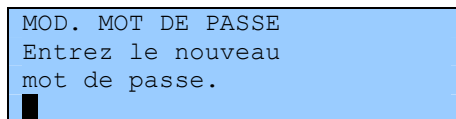


- Enter your **old** password by selecting its characters:

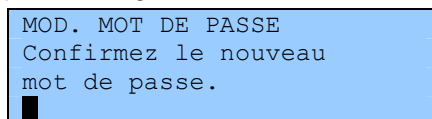
Press the  key or the  key to scroll through the letters A to Z followed by the numbers 0 to 9 until you reach the first character. Then move on to the next character and repeat until your password has been entered completely. Then press the  key.



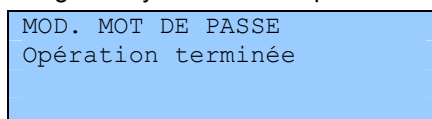
- Enter your **new** password by selecting its characters one by one.



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



- The following message tells you when the operation is complete:



### 3. Configuring the SRM

#### 3.1 Configuring the Explora adapter

This function lets you configure the SRM's settings to use an Explora brand USB – parallel adapter. This adapter is used to connect to the printer via a parallel port. When in doubt, check with your installer.

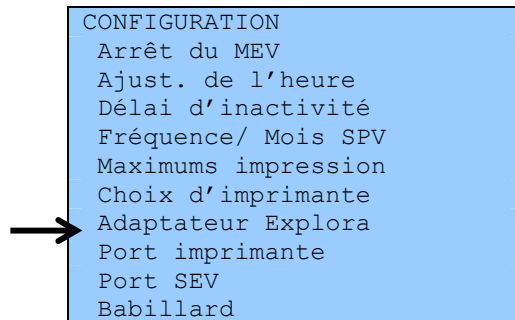
If your installation requires an Explora adapter, you should configure the SRM accordingly.

##### How to proceed:

- From the **CONFIGURATION** menu, select the **Adaptateur Explora** option:

```

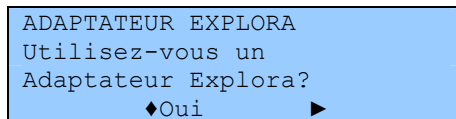
CONFIGURATION
Arrêt du MEV
Ajust. de l'heure
Délai d'inactivité
Fréquence/ Mois SPV
Maximums impression
Choix d'imprimante
Adaptateur Explora
Port imprimante
Port SEV
Babillard
  
```



- Select **Oui** if you use an adapter. Otherwise, leave the value as **Non** (the default value is **Non**).

```

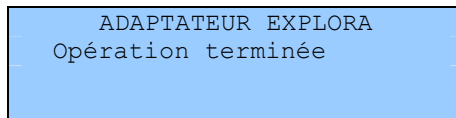
ADAPTATEUR EXPLORA
Utilisez-vous un
Adaptateur Explora?
  ♦Oui      ►
  
```



- The following message tells you when the operation is complete:

```

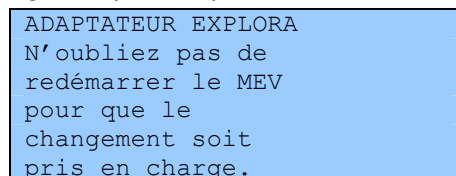
ADAPTATEUR EXPLORA
Opération terminée
  
```



- A final message tells you that you need to restart the SRM for the change to take effect.

```

ADAPTATEUR EXPLORA
N'oubliez pas de
redémarrer le MEV
pour que le
changement soit
pris en charge.
  
```



#### 3.2 Configuring serial ports

Configuring serial ports enables communication between the SRM and peripherals (the sales recording system and the printer). The only property of serial ports that can be modified via the SRM display station is transmission speed. The default speed is 9600 bauds, according to industry standards. The installer will take care of these configurations when installing your SRMs.

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

To change the speed, follow these instructions:

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

```

MENU PRINCIPAL
Rapports
Extraction
→ Configuration
Contrôle d'accès
Mise en service
Initialisation
Préférences
Diagnostic
Babillard
  
```

- The two serial ports to be configured are found in the **CONFIGURATION** menu: the printer (**Port imprimante**) and the sales recording system port (**Port SEV**).

```

CONFIGURATION
Arrêt du MEV
Ajust. de l'heure
Délai d'inactivité
Fréquence/ Mois SPV
Maximums impression
Choix d'imprimante
Adaptateur Explora
→ Port imprimante
→ Port SEV
Babillard
  
```

- The speed can be changed using the arrows on the display station. These arrows let you increase or reduce the speed.

```

PORT D'IMPRIMANTE
Sélect. la vitesse
de communication.
◀ 9600 bauds ▶
  
```

```

PORT DU SEV
Sélect. la vitesse
de communication.
◀ 9600 bauds ▶
  
```

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

```

PORT DU SEV
Êtes vous certain
de vouloir exécuter
cette commande ?
  
```

- A message will advise you to restart the SRM.

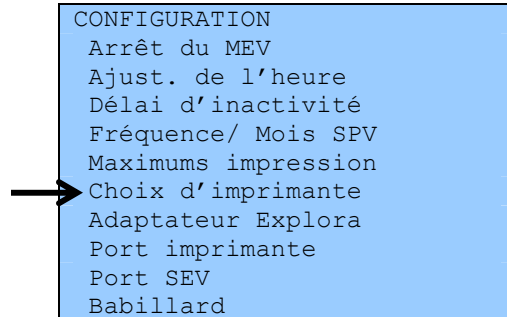
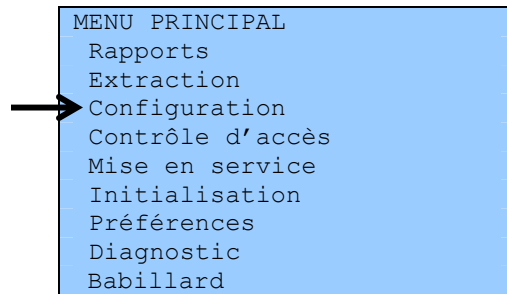
```

PORT DU SEV
N'oubliez pas de
redémarrer le MEV
pour que le
changement soit
pris en charge.
  
```

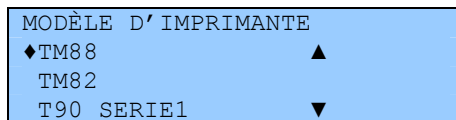
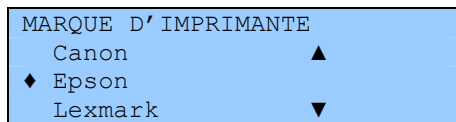
### 3.3 Choosing a type of printer

This operation involves telling the SRM the type of printer used. Just select the printer make and model from the predefined lists. You do not have to restart the SRM after choosing a printer.

Follow these steps:



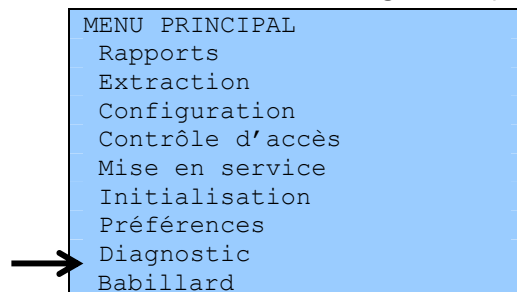
- Select the make (**MARQUE**) and then the model (**MODÈLE**) of the printer used by the SRM.



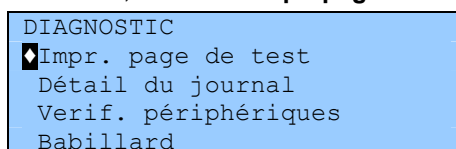
### Printing test

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

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



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



The test page lets you check that the printer handles special characters properly. The figure on the next page shows the results of printing a test page.

If the test is not conclusive, check with your installer.



### 3.4 Adjusting the time on the SRM

The SRM has an internal clock that operates even if there is no power to the unit. This clock automatically adjusts for seasonal time changes.

#### Synchronizing the time with the Web

The SRM's clock is automatically synchronized with the time on the Web when the installation or update of the SRM involves an Internet connection from the installer's mobile phone.

#### What to do if a change is needed

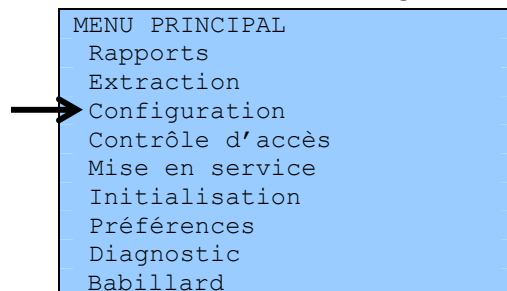
The SRM does not have a regular connection to the outside world (via the Internet, for example), so its clock cannot adjust automatically all the time. Manual adjustment lets you synchronize the SRM's internal clock as needed and thus maintain consistency between the dates and times on the sales recording system and those of the SRM's internal clock.

Only the time can be adjusted on the SRM. The date cannot be changed. This restriction ensures historical consistency in the SRM's archived files.

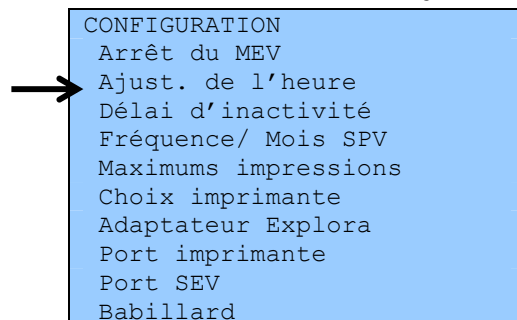
The **Ajuster heure** operation lets you consult the SRM's date and time and adjust the time as needed. Any change to the time on the SRM is logged in the event log. The date and time before the change, the date and time after the change and the identity of the user who made the change are recorded and saved.

#### How to proceed:

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






- From the **CONFIGURATION** menu, select the **Ajust. de l'heure** option.



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

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



Use the  and  keys to scroll through the characters up to the first digit sought. Then go on to the next digit and repeat until you have finished entering the time. Then press the  key.

### 3.5 Stopping the SRM

This function is reserved for the installer. It stops the operation of the sales recording and invoice printing feature and puts the SRM in installation mode for update.

#### How to proceed:

- From the **CONFIGURATION** menu, select the **Arrêt du MEV** option.

```
CONFIGURATION
→ Arrêt du MEV
Ajust. de l'heure
Délai d'inactivité
Fréquence/ Mois SPV
Maximums impressions
Choix d'imprimante
Adaptateur Explora
Port imprimante
Port SEV
Babillard
```

- The following message tells you that the SRM is in the process of shutting down:

```
ARRÊT DU MEV
En cours
d'exécution
3 sec.
```

### 3.6 Changing the production frequency for the SPV

The production frequency for the **Sommaire périodique des ventes** (periodic sales summary) report is a setting entered in the SRM. By default, the frequency is monthly. This frequency is determined by Revenu Québec. You should never change this setting other than at Revenu Québec's request.

This function also lets you change your business's fiscal year end.

If you change the month for your fiscal year end, you must first advise Revenu Québec so that it can update its files.

Follow these instructions to change the frequency on the SRM:

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

```

MENU PRINCIPAL
Rapports
Extraction
→ Configuration
Contrôle d'accès
Mise en service
Initialisation
Préférences
Diagnostic
Babillard
  
```

- From the **CONFIGURATION** menu, select the **Fréquence/mois SPV** option.

```

CONFIGURATION
Arrêt du MEV
Ajust. de l'heure
Délai d'inactivité
→ Fréquence/mois SPV
Maximums impressions
Choix d'imprimante
Adaptateur Explora
Port d'imprimante
Port du SEV
Babillard
  
```

Select the production frequency for the SPV from the vertical list.

```

FRÉQUENCE/MOIS SPV
Sélect. la fréquence
de production
  ◆ Mensuelle   ►
  
```

- Enter the month that corresponds with your fiscal year end.

```

FRÉQUENCE/MOIS SPV
Sélectionnez le
mois de fin du SPV
  ◆ 12   ►
  
```

- Confirm (confirmer) or cancel (annuler) what you've entered.

```

FRÉQUENCE/MOIS SPV
MENSUELLE (12)
"←" pour confirmer
"x" pour annuler
  
```

- The following message confirms that your fiscal year end has been changed:

```

FRÉQUENCE/MOIS SPV
Opération Terminée.
  
```

### 3.7 Changing maximum printing volume settings

Detailed reports can be very long. Two settings let you set the maximum number of transactions that can be printed.

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

- The **Détail des ventes** (sales detail) report;
- The **Détail des événements** (event detail) report.

**How to proceed:**

- From the **CONFIGURATION** menu, select the **Maximums impressions** option.

```

CONFIGURATION
Arrêt du MEV
Ajust. de l'heure
Délai d'inactivité
Fréquence/mois SPV
→ Maximums impressions
Imprimante
Adaptateur Explora
Port d'imprimante
Port du SEV
Babillard
  
```

- Enter the maximum for the **Détail des ventes** report and press the  key.

```

MAXIMUMS IMPRESSION
Entrez le maximum
imp. détail ventes
120
  
```

- Then enter the maximum for the **Détail des événements** report and press the  key.

```

MAXIMUMS IMPRESSION
Entrez le maximum
imp.détail événem.
50
  
```

- Check the maximums and press the  key to confirm or the  key to cancel.

```

MAXIMUMS IMPRESSION
DV(120) - DE(50)
"←" pour confirmer
"x" pour annuler
  
```

DV = Détail des ventes (sales detail)

DE = Détail des événements (event detail)

- The following message confirms that the maximums have been changed.

```

MAXIMUMS IMPRESSION
Opération Terminée.
  
```

### 3.8 The Diagnostic menu

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

The operations available in the **Diagnostic** menu are used to diagnose various operating problems or the status of communication with the SRM's peripherals:

- Printing a test page;
- Printing details from the event log;
- Checking the connection of peripherals.

#### Printing a test page

A test page is usually printed when you select a printer from the configuration menu to ensure that the printer is operating properly. See section 3.3.

#### Printing details from the event log

Printing the log makes it possible to trace the chronology of events when there is a problem with the SRM. See the description of reports in sections 6.5 and 6.6 and instructions in sections 7.2 and 7.3.

#### Checking the connection of peripherals

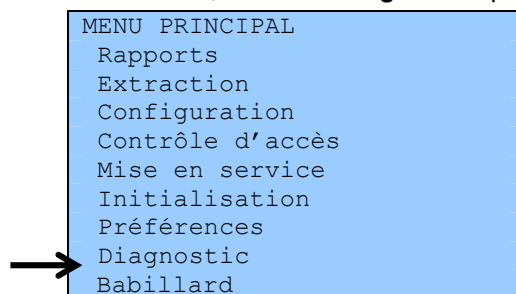
This function lets you check the connections between the SRM and peripherals:

- The sales recording system;
- The invoice printer;
- The display station;
- The inspector's handheld computer.

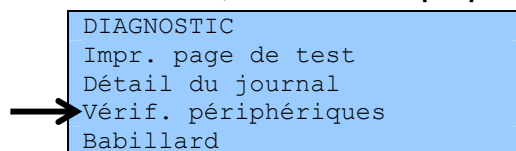
However, this function allows you to indirectly check that the Explora USB – parallel adapter is working properly if a printer is connected in parallel.

#### How to proceed:

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



- From the **DIAGNOSTIC** menu, select the **Vérif. périphériques** option.



- The verification is launched.

```
VERIF.PERIPHÉRIQUES
  En exécution
    3 sec.
```

- The result of the verification is displayed.

```
VERIF. PERIPHÉRIQUES
ERR SEV= --      ▲
OK  Imprimante=COM3
ERR Portable= --  ▼
OK  Terminal=COM9
```

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

Possible statuses are:

- OK (operational)
- ERR (not operational)

When a peripheral is not operational (ERR), check the following possibilities:

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

## 4. Controlling access to the SRM

The SRM access control functions offer basic mechanisms for the authentication and management of access to the SRM.

To formally identify users, the SRM offers an authentication mechanism that uses an identifier and password for the administration and use of the SRM by the restaurateur, employees and agents (installer, accountant, etc.).

This function makes it possible to update the list of users who have access to the SRM and define the roles that give them access to the functionalities required for their work.

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

### 4.1 Terminology used

#### Functionality:

The SRM offers sets of commands. Each set of commands represents one functionality.

Here is the list of the SRM's functionalities and the commands they provides access to:

Functionality	Command(s)
Configuration	<ul style="list-style-type: none"> <li>- Stopping the SRM</li> <li>- Adjusting the date and time</li> <li>- Changing the timeout interval</li> <li>- Frequency/month SPV</li> <li>- Printing volume maximums</li> <li>- Printer</li> <li>- Explora adapter</li> <li>- Changing the printer port</li> <li>- Changing the SRS port</li> </ul>
Access control	<ul style="list-style-type: none"> <li>- Adding a user</li> <li>- Modifying a user</li> <li>- Deactivating a user</li> <li>- Reactivating a user</li> <li>- Deleting a user</li> <li>- Changing a password</li> <li>- Adding a role</li> <li>- Modifying a role</li> <li>- Deleting a role</li> <li>- Choosing an authentication method</li> </ul>
Diagnostic	<ul style="list-style-type: none"> <li>- Printing a detailed event report</li> <li>- Printing a test page</li> <li>- Checking peripherals</li> </ul>
Extraction	<ul style="list-style-type: none"> <li>- Backup copy</li> <li>- Copying data</li> <li>- Recovering disk space (not available for the pilot project)</li> </ul>
Commissioning	<ul style="list-style-type: none"> <li>- Deactivating the production of prescribed documents</li> <li>- Reactivating the production of prescribed documents</li> </ul>
Preferences	<ul style="list-style-type: none"> <li>- Changing the password</li> <li>- Modifying the brightness</li> <li>- Modifying the contrast</li> </ul>
Reports	<ul style="list-style-type: none"> <li>- Producing the Sommaire des ventes (sales summary) report</li> <li>- Producing the Détail des ventes (sales detail) report</li> <li>- Producing the Analyse transactionnelle (transactional analysis) report</li> <li>- Producing the Sommaire périodique des ventes (periodic sales summary) report</li> <li>- Producing the Sommaire du journal des événements (event log summary) report</li> <li>- Producing the Détail du journal des événements (event log detail) report</li> <li>- Producing the Informations générales (general information) report</li> </ul>
Initialization	<ul style="list-style-type: none"> <li>- Initializing the SRM</li> </ul>
Support	<ul style="list-style-type: none"> <li>- Stopping the SRM</li> </ul>
Inspection	<ul style="list-style-type: none"> <li>- Not available for the pilot project</li> </ul>
Installation	<ul style="list-style-type: none"> <li>- Not available for the pilot project</li> </ul>

**These functionalities cannot be modified (no additions, no modifications).****Role**

A role is an access profile to which one or several functionalities are associated. For example, the SUPERVISEUR role could provide access to the “Configuration” and “Rapports” functionalities. This way, users assigned a SUPERVISEUR role will have access to all the commands grouped under the “Configuration” and “Rapports” functionalities.

**SRM administrator**

A unique account that provides access to all of the SRM’s functionalities, except those reserved exclusively for use by Revenu Québec. **This account (ADMIN) must be assigned to the restaurateur and not the installer.** It is important that a secure password be associated with it.

**User**

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

Users must be created by the restaurateur for each of the SRMs. A role has to be associated with each user created.

**User status**

An **active** user can access the SRM menu and the commands to which his or her role provides access. However, a user code can be deactivated to temporarily suspend access to the SRM, such as for a seasonal employee, without completely deleting the user code. The employee’s status is therefore **inactive**. When the employee returns, only the status will need to be modified and he or she will have the same access as at the outset.

**Authorization to change the password**

When a user is created, that user may or may not be given the authorization to change the password assigned.

**Authentication mode**

This function enables the user to modify the mode for entering the user code when a session on the SRM is started.

The SRM offers two options:

1. Entry: Users must enter their code character by character.
2. Selected: Users must select their code from a list displayed.

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

**4.2 Predefined roles in the SRM**

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

Here are the predefined roles in the SRM:

Role	Type	Functionalities
ADMINISTRATEUR	<b>System</b>	<ul style="list-style-type: none"> <li>- Configuration</li> <li>- Access control</li> <li>- Diagnosis</li> <li>- Extraction</li> <li>- Commissioning</li> <li>- Preferences</li> <li>- Reports</li> <li>- Initialization</li> <li>- Support</li> </ul>
Support	<b>System</b>	<ul style="list-style-type: none"> <li>- Diagnosis</li> <li>- Preferences</li> <li>- Support</li> </ul>

Role	Type	Functionalities
INSPECTEUR	<b>Privileged</b>	<ul style="list-style-type: none"> <li>- Diagnosis</li> <li>- Inspection</li> <li>- Preferences</li> <li>- Support</li> </ul>

Role	Type	Functionalities
PROPRIETAIRE	Personalized	<ul style="list-style-type: none"> <li>- Configuration</li> <li>- Access control</li> <li>- Diagnosis</li> <li>- Extraction</li> <li>- Commissioning</li> <li>- Preferences</li> <li>- Reports</li> <li>- Initialization</li> </ul>
SUPERVISEUR	Personalized	<ul style="list-style-type: none"> <li>- Configuration</li> <li>- Diagnosis</li> <li>- Extraction</li> <li>- Commissioning</li> <li>- Preferences</li> <li>- Reports</li> </ul>
EMPLOYÉ	Personalized	<ul style="list-style-type: none"> <li>- Preferences</li> </ul>
INSTALLATEUR	Personalized	<ul style="list-style-type: none"> <li>- Configuration</li> <li>- Diagnosis</li> <li>- Extraction</li> <li>- Installation</li> <li>- Commissioning</li> <li>- Preferences</li> <li>- Initialization</li> </ul>

### 4.3 Predefined users in the SRM

Predefined users already exist in the SRM. You can use user codes as they are, create new ones, change them or delete them.

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

EMPL: associated with the EMPLOYÉ role

GÉRANT: associated with the SUPERVISEUR role

PROPRIO: associated with the PROPRIÉTAIRE role

INSTAL: associated with the INSTALLATEUR role

INVITÉ: associated with the EMPLOYÉ role

The following two predefined users cannot be modified:

ADMIN: associated with the ADMINISTRATEUR role

SUPPORT: associated with the SUPPORT role

### 4.4 Registering users

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

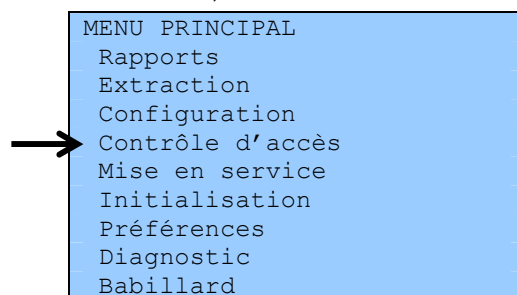
#### Adding a new user

You must specify the following:

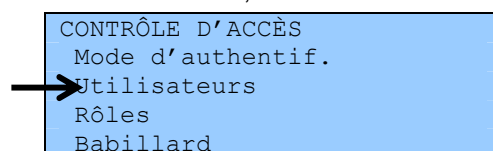
- The code for the new user
- A description (optional)
- The role of the new user
- The status of the user code
- The new user's password
- Whether the new user is authorized to change his or her password

#### How to proceed:

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



- From the **Contrôle d'accès** menu, select the **Utilisateurs** option.



- Then select the command **Ajout d'un util.**

```

UTILISATEURS
Ch. 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 (letters and numbers).

```

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

- Then enter a description of the user (optional).

```

AJOUT D'UN UTIL.
Entrez une
Description.
█
  
```

- Select the role to associate with the user from the list.

```

AJOUT D'UN UTIL.
Sélectionnez le rôle
de l'utilisateur.
GERANT ▶
  
```

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

```

AJOUT D'UN UTIL.
Sélectionnez le
Statut de l'util.
█ Activé ▶
  
```

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

```

AJOUT D'UN UTIL.
Le mot de passe
pourra être changé.
█ Oui ▶
  
```

- Enter the password for the new user.

```

AJOUT D'UN UTIL.
Entrez le
mot de passe.
█
  
```

- Confirm the password by entering it again.

```

AJOUT D'UN UTIL.
Confirmez le
mot de passe.
█
  
```

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

```

AJOUT D'UN UTIL.
Opération terminée

```

### Changing a user's password

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

This function does not let users to change their own password. To do this, see section 2.3.

#### How to proceed:

- From the **UTILISATEURS** menu, select the command **Ch. mot de passe**.

```

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

```

- Then select the user whose password is to be changed.

```

CH. MOT DE PASSE
Sélectionnez le
code d'utilisateur.
  █ EMPL ▶

```

- Enter a new password.

```

CH. MOT DE PASSE
Entrez le nouveau
mot de passe.
  █

```

- Confirm the password by entering it again.

```

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

```

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

```

CH. MOT DE PASSE
Opération terminée

```

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

- You have to ask your installer to cancel your password using Actimev software.

## Deactivating a user

This feature lets you deactivate a user code to temporarily suspend the user's access to the SRM. This option can be used for seasonal employees, for example to suspend their access without completely deleting their user code. Their status therefore becomes **inactif**.

### How to proceed:

- From the **UTILISATEURS** menu, select the command **Désact. d'un util..**

```
UTILISATEURS
Ch. mot de passe
→ Désact. d'un util.
Réact. d'un util.
Ajout d'un util.
Modif. d'un util.
Suppr. d'un util.
Babillard
```

- Then select the user to deactivate.

```
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

This feature lets you reactivate a user code.

### How to proceed:

- From the **UTILISATEURS** menu, select the command **Réact. d'un util..**

```
UTILISATEURS
Ch. mot de passe
Désact. d'un util.
→ Réact. d'un util.
Ajout d'un util.
Modif. d'un util.
Suppr. d'un util.
Babillard
```

- Then select the user to reactivate.

```
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

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

### How to proceed:

From the **UTILISATEURS** menu, select the command **Modif. d'un util.**.

```
UTILISATEURS
Ch. mot de passe
Désact. d'un util.
Réact. d'un util.
Ajout d'un util.
Modif. d'un util.
Suppr. d'un util.
Babillard
```

- Then select the user to modify.

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

Modify any of the elements from this series of displays:

- For example, modify the description of the user:

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

- Modify the user's role:

```
MODIF. D'UN UTIL.
Sélectionnez le rôle
de l'utilisateur.
▼Gérant(e) ▶
```

- Modify the user's status (activated or deactivated):

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

or

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

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

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

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

## Deleting a user

This feature lets you permanently delete a user.

### How to proceed:

- From the **UTILISATEURS** menu, select the command **Suppr. d'un util..**

```
UTILISATEURS
Ch. mot de passe
Désact. d'un util.
Réact. d'un util.
Ajout d'un util.
Modif. d'un util.
→ Suppr. d'un util.
Babillard
```

- Then select the user to be deleted.

```
SUPPR. D'UN UTIL.
Sélectionnez le
code d'utilisateur.
  █EMPL ▶
```

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

```
SUPPR. D'UN UTIL.
Appuyez sur ←
pour confirmer, ou
sur X pour annuler.
```

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

```
SUPPR. D'UN UTIL.
Opération terminée
```

## 4.5 Entering roles

This feature allows the SRM administrator or anyone authorized to use the access control commands to add a new role and associate it with the SRM functionalities required by users who assume this role. Predefined roles can be changed or deleted and new roles can be created.

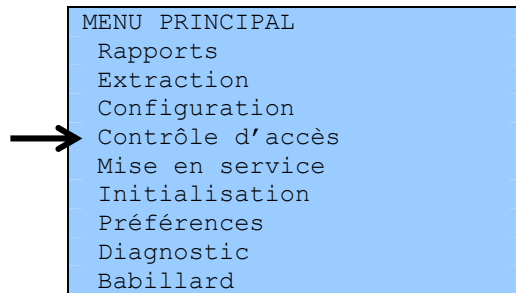
## Adding a new role

To do this, specify the following elements:

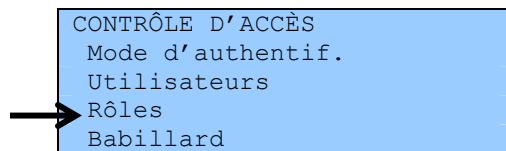
- The name of the new role.
- The functionalities required by users who will assume this role (see section 4.1 for the description of functionality).

### How to proceed:

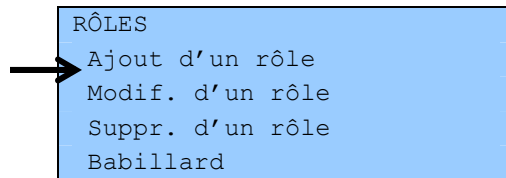
- From the **MENU PRINCIPAL**, select the **Contrôle d'accès** option.



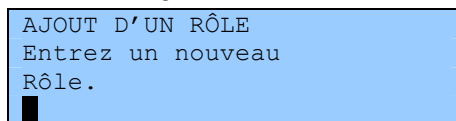
- From the **CONTRÔLE D'ACCÈS** menu, select the **Rôles** option.



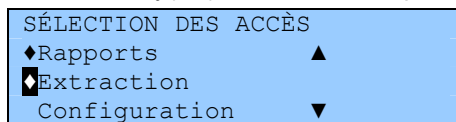
- Then select the **Ajout d'un rôle** option.



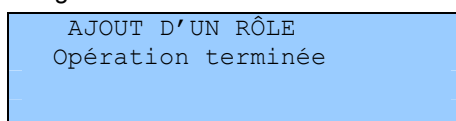
- Enter a name for the role being created.



- Then select which functionality(ies) this new role requires access to.



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



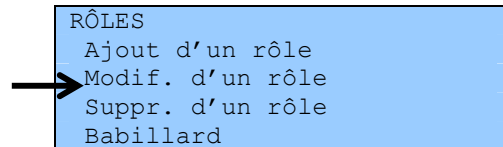
## Modifying a role

This feature lets you modify privileges associated with a role by adding or removing functionalities from it.

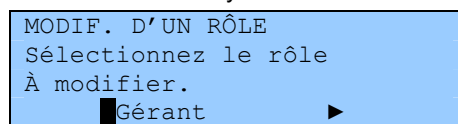
The ADMINISTRATEUR, INSPECTEUR and SUPPORT roles cannot be modified.

### How to proceed:

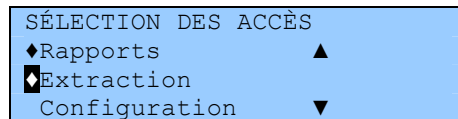
- From the **RÔLES** menu, select the **Modif. d'un rôle** option.



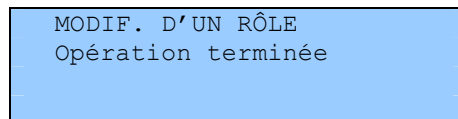
- Select the name of the role to modify.



- Then modify the functionalities to which access is required for this role. Select or deselect functionalities as needed.



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



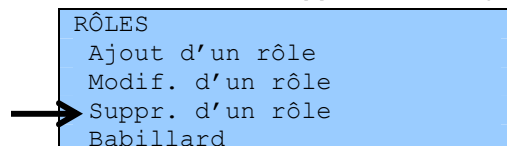
## Deleting a role

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

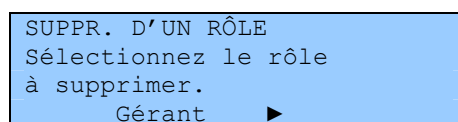
The ADMINISTRATEUR, INSPECTEUR and SUPPORT roles cannot be deleted. Neither can you delete a role that is assigned to users.

### How to proceed:

- From the **RÔLES** menu, select the **Suppr. d'un rôle** option.



- Select the role to delete.



- Confirm (confirmer) the request to delete or cancel (annuler) if you have made a mistake.

```
SUPPR. D'UN RÔLE
Appuyer sur ←
Pour confirmer, ou
Sur X pour annuler.
```

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

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

#### 4.6 Choosing an authentication mode

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

The default authentication mode is the **Sélectionné** mode. To change this, follow these instructions:

- From the **Contrôle d'accès** menu, select the **Mode d'authentif.** option.

```
→ CONTRÔLE D'ACCÈS
Mode d'authentif.
Utilisateurs
Rôles
Babillard
```

- Select your choice of authentication mode.

```
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
```

#### 4.7 PRESENTING THE PRESCRIBED INVOICE

Bills and receipts produced by the SRM must conform to a specific format.

The document has three well-defined parts: the header, the body and the footer.

##### The header

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

- Training: for bills produced in Formation mode, the SRM enters the following note in this space: "Document de formation, ne pas remettre au client";

- Duplicate: for duplicates,<sup>1</sup> the SRM enters the following note in this space: “Copie du commerçant, ne pas remettre au client.”

### The body

The body of the document presents the information as sent by the SRS. It can include optional information such as the restaurant’s contact information and logo, the table number, an ad, etc.

The body of the document must present the following **mandatory information**:

- The bill number
- The date and time of the document
- The description of food or drinks sold
- The price paid or payable for each of these
- The subtotal before tax
- GST and TVQ numbers

### The footer

The document footer is produced by the SRM. Some information is provided to it by the SRS and other information is pre-stored in the SRM (restaurateur’s profile). The footer is made up of the following elements:

- The amount of GST
- The amount of QST
- The total including tax
- A note, depending on the situation:
  - Original bill or revised bill: “**Facture originale**” or “**Facture révisée**”
  - Training document: “**Document de formation, ne pas remettre au client**”
  - Reprint: “**Réimpression**”
  - Duplicate: “**Copie du commerçant, ne pas remettre au client**”
  - Receipt: “**Paiement reçu**”
  - Credit note: “**Note de credit**”
  - Reference:
    - Replaces 1 bill already produced: “Remplace 1 facture déjà produite”
    - Replaces n bills already produced: “Remplace n factures déjà produites”
- A bar code for prescribed documents, containing the following information:
  - The serial number of the SRM
  - The transaction number from the SRM
  - The date and time on the SRM when the document was produced
  - The transaction number from the SRS
  - The date and time on the SRS when the document was produced
  - The total including tax
  - The amount of GST
  - The amount of QST
  - The authenticating digital signature

---

<sup>1</sup> The notion of duplicate is different from the notion of a reprint. The duplicate is for the restaurateur’s use if he or she wants a paper copy of bills and receipts for purposes other than presentation to the customer. A reprint is a new copy of the original bill and must be in the prescribed form, unlike the duplicate.

- The date and time on the SRM
- The SRM number
- The transaction number from the SRM
- Identification of the place of business with the name and address
- A series of control characters

Two examples of prescribed bills and a training document (non-prescribed bill) are presented in the pages that follow.

RESTO - BRASSERIE	
418 123-4567	
2009-01-28 - 14:03:35	252001-1
Soupe	2.50 \$
Steak frite	12.95 \$
Tarte au sucre	3.95 \$
Sous total	19.40 \$
N° TVQ : 1012345678 0001	
N° TPS : 239987234	
Table n° 15	client 1
Vous avez été servi par Roger	
Merci et revenez nous voir !	
=====	
TPS : 0.97 \$	TVQ : 1.53 \$
<b>Total : 21.90 \$</b>	
FACTURE ORIGINALE	
	
2009-01-28 14:03:54	12345601-10003201
Resto - Brasserie	
3800, rue de Marly, Québec	
=====	

RESTO - BRASSERIE	
418 123-4567	
2009-01-28 - 14:05:22	252001-3
Soupe	2.50 \$
Steak frite	12.95 \$
Tarte au sucre	3.95 \$
Café	1.50 \$
Sous total	20.90 \$
N° TVQ : 1012345678 0001	
N° TPS : 239987234	
Table n° 15	client 1
Vous avez été servi par Roger	
Merci et revenez nous voir !	
=====	
TPS : 1.05 \$	TVQ : 1.65 \$
<b>Total : 23.60 \$</b>	
FACTURE RÉVISÉE	
Remplace 1 facture déjà produite	
	
2009-01-28 14:05:41	12345601-10003205
Resto - Brasserie	
3800, rue de Marly, Québec	
=====	

Document de formation Ne pas remettre au client	
RESTO - BRASSERIE 418 123-4567	
2009-01-28 - 14:05:22	252001-3
Soupe	2.50 \$
Steak frite	12.95 \$
Tarte au sucre	3.95 \$
Café	1.50 \$
Sous total	20.90 \$
TPS	1.05 \$
TVQ	1.65 \$
TOTAL	23.60 \$
N° TVQ : 1012345678 0001	
N° TPS : 239987234	
Table n° 15	client 1
Vous avez été servi par Roger	
Merci et revenez nous voir !	
Document de formation Ne pas remettre au client	

## 5. Presentation of reports

The SRM lets you produce different reports from the information it stores in the memory.

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

All reports can be produced on paper or electronically.

The SRM reports are the following:

- The “Sommaire périodique des ventes (SPV)” report
- The “Informations générales” report
- The “Sommaire des ventes” report
- The “Détail des ventes” report
- The “Sommaire du journal des événements” report
- The “Détail du journal des événements” report
- The “Analyse transactionnelle” report

## 5.1 The “**sommaire périodique des ventes (SPV)**” report

The SPV (periodic sales summary) report shows the amount of sales and tax tallied in the SRM for a given period.

This report is the only one that must be sent to Revenu Québec.

The SPV presents the following information, most of which appears in bar codes:

- Identification: information about the restaurateur, the report and the authorized person who produced it;
- Data on the SRM: information on the SRM such as the SRM number, its status, the version of components, available disk space, etc.;
- Sales summaries: information tallied about sales recorded in the SRM and the amount of tax collected;
- Transactional analysis: the data in this section is used to provide Revenu Québec with information on the number and nature of transactions recorded on the SRM;
- Summary of events: the SRM control program continually updates a log that stores events related to the functions used, the type of documents processed and the errors. These events are grouped by type;
- Digital signature: to ensure the authenticity of an SPV, a digital signature is added to the document. This digital signature is produced using information contained in the bar codes.

The SPV is a prescribed document. You must send it to Revenu Québec every month, on paper or electronically. This report is the only one that must be sent to Revenu Québec.

The content of bar codes can be viewed by printing the reports “Informations générales,” “Sommaire des ventes,” “Analyse transactionnelle” and “Sommaire du journal des événements.”

The “**Sommaire périodique des ventes**” report is presented on the next page.

French	English
Sommaire des ventes de la dernière période.	Sales summary for the last period.
Rapports informations générales, sommaire des ventes, sommaire des événements et analyse transactionnelle des deux dernières périodes.	General information, sales summary, event summary and transactional analysis reports for the last two periods.

**SOMMAIRE PÉRIODIQUE  
DES VENTES**

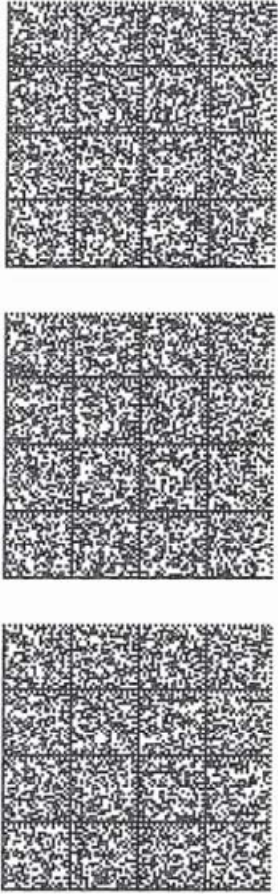
De : ADMIN (ADMINISTRATEUR)  
Revenu Québec  
3800, rue Marly  
Ste-Foy  
No MEV : 00000000  
Produit le : 2009-09-03 à 11:01:44

Période  
2009-01-01 au 2009-01-31

Nombre :	33
Total avant taxes :	425.00 \$
TPS :	21.25 \$
TVQ :	33.24 \$

Contient aussi les données de la période  
2008-12-01 au 2008-12-31

Identification du SPV  
00000000-1200806



N.B. Veuillez transmettre ce SPV au MRQ

} Identification

} Sommaire des ventes de la dernière période.

} Rapports informations générales, sommaire des ventes, sommaire des événements et analyse transactionnelle des deux dernières périodes.

## 5.2 The “informations générales” report

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

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

<u>INFORMATIONS GÉNÉRALES</u>	
De : Resto00001 (Demandeur fictif MRQ)	
Resto Le MRQ 3800, rue de Marly Quebec Qc, H1A 1A1	
No MEV : 12345601	
Produit le 2009-02-01 à 11:22:33	
No vers. composants	: V99.99
Statut du MEV	: Activé
Date du statut MEV	: 2008-11-23 08:31:55
No TVQ	: 1012345678TQ0001
No TPS	: 123456789RT0001
No établissement	: R999
Fréquence du SPV	: Mensuelle
Mois fin du SPV	: 12
Date du dernier SPV	: 2009-02-01 5:41:16
Date dernière copie	: 2009-02-01 5:55:28
Écart Date MEV - SEV	: +/- JJJ-hh:mm:ss
Espace disque utilisé:	6%
Espace utilisé du JE	: 12%
Port comm. SEV	: COM99
Port comm. IR	: COM99
Modèle IR	: xxxxxxxxxxxx
N.B. Ce rapport n'est pas destiné au MRQ Veuillez ne pas le transmettre	

The “sommaire des ventes” (sales summary) report

This report presents the sales transactions recorded by the SRM for a given period or for a series of transactions, depending on your selection. The data from this report is integrated into the SRV’s bar codes.

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

The report presents sales by category:

- Credit transactions (CT):
  - Number of bills (sales)
  - Total before tax
  - Amount of GST
  - Amount of QST
  
- Debit transactions (DT):
  - Number of negative bills (credit note<sup>1</sup>)
  - Total before tax
  - Amount of GST
  - Amount of QST
  
- Void transactions:
  - Number of bills in the amount of \$0.00
  
- Total:
  - Number of bills (credits, debits and voids)
  - Total before tax
  - Amount of GST
  - Amount of QST

---

<sup>1</sup> In accounting, a credit note is a debit transaction.

The “**Sommaire des ventes**” report is illustrated on the next page.

<u>SOMMAIRE DES VENTES</u>	
De : Resto00001	
Resto Le MRQ 3800, rue de Marly Quebec Qc, H1A 1A1	
No MEV : 12345601	
Produit le 2009-02-01 à 11:22:33	
<b>Période</b>	
2009-01-01 00:01 au 2009-01-31 23:59	
<b>Nos transactions</b> 99999999 à 99999999	
<u>Transactions CT</u>	
Nombre	: 99 999 999
Total avant taxes	: 999 999 999.99 \$
TPS	: 999 999 999.99 \$
TVQ	: 999 999 999.99 \$
<u>Transactions DT</u>	
Nombre	: 99 999 999
Total avant taxes	: 999 999 999.99 \$
TPS	: 999 999 999.99 \$
TVQ	: 999 999 999.99 \$
<u>Transactions Nulles</u>	
Nombre	: 99 999 999
<b>TOTAL</b>	
Nombre	: 99 999 999
Total avant taxes	: 999 999 999.99 \$
TPS	: 999 999 999.99 \$
TVQ	: 999 999 999.99 \$
N.B. Ce rapport n'est pas destiné au MRQ	

### 5.3 The “détail des ventes” (sales detail) report

This report differs according to the type of documents chosen:

- Prescribed documents – partial: provides the essential data from each transaction for the prescribed documents;
- Prescribed documents – complete: provides all the data from each transaction for the prescribed documents;
- Non-prescribed documents: provides the data from non-prescribed documents, either documents produced in training mode or duplicates.

This report is very long, which is why there is a setting to limit the number of transactions that can be printed. By default, this limit is set at 100 transactions. To modify this setting, see section 3.7.

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

### 5.3.1 “Détail des ventes” report for prescribed documents (partial or complete)

Each transaction is described on at least four lines:

1	“MEV”	SRM transaction no.	Date on the SRM	SRM time
2	“SEV”	SRS transaction no.	Date on the SRS	SRS time
3	“Type <sup>1</sup> ”	Description of type	“Av. Tax.”	Amount before tax
4	“TPS”	Amount of federal tax	“TVQ”	Amount of provincial tax

Additional lines of information are entered when a complete detail is requested.

When applicable, the fifth line indicates whether this transaction is in counter<sup>2</sup> mode, whether it refers to a package or a group event,<sup>3</sup> and the after-tax total is provided:

5	Counter (or blank)	Package or group (or blank)	“Total”	Total after tax
---	--------------------	-----------------------------	---------	-----------------

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

6	“Ref#”	Referenced transaction no. in the SRS*	Date from the SRS for this referenced transaction	Time from the SRS for this referenced transaction
7			“Av. Tax.”	Amount before tax

\* **Referenced transaction no. in the SRS:** This is the number of the previous transaction to which this transaction is related.

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

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

<sup>1</sup> The transaction types are described in the table on the next page.

<sup>2</sup> When nothing is noted, the transaction originates from table service mode, and the value is left blank.

<sup>3</sup> When a transaction does not refer to a package or a group event, the value is left blank.

Réimprime: total of reprinted transactions  
 ADDI: total of bills produced, excluding reprints  
 RFER: total of closing receipts produced, excluding reprints  
 Comptoir: total of transactions at the counter, excluding reprints  
 Forfait: total of packages, excluding reprints  
 Groupe: total of group events, excluding reprints

Examples of “Détail des ventes” reports for prescribed documents are presented on the next page.

French	English
Documents prescrits - partiel	Prescribed documents – partial
Documents prescrits – complet	Prescribed documents – complete
Documents non prescrits	Non-prescribed documents

Documents prescrits - partiel

**DÉTAIL DES VENTES**  
(Documents prescrits - Partiel)

De : Resto00001

Resto Le MRQ  
3800, rue de Marly  
Quebec  
Qc, H1A 1A1

No MEV : 12345601

Produit le 2009-02-01 à 11:25:36

Nos transactions  
10001201 à 10001400

=====

MEV	10001201	2009-01-12	13:24:56
SEV	xxxxxxxxxx	2009-01-12	13:25:44
Type	ADDI	Av.Tax.	999 999.99
TPS	999 999.99	TVQ	999 999.99

-----

...

-----

MEV	10001300	2009-01-12	15:54:02
SEV	xxxxxxxxxx	2009-01-12	15:54:50
Type	RFER	Av.Tax.	999 999.99
TPS	999 999.99	TVQ	999 999.99

-----

Totaux documents prescrits

Réimprime	99 999 999	999 999 999.99
ADDI	99 999 999	999 999 999.99
RFER	99 999 999	999 999 999.99

=====

J3-02221I\_MES : Le nombre de transactions  
à imprimer a atteint sa limite (100)

N.B. Ce rapport n'est pas destiné au MRQ  
Veuillez ne pas le transmettre

Documents prescrits - complet

**DÉTAIL DES VENTES**  
(Documents prescrits - Complet)

De : Resto00001

Resto Le MRQ  
3800, rue de Marly  
Quebec  
Qc, H1A 1A1

No MEV : 12345601

Produit le 2009-02-01 à 11:29:01

Période  
2009-01-01 00:01 au 2009-01-31 23:59

Nos transactions  
99999999 à 99999999

=====

MEV	99999999	2009-01-12	13:24:56
SEV	xxxxxxxxxx	2009-01-12	13:25:44
Type	ADDI-Réimp	Av.Tax.	999 999.99
TPS	999 999.99	TVQ	999 999.99
Comptoir	Forfait	Total	999 999.99
Ref#1	xxxxxxxxxx	2009-01-12	13:25:44
		Av.Tax.	999 999.99
Ref#n	xxxxxxxxxx	2009-01-12	13:25:44
		Av.Tax.	999 999.99

-----

...

-----

MEV	99999999	2009-01-12	13:24:56
SEV	xxxxxxxxxx	2009-01-12	13:25:44
Type	RFER	Av.Tax.	999 999.99
TPS	999 999.99	TVQ	999 999.99
Comptoir	Forfait	Total	999 999.99
Ref#1	xxxxxxxxxx	2009-01-12	13:25:44
		Av.Tax.	999 999.99
Ref#n	xxxxxxxxxx	2009-01-12	13:25:44
		Av.Tax.	999 999.99

-----

Totaux documents prescrits

Réimprime	99 999 999	999 999 999.99
ADDI	99 999 999	999 999 999.99
RFER	99 999 999	999 999 999.99
Comptoir	99 999 999	999 999 999.99
Forfait	99 999 999	
Groupe	99 999 999	

=====

N.B. Ce rapport n'est pas destiné au MRQ  
Veuillez ne pas le transmettre

### 5.3.2 “Détail des ventes” report for non-prescribed documents

Non-prescribed documents are duplicates printed for the restaurateur and transactions carried out in training mode.

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

1	“MEV”	SRM transaction no.	Date from the SRM	SRM time
2	“SEV”	SRS transaction no.	Date from the SRS	SRS time
3	“Type”	Description of type	“Av. Tax.”	Amount before tax
4	“TPS”	Amount of federal tax	“TVQ”	Amount of provincial tax

For the **documents non prescrits** report, the last lines of the report present the totals by transaction type:

Totals for Non-prescribed Documents			
	Formation (training)	Number of transactions	Total amount before tax
	Duplicata	Number of transactions	Total amount before tax
	Form+dupl*	Number of transactions	Total amount before tax

\* training and duplicate

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

Documents non prescrits

```

DÉTAIL DES VENTES
  (Documents non prescrits)

De : Resto00001

Resto Le MRQ
3800, rue de Marly
Quebec
Qc, H1A 1A1

No MEV : 12345601

Produit le 2009-02-01 à 11:22:33

Période
2009-01-01 00:01 au 2009-01-31 23:59

=====
MEV  FORMATION  2009-01-12  13:24:56
SEV  xxxxxxxxxxx  2009-01-12  13:25:44
Type RFER      Av.Tax.  :999 999.99
TPS   999 999.99    TVQ   :999 999.99
-----
MEV  DUPLICATA  2009-01-12  13:24:56
SEV  xxxxxxxxxxx  2009-01-12  13:25:44
Type RFER      Av.Tax.  :999 999.99
TPS   999 999.99    TVQ   :999 999.99
-----
MEV  FORM+DUPL  2009-01-12  13:24:56
SEV  xxxxxxxxxxx  2009-01-12  13:25:44
Type ADDI     Av.Tax.  :999 999.99
TPS   :999 999.99    TVQ   :999 999.99
-----
...

-----
MEV  FORMATION  2009-01-12  13:24:56
SEV  xxxxxxxxxxx  2009-01-12  13:25:44
Type RFER      Av.Tax.  :999 999.99
TPS   999 999.99    TVQ   :999 999.99
=====
Totaux 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
=====

N.B. Ce rapport n'est pas destiné au MRQ
      Veuillez ne pas le transmettre
  
```

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

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

This report presents the summary of events recorded in the SRM. It is made up of predefined event counters to create a quick snapshot of SRM usage. The data from this report is integrated into the bar codes on the SPV.

The summary report can be produced for a chosen period:

- Start date: YYYYMMDDhhmm
- End date: YYYYMMDDhhmm

According to the desired destination:

- Invoice printer
- XML electronic on a USB key

The default destination is the invoice printer.

Here is an overview of the counters presented on an events summary:

- Total events
- Transactions with an error
- SRM application errors
- SRM internal errors
- Authorized authentications
- Refused authentications
- Commands completed successfully
- Commands completed with an error
- Configurations of communication ports
- Printer selections
- Time changes on the SRM
- Periodic sales summary reports
- Other user reports
- RVI<sup>1</sup> request number
- Deactivation by RVI
- Reactivation by RVI
- Disconnection of the invoice printer
- Disconnection of the sales recording system
- Unrecognized peripheral
- SRM startup
- SRM shutdown
- Unexpected closing
- Installation session
- Activation by the installer
- Update of the components
- Update of the restaurateur profile
- Deactivation by the installer
- Reactivation by the installer

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

---

<sup>1</sup> RVI is a Revenu Québec interactive voice system that allows the restaurateur to deactivate and reactivate the SRM by phone. This option is not yet operational.

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

<b>SOMMAIRE DU JOURNAL DES ÉVÉNEMENTS</b>	
De : Resto00001	
Resto Le MRQ 3800, rue de Marly Quebec Qc, H1A 1A1	
No MEV : 12345601	
Produit le 2009-01-01 à 11:33:44	
<b>Période</b>	
2009-01-01 00:00 au 2009-01-31 23:59	
Total des événements considérés : 99 999	
<b>Les erreurs gérées</b>	
Transaction en erreur	: 99 999
Erreur applicative MEV	: 99 999
<b>Le système d'exploitation</b>	
Erreur interne MEV	: 99 999
<b>Les authentifications et commandes</b>	
Authentification autorisée	: 99 999
Authentification refusée	: 99 999
Cmd complétée avec succès	: 99 999
Cmd complétée avec erreur	: 99 999
(Cmd) Configuration du port	: 99 999
(Cmd) Sélection d'imprimante	: 99 999
(Cmd) Changement heure	: 99 999
(Cmd) Rapport utilisateur	: 99 999
(Cmd) Rapport SPV	: 99 999
(Cmd) Désactivation RVI	: 99 999
(Cmd) Réactivation RVI	: 99 999
(Cmd) No de demande RVI	: 99 999
<b>Les informations d'opérations</b>	
Débranchement IR	: 99 999
Débranchement SEV	: 99 999
Périphérique non reconnu	: 99 999
Démarrage MEV	: 99 999
Fermeture MEV	: 99 999
Fermeture impromptue	: 99 999
<b>Les sessions d'installations</b>	
Session d'installation	: 99 999
M.a.j. de composants	: 99 999
Activation	: 99 999
Désactivation	: 99 999
Réactivation	: 99 999
M.a.j. du profil restaurateur	: 99 999
N.B. Ce rapport n'est pas destiné au MRQ Veuillez ne pas le transmettre	

## 5.5 The “détail du journal des événements” (event log detail) report

This report presents the events entered in the SRM in chronological order, to create a complete history.

The detailed report can be produced for a chosen period:

- Start date: YYYYMMDDhhmm
- End date: YYYYMMDDhhmm

According to the desired destination:

- Invoice printer
- XML electronic on a USB key

The default destination is the invoice printer.

This report can be long, which is why there is a setting to limit the number of events that can be printed. By default, this limit is set at 20 events. To modify this setting, see section 3.7.

The event log detail report is available from the **Rapports** menu and the **Diagnostic** menu.

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

<u>DÉTAIL DU JOURNAL DES ÉVÉNEMENTS</u>	
De : ADMIN (ADMINISTRATEUR)	
Revenu Québec 3800, rue Marly Ste-Foy	
No MEV : 00000000	
Produit le : 2009-02-01 à 09:54:09	
<u>Période</u>	
2009-01-01 00:01 au 2009-01-31 23:59	
Total des événements considérés : 3	
=====	
Date	2009-01-23 09:51:27
ID / SOURCE	: 2574-I / Resto - MEV
<u>Description</u>	
Arrêt du MEV interrompu par l'utilisateur ADMIN (ADMINISTRATEUR). Source=Terminal.	
-----	
Date	: 2009-01-23 09:48:21
ID / SOURCE	: 2501-I / Resto - MEV
<u>Description</u>	
Ouverture de session pour l'utilisateur AD MIN (ADMINISTRATEUR) autorisée. Source=Ter minal.	
-----	
Date	: 2009-01-23 09:44:17
ID / SOURCE	: 2505-I / Resto - MEV
<u>Description</u>	
Fermeture de session de l'utilisateur ADMI N (ADMINISTRATEUR) complétée avec succès. Source=Terminal.	
-----	
=====	
N.B. Ce rapport n'est pas destiné au MRQ Veuillez ne pas le transmettre	

The “analyse transactionnelle” report

The data from the “**Analyse transactionnelle**” (transactional analysis) is integrated to the bar codes on the SPV. This report has four sections:

1. Adjustments for operational mode
2. Reprints for operational mode
3. Different counters for operational mode
5. Different counters for training mode

Operational mode is the normal mode of operation for the sales recording system, unlike training mode, which produces non-prescribed bills for training new employees.

This report does not have to be sent to Revenu Québec

1. Adjustments for operational mode

An adjustment is a change made to an invoice.

In this first section, the adjustments are presented for bills (ADDI) and then for closing receipts (RFER).

There are four types of adjustments:

- Individual:  
Adjustments that affect a single bill or receipt, for example the addition of an item or price change for an item.
- Group:  
Adjustments that involve grouping several invoices into a new single invoice.
- Break-down:  
Adjustments that divide a single invoice into several new invoices.
- Multiple:  
Several new invoices that change a group of previous invoices.

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

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

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

- Number of adjustments of this type
- Total amount before tax
- Number of nil adjustments
- Number of positive adjustments
- Amount before tax of positive adjustments
- Number of negative adjustments
- Amount before tax of negative adjustments

Additional counters are presented for missing or unknown transactions:

- Missing transaction reference

When an invoice refers to a previous invoice that is absent from the SRM, this previous invoice is called a missing reference. This situation can occur when an invoice produced on a given SRM is later adjusted on another SRM. The adjustment of the invoice recorded on the SRM No. 2 refers to a previous invoice produced on SRM No. 1. The reference is therefore missing from SRM No. 2.

- Unknown (group, multiple or break-down)

When the references to an invoice are missing from the SRM, the processing calculates an unknown adjustment.

Let's take the example of grouping three invoices onto a single new invoice. The three previous invoices were produced and recorded on SRM No. 1. The new invoice that results from the consolidation of these three invoices is produced and recorded on SRM No. 2. The report for SRM No. 2 will present three references to missing transactions and one unknown group.

A total is then presented for the bills and then for the receipts.

This first section of the report is presented in the pages that follow.

<u>Analyse mode opérationnel-Ajustements</u>	
<u>Addition-Singulier</u>	
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 \$
<u>Addition-Regroupement</u>	
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 \$
<u>Addition-Distribution</u>	
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 \$
<u>Addition-Multiple</u>	
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 \$
<u>Addition-TOTAL</u>	
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 \$

<u>Reçu-Singulier</u>	
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 \$
<u>Reçu-Regroupement</u>	
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 \$
<u>Reçu-Distribution</u>	
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 \$
<u>Reçu-Multiple</u>	
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 \$
<u>Reçu-TOTAL</u>	
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 \$

### 1. Reprints for operational mode

In this second section, reprints are presented for bills (ADDI) and then for closing receipts (RFER) and are grouped by reference number.

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

The report displays the following counters:

- Number of adjustments
- Total amount before tax

A total is then presented for bills and then for receipts.

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

## 1. The counters for operational mode

- Non-unique SRS transaction number:

Any invoice that reuses the invoice number already entered in the SRM.

- Order at the counter:

Any invoice for an order made at the counter.

- Original bill (with no reference):

Any bill that is an initial transaction for a sale, i.e., that does not refer to another bill.

- Original receipt (with no reference):

Any closing receipt that is the initial transaction for a sale, i.e., that does not refer to bill.

- Unconnected bill (not referenced):

Any bill that is not connected (referenced) to a closing receipt or to a previous bill that modifies it. The sale has not been closed.

- Printed closing receipt:

Any closing receipt recorded in the SRM and printed.

- Unprinted closing receipt:

Any closing receipt recorded in the SRM but not printed.

- Closing receipt without document:

Any closing receipt recorded in the SRM without the sales detail.

- Duplicate bill:

Any non-prescribed copy of a bill that the restaurateur saves for his or her files.

- Duplicate closing receipt:

Any non-prescribed closing receipt that the restaurateur saves for his or her files.

- Other account – bill:

- Package
- Group

- Other account – receipt:

- Package
- Group

- Reprint without original – bill:

Any reprint for which the effective bill does not exist in the SRM. This can occur, for example, when an invoice produced on an SRM is then reprinted on another SRM.

- Reprint without original – receipt:

Any reprint for which the original receipt does not exist in the SRM.

- Reprint of antecedent:

When an invoice replaces a previous invoice, the latter should no longer be reprinted. This counter tallies all reprints of previous invoices entered in the SRM.

An example of a printout from this section appears on the next page.

<u>Analyse mode opérationnel-Divers</u>	
<u>Numéro de transaction SEV non unique</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Commande au comptoir</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Addition initiale (sans référence)</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Reçu initial (sans référence)</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Addition non liée (non référencée)</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Reçu imprimé</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Reçu non imprimé</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Reçu sans document</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Duplicata-Addition</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Duplicata-Reçu</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Autre compte-Addition</u>	
Forfait	: 99 999 999
Groupe	: 99 999 999
<u>Autre compte-Reçu</u>	
Forfait	: 99 999 999
Groupe	: 99 999 999
<u>Réimpression sans original-Addition</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Réimpression sans original-Reçu</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Réimpression d'antécédent</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$

## 1. The counters for training mode

The number and total before tax is presented for each of the following documents:

- Bill
- Receipt
- Reprint
- Duplicate

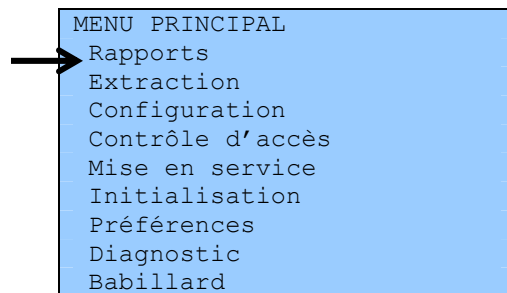
<u>Analyse mode formation-Divers</u>	
<u>Addition</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Reçu</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Réimpression</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
<u>Duplicata</u>	
Nombre	: 99 999 999
Total avant taxes	: s999 999 999.99 \$
N.B. Ce rapport n'est pas destiné au MRQ Veuillez ne pas le transmettre	

## 6. Producing reports

### 6.1 Selecting the report to produce

To access a menu to print reports, follow the instructions below.

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



- Select the desired report.

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

Based on the report selected, choose the settings type de recherche (type of search) and destination du rapport (destination of the report).



## 6.2 Type of search


Please specify the type of search from the following choices:

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

The choices offered vary according to the report selected.

```
DÉTAIL DES VENTES
Sélectionnez le type
de recherche.
◀ Par période ▶
```

Use the   keys to move the cursor between choices.

Position the cursor on the desired item and press the  key to confirm the choice.

### 6.2.1 Search by period

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

- Select the type of search by period (Par période).

```
SOMMAIRE DES VENTES
Sélectionnez le type
de recherche.
◀ Par période ▶
```

- Enter the start date for the search.

```
SOMMAIRE DES VENTES
Entrez la date de
début.
AAAA-MM-JJ hh:mm ▶
```

- Enter the end date for the search.

```
SOMMAIRE DES VENTES
Entrez la date de
fin.
AAAA-MM-JJ hh:mm ▶
```

## 6.2.2 Search by transaction number

Searching by transaction number (n° de trans.) lets you enter a range of transaction numbers from the SRM, that is, according to the transaction numbers assigned by the SRM.

- Select the type of search by transaction number (Par no de trans.).

```
SOMMAIRE DES VENTES
Sélectionnez le type
de recherche.
◀ Par no de trans. ▶
```

- Enter the first transaction number.

```
SOMMAIRE DES VENTES
Entrez le premier
numéro de transac.
99999999
```

- Enter the last transaction number.

```
SOMMAIRE DES VENTES
Entrez le dernier
numéro de transac.
99999999
```

## 6.2.3 Search by unique transaction identifier

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

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

- SRS transaction number: xxxxxxxxxx
- SRS date and time: YYYYMMDDhhmm
- Select the type of search by unique identifier (Par id. unique).

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

- Enter the SRS transaction number.

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

- Enter the date and time of the sale.



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


### 6.3 Destination of the report

You need to specify the destination of the selected report, from the following choices:

- Invoice printer (Imprimante)
- USB key (Clé USB)

```
ANALYSE TRANSACT.
Sélect. la destin.
des données.
  Imprimante ▶
```

Use the   keys to move the cursor between choices.

Position the cursor at the desired location and then press the  key to confirm your choice.

## 7. Sending the “sommaire périodique des ventes” report

### 7.1 The paper report

For each SRM, the “Sommaire périodique des ventes” report can be printed on the invoice printer and sent to Revenu Québec by mail or hand delivered to one of Revenu Québec’s offices.

### 7.2 The electronic version of the report

An electronic version of the report can be copied to a USB key and then sent to Revenu Québec by Internet. This option is possible for restaurateurs registered for Revenu Québec’s electronic services (Clic Revenu<sup>1</sup>). One report must be sent for each SRM.

#### How to proceed:

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

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

→

- Insert a USB key in an SRM port and select the destination Clé USB.

```
SOMMAIRE PÉRIODIQUE
Sélect. la destin.
des données.
  Clé USB ▶
```

- The following message confirms that the report has been produced and transferred to your USB key:

<sup>1</sup>You must be registered for clicSÉCUR to have access to Clic Revenu electronic services. To register for clicSÉCUR, go to the Revenu Québec website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca), go to the **Businesses** section in the right-hand box, and then click the **Registration** link. Follow the instructions provided.

SOMMAIRE PÉRIODIQUE  
Opération terminée

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

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

- The eight digits that follow the letters “SPV” correspond to the SRM number.
- The next character allows Revenu Québec to identify the version of the report.
- The end date of the current period is the last part of the file name.

**Note :** You must not rename this file because it is also entered on the bar code and is compared with the bar code when the file is being validated.

Once you have an electronic copy of the periodic sales summary on your USB key, you can send it to Revenu Québec via the Internet ([www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca)).

**The instructions for electronically transmitting the report were not available when this guide was printed and will be sent to you at a later date.**

## 8. Extracting data from the SRM

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

Data extraction is used in the following situations:

- When the restaurateur has to periodically make a backup of data;
- When a representative of Revenu Québec wants to obtain data from the SRM for an audit.

When data is extracted, the SRM adds an audit file that contains the information and a signature that establishes that the content of files copied 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 a copy was made using the year, month, day format.  
 HHMMSS: Corresponds to the hour, minute and second the copy was made.

This directory contains a **file** of transactions for each day since the beginning of the SRM’s operation or since the latest data purge.<sup>1</sup> These files are named as follows:

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

- YYYYMMDD: Corresponds to a specific day using the year, month, day format.  
 10000165: Corresponds to the first transaction number of this day.

This directory also contains a file with all the events recorded in the event log since the beginning of the operation of the SRM or since the latest data purge.<sup>2</sup> The name of this file is:

**Journal.xml**

<sup>1</sup> Data purging is not yet operational.

<sup>2</sup> Data purging is not yet operational.

## 8.1 Complete or backup copy of data

The SRM is a book of accounts and, as such, the restaurateur must keep the data contained therein for seven years, pursuant to section 35.1 of *An Act respecting the ministère du Revenu*. This section reads as follows:

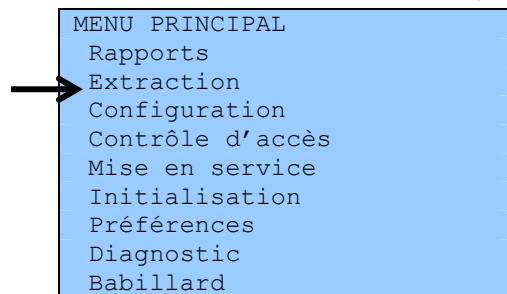
**Preservation of registers and supporting documents** – *Every person required to keep registers shall preserve them, together with any supporting document that supports the information contained therein, for six years after the last year to which they relate.*

**Electronic registers and documents** – *Every person who keeps registers or supporting documents on electronic or computerized medium shall preserve them in intelligible form on the same medium for the preservation period indicated in the first paragraph.*

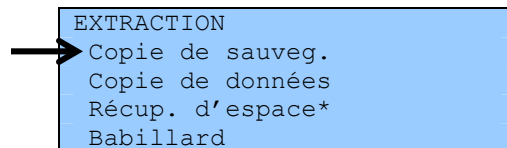
In information technology, a **backup** is an operation that involves copying and saving to a secure place **data** contained in a computer system. It is a good idea to copy and save SRM data on a USB key or other external medium regularly.

### How to proceed:

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

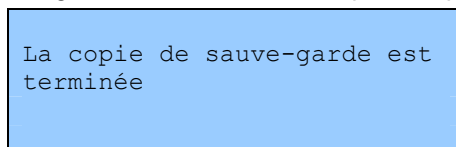


- From the **EXTRACTION** menu, select the **Copie de sauveg.** Option.



\* This option is not yet operational.

- The following message confirms that the backup is complete:

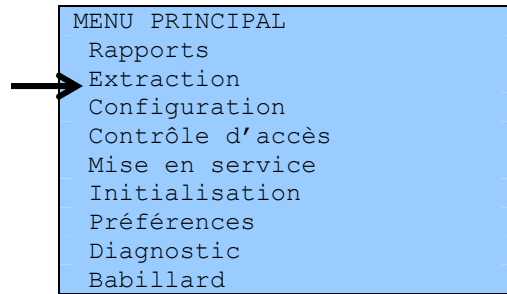


## 8.2 The partial copy or data extraction

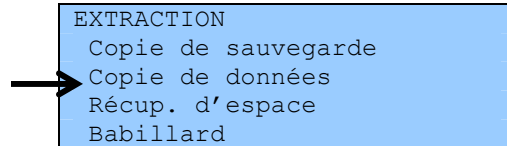
A partial copy of data allows you to specify the type of data you want and for what period.

### How to proceed:

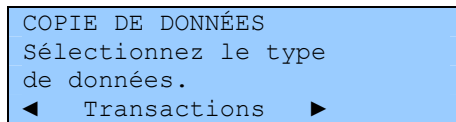
- Connect a USB key to one of the SRM's free ports and then start a session on the SRM.
- From the **MENU PRINCIPAL**, select the **Extraction** option.



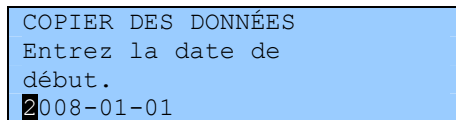
- From the **EXTRACTION** menu, select the **Copie de données** option.



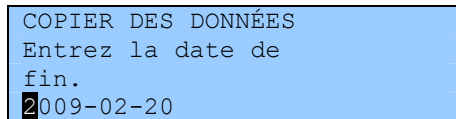
- Select the type of data desired, either **transactions**, **événements** (events), or **tous les types** (transactions and events).



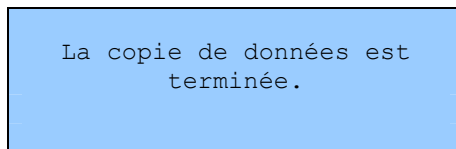
- Select the start date for the period for which you want to copy the data.



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



- The following message confirms that the copying of the data is complete:



## 9. Error and information Messages

Certain messages are displayed on the SRM's display station, while others are printed on the invoice printer.

### 9.1 Presentation of the bulletin board

The BABILLARD function lets you consult all the messages issued by the SRM.

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




**The messages are saved on the bulletin board as long as the SRM is not shut down. When the SRM starts up, the bulletin board is emptied.**

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


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

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

#### How to use the bulletin board:

- Use the   keys to move the cursor (◆) beside a message to read.
- Click the  key to select the message to read and obtain the description.

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

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

```
BABILLARD
Supprimer message
courant ?
OUI
```

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

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

The degrees of severity are as follows:

A = Warning (Avertissement)


E = Error (Erreur)

I = Information (Information)

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

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

## 9.2 Messages related to authentication and access control

No.	Message	Explanation	What to do
<b>02285E</b> access	Vous ne pouvez pas modifier vous-même le compte (code d'utilisateur : {0}).	You cannot modify your own user code.	Correct the code entered if you have made a mistake or Ask the SRM access manager or administrator to make the change for you.
<b>02286E</b> access	Le code d'utilisateur {0} est désactivé.	You cannot use a user code that has been deactivated.	Ask the SRM access manager to make the change for you.
<b>02287E</b> access	Le code d'utilisateur ou le mot de passe est invalide.	The user code or the password you entered is not valid.	Verify and correct the user code or the password.
<b>02288E</b> access	Vous ne pouvez pas modifier vous-même votre mot de passe (code d'utilisateur : {0}).	You are not authorized to modify your password.	Ask the SRM access manager to make the change for you.
<b>02289E</b> access	Le nouveau mot de passe doit être différent du mot de passe actuel.	You cannot reuse the same password.	Enter a new password that is different from the old one or to keep your old password, cancel the operation by pressing the  key.
<b>02290E</b> access	Le nouveau mot de passe n'a pas été confirmé.	The confirmed password must be identical to your new password.	Start the operation over.
<b>02292E</b> access	Le rôle {0} existe déjà.	The role that you are trying to create already exists. You cannot create an identical one.	Create a different role or modify an existing one.
<b>02294E</b> access	Le rôle doit posséder au moins une fonctionnalité.	When you create a role, you must associate it with at least one functionality.	Choose one or several functionalities to associate with the role.
<b>02295E</b> access	Le rôle {0} est encore associé aux utilisateurs suivants : {0}.	You cannot delete a role as long as it is associated with at least one user.	You must first disassociate this role from all users. See section 4.4 –Modifying a user.
<b>02316E</b> access	Il n'y a pas d'utilisateur à modifier.	No user has been defined.	To create a user, see section 4.4 – Registering users.
<b>02317E</b> access	Il n'y a pas d'utilisateur à désactiver.	No user has been defined, or all users are deactivated.	
<b>02318E</b> access	Il n'y a pas d'utilisateur à réactiver.	No user has been defined, or all users are already activated.	

No.	Message	Explanation	What to do
02319E access	Il n'y a pas d'utilisateur à supprimer.	No user has been defined.	
02320E access	Il n'y a pas de rôle à modifier.	No role has been defined.	
02321E access	Il n'y a pas de rôle à supprimer.	No role has been defined.	

### 9.3 Messages related to producing reports, parameters and the configuration of the SRM

No.	Message	Explanation	What to do
02212E	La date de début de la période doit précéder la date de fin.	The start date of the period must be earlier than the end date.	Correct the start date or the end date to meet this condition.
02214E	Inscrivez un numéro de transaction de début et un autre de fin.	The start number or the end number of the range has not been entered.	Enter a range of transaction numbers.
02215E	Le numéro de transaction de début doit être plus petit que le numéro de fin.	The beginning transaction number must be smaller than the ending number.	Correct the beginning or ending transaction number to meet this condition.
02218E	L'identifiant unique est introuvable.	The <b>SRS</b> transaction number does not exist in the SRM.	Make sure you have properly entered the ID number.
02283E	Le code d'utilisateur {0} existe déjà.	You cannot create a user code that already exists.	
02221I	Le nombre de transactions à imprimer a atteint sa limite.	The number of transactions that can be printed is limited to the number entered in the settings.	If you want to print more transactions, see section 3.7 to modify this setting.
02222I	Aucune transaction ne correspond aux critères de recherche.	For the "Détail des ventes" report, no transaction was found based on the data selection parameters.	Modify your selection criteria.
02223I	ATTENTION, {n} transactions seront imprimées. Voulez-vous continuer?	Some reports can be very long. This message tells you how many transactions will be printed and lets you continue or cancel the printing.  This message is displayed only if the number of transactions to print is greater than fifty.  This number of transactions cannot be higher than the limit entered in the settings for the maximum number of transactions to print.	Click Oui to print or Non to cancel printing.

No.	Message	Explanation	What to do
02224I	Le nombre d'événements à imprimer a atteint sa limite	The number of events entered on the report you have just printed was limited by the number entered in the settings.	If you want to print more transactions, see section 3.7 to modify this setting. You can then start to print the report again.
02225I	Aucun événement ne correspond aux critères de sélection des données.	No event corresponds to the data selection criteria.	Modify your selection criteria.
02226I	ATTENTION, {n} événements seront imprimés. Voulez-vous continuer?	<p>Some reports can be very long. This message tells you how many events will be printed and lets you continue or cancel the printing.</p> <p>This message is displayed only if the number of events to print is greater than fifty.</p> <p>The number of events cannot be higher than the limit entered in the settings for the maximum number of events to print.</p>	Click Oui to print or Non to cancel printing.
02228	Il n'y a aucun choix de périodes pour le SPV.	The SRM has no SPV period to propose. This can occur at the beginning of operation of an SRM in a restaurant. As long as at least one period is not complete, no choice of period is offered.	You must wait at least one month before producing an SPV.

## 9.4 Messages related to copying data

No.	Message	Explanation	What to do
02300	Champ obligatoire.	A required piece of information has not been entered.	Enter the missing data.
02301	La date est invalide.	The date has been entered incorrectly. The format is YYYY-MM-DD (year, month, day) sometimes followed by HH:MM (hour:minute)	Re-enter the date, following the format.
02304	Le type de données est invalide.	This message applies to <b>external commands</b> to copy data, for example, made through an SRS rather than through the display station.	Call your installer to correct the situation. In the meantime, you can copy data using the display station.
02305	Le certificat est invalide.	The security certificate that enables the encryption of data to copy is not valid. This message applies to <b>external commands</b> to copy data made through an inspector's computer rather than through the display station.	Contact Revenu Québec.
02306	Il n'y a pas de clé USB.	You have chosen the destination "Clé USB" and there is no USB key connected to the SRM.	Connect your USB key to one of the free USB ports on the SRM and begin the operation again.
02307	L'espace disponible sur le disque n'est pas suffisant pour crypter les données.	Data encryption requires a certain amount of free memory in the SRM. This message indicates that there is not enough space.	Contact Revenu Québec.
02310	Une erreur est survenue lors de la copie. Vérifiez la clé USB et réessayez.	There have been errors in writing the copy to the USB key. If a writing error occurs, the copying operation ends and this message is displayed. The cause of the error may be: <ul style="list-style-type: none"> <li>• A shortage of disk space on the USB key;</li> <li>• The USB key was removed before the copy was finished;</li> <li>• The destination directory for the data already exists or is read-only.</li> </ul>	Make sure your USB key has enough space for the data and that it is not write-protected. If necessary, change USB keys and start over.
02311	La date de fin doit se situer après la date de début, ou être la même que celle-ci.	The end date must be equal to or later than the start date.	Correct the start date or the end date to meet this condition.

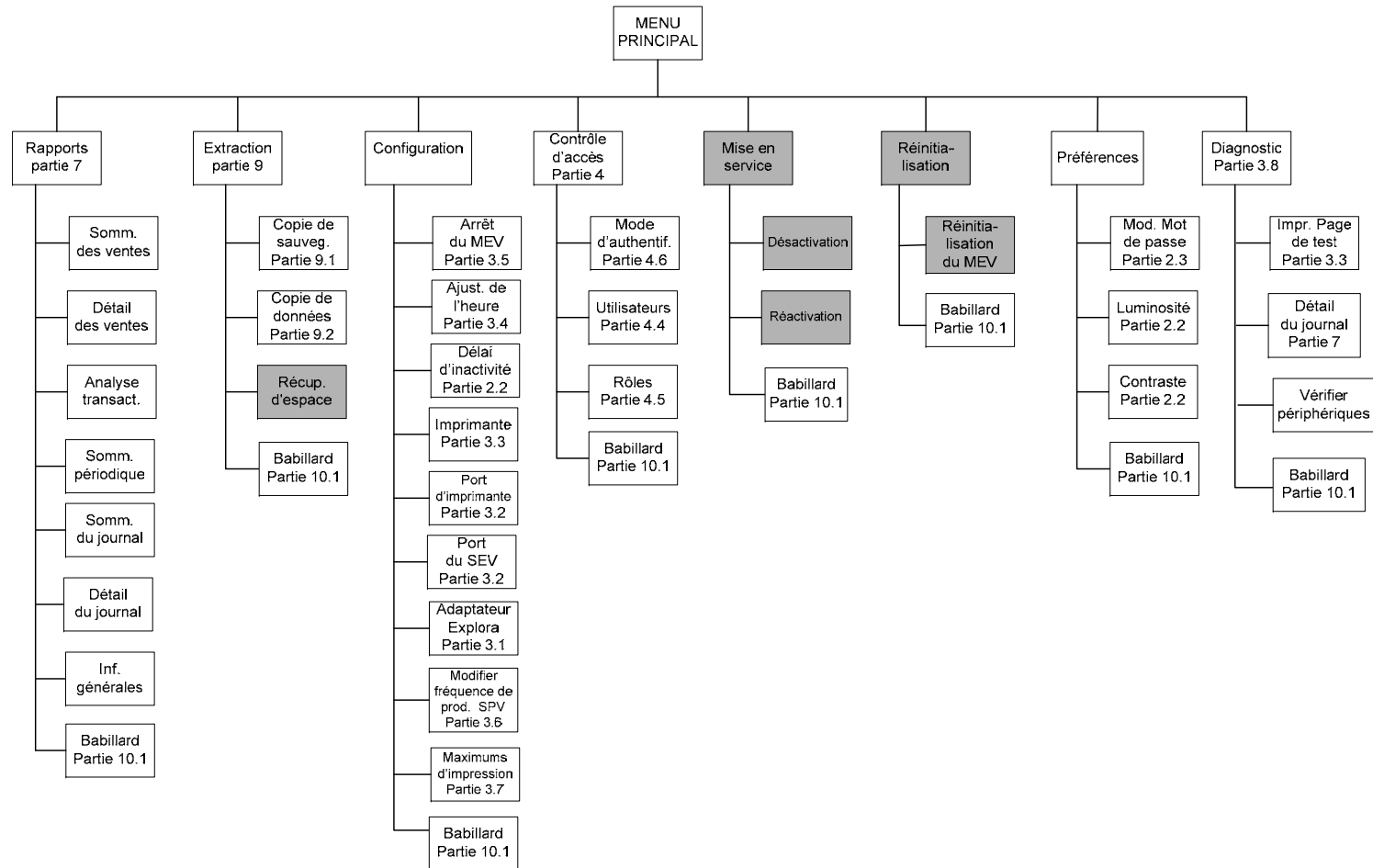
No.	Message	Explanation	What to do
02567	La copie de sauvegarde a échoué (code d'utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}.	The backup has failed (user code {0}). Size of files copied: {1}. Number of files copied: {2}.	Check that the USB key is properly connected and start the backup over.  If the backup fails again, try with a new USB key.  If the problem persists, contact Revenu Québec.
02570	La copie des données a échoué (code d'utilisateur: {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée: du {3:AAAA'-MM'-JJ} au {4:AAAA'-MM'-JJ}. Type de données : {5}.	The backup has failed (user code {0}). Size of files copied: {1}. Number of files copied: {2}. Period from {3:YYYY'-MM'-DD} to {4:AAAA'-MM'-DD}. Type of data: {5}.	Check that the USB key is properly connected and start the backup over.  If the backup fails again, try with a new USB key.  If the problem persists, contact Revenu Québec.
02565	La copie de sauvegarde est terminée (code d'utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}.	This message confirms that the backup completed successfully.	
02566	La copie de sauvegarde a été interrompue (code d'utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}.	You interrupted the backup.	
02568	La copie des données est terminée (code d'utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée : du {3:AAAA'-MM'-JJ} au {4:AAAA'-MM'-JJ}. Type de données : {5}.	This message confirms that the data backup completed successfully.	
02569	La copie des données a été interrompue (code d'utilisateur : {0}). Taille des fichiers copiés : {1}. Nombre de fichiers copiés : {2}. Période visée : du {3:AAAA'-MM'-JJ} au {4:AAAA'-MM'-JJ}. Type de données : {5}.	You have interrupted the backup.	

## 9.5 Other messages

No.	Message	Explanation	What to do
<b>04020</b>	Ce caractère est invalide.	You have not respected the entry format.	Start the entry over using the correct format.
<b>04021</b>	Ce paramètre est invalide.	This parameter is not valid.	
	Il n'y a presque plus d'espace disponible sur le disque. Pour continuer, faites une copie de sauvegarde et récupérez ensuite de l'espace.	This message is displayed when a user wants to execute a command that requires disk space, and the space shortage has reached a critical level.	The data recovery function is not available for the pilot project.
	Vous n'êtes pas autorisé à effectuer cette opération.	You don't have the access required to use this function.	
	Une erreur est survenue, veuillez recommencer. Si l'erreur persiste, contactez votre installateur.	This message is displayed when an unexpected technical error occurs while a command is being executed.	Start the operation over. If the problem persists, contact your installer.
<b>00301E</b>	N'oubliez pas de redémarrez le MEV pour que le changement soit pris en charge.	This message is displayed when the selection of the printer or SRS communication port requires restarting the SRM.	To restart the SRM, move the switch to the OFF position. Then return the switch to ON.
<b>02558I</b>	Vous avez sélectionné une nouvelle imprimante. Vous pouvez effectuer un test d'impression à partir du menu Diagnostic.	After having selected a printer, you should check whether the SRM and the printer are communicating properly.	See section 3.3 for instructions on printing a test page.
<b>OTHER</b>			Tell your installer about any other message.

### 10. Menu diagram for the SRM

French	English
Les fonctions ombragées ne sont pas disponibles pour le projet pilote.	The shaded functions are not available for the pilot project.



■ Les fonctions ombragées ne sont pas disponibles pour le projet pilote.