

Feature Focus Guide: Revenu Québec Fiscal Requirements

Core Product: Aloha Quick Service, Aloha Table Service
Last Updated: December 15, 2023

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Revision Record

Date	Version #	Description
Prior to 11/25/2022	Aloha QS and Aloha TS v6.7	Began development effort for Revenu Québec Fiscal Requirements. The feature is not fully developed in this version.
	Aloha QS and Aloha TS v12.3+	Implemented support for Revenu Québec Fiscal Requirements.
	Aloha QS and Aloha TS v19+	Removed support of Group Events feature.
11/25/2022		Converted document to use new templates.
01/12/2023		Updated front cover and back page to reflect new NCR branding.
11/29/2023		Updated document to reflect NCR Voyix branding.

About Revenu Québec Fiscal Requirements

The Québec government has certain fiscal requirements in place to help ensure everyone pays the correct income tax, and that consumption taxes paid by consumers, such as in a restaurant establishment, are properly remitted to the government. If your restaurant establishment is registered for the Québec sales tax (QST), the law requires that your Aloha® Point-of-Sale (POS) terminal pass the sales data through a sales recording module (SRM) to provide SRM-generated receipts to your customers. When a transaction occurs, the SRM device intercepts the transaction and adds a fiscal transaction ID and bar code to the bottom of the receipt. Once you activate an SRM device, you must use it at all times to produce your receipts and you must submit a monthly periodic sales summary to the Québec government.



Reference: Refer to http://www.revenuquebec.ca/en/a-propos/evasion_fiscale/restauration/secteur.aspx for more detailed information on supporting fiscal requirements for Revenu Québec.

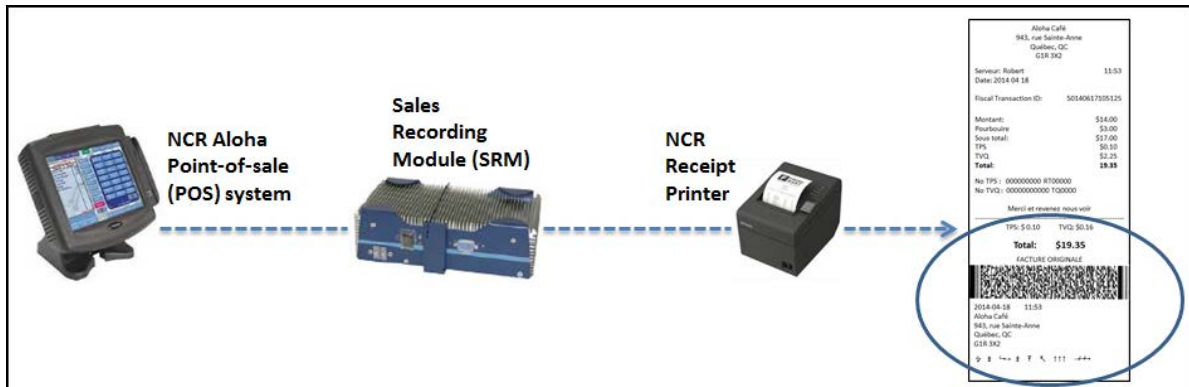


Figure 1 Sales Recording Module (SRM) Intercepting Transaction Example

Configuring Revenu Québec Fiscal Requirements

Configuring the fiscal requirements for Revenu Québec is a multi-step process. This section details the configuration requirements within Aloha Manager and Aloha Configuration Center (CFC) for Revenu Québec. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

Revenu Québec Fiscal Requirements Procedures at a Glance:

If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task.

1.	Access Maintenance > Business > Store > Store Settings tab > Check Printing group > 'Fiscal printer' group bar and configure Revenu Québec as the fiscal printing agency. See page 6 .
2.	Access Maintenance > Hardware > Printers to configure receipt printers to communicate with an SRM device. See page 7 .
3.	Access Maintenance > Screen Designer > Table Service Screen Designer or Quick Service Screen Designer to create a button that allows you to access and reprint a check from the SRM. See page 8 .
4.	Access Maintenance > Payments > Comps and configure a comp for adjusting the package deal price to zero. See page 9 . You also need to access Maintenance > Screen Designer > Table Service Screen Designer or Quick Service Screen Designer and create a button for sending an identifier to the SRM when the sale is a package deal. See page 10 .
5.	Access Utilities > POS > Refresh POS & All Installed Products to refresh your POS system. See page 12 .

Designating the fiscal printing agency

You must designate Revenu Québec as the governing body that drives fiscal printing for your store. Once enabled, information goes through the printer interface to the SRM device for auditing purposes. Other options also appear in the system to allow you to complete the configuration requirements.

To designate Revenu Québec as the fiscal printing agency:

1. Select **Maintenance > Business > Store > Store Settings** tab.

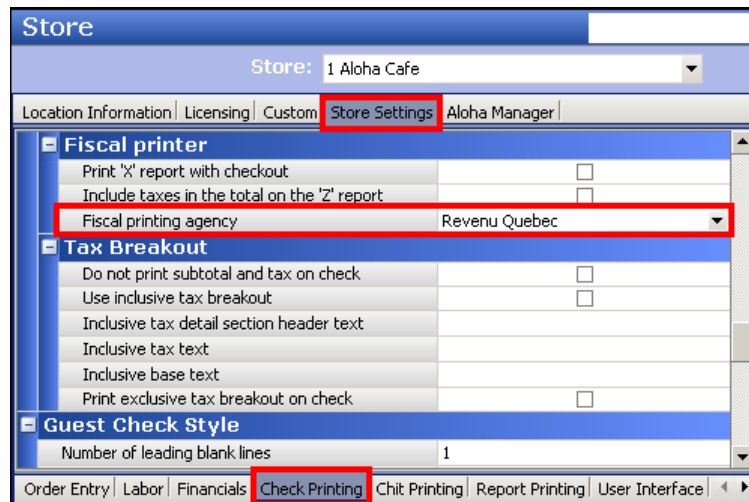


Figure 2 Store Settings Tab - Check Printing Group

2. Select the '**Check Printing**' group located at the bottom of the screen.
3. Under the 'Fiscal printer' group bar, select **Revenu Québec** from the 'Fiscal printing agency' drop-down list.
4. Click **Save** and exit the **Store** function.

Configuring printers to communicate with SRM

All receipt printers must communicate and receive data from an SRM. It is this communication that provides the Fiscal Transaction ID and bar code that prints on the receipt.

To configure each receipt printer to communicate with an SRM:

1. Select **Maintenance > Hardware > Printers**.

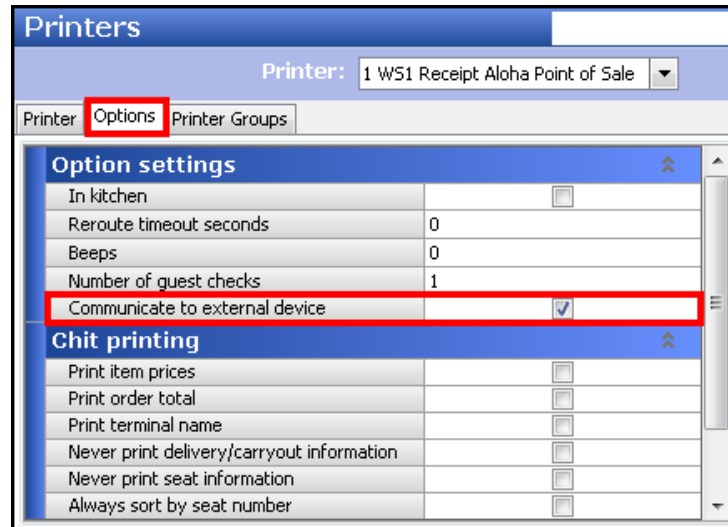


Figure 3 Printers - Option Tab

2. Select a **receipt printer** from the drop-down list.
3. Select the **Options** tab.
4. Under the 'Option settings' group bar, select **Communicate to external device**.
5. Click **Save**.
6. Repeat this **procedure** for each receipt printer.
7. Exit the **Printers** function.

Creating a duplicate check button

When you integrate the Aloha POS system with Revenu Québec , you must create a button that allows you to create a duplicate copy of a check for the merchant to retain.

To create a button for printing a duplicate copy of a guest check:

1. Select **Maintenance > Screen Designer > Table Service Screen Designer** or **Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select an available **order screen panel (TS)** or button functions panel (QS) to which to add the button, and click **OK**.
4. Select an **available button** or create a **new button**. The Properties dialog box appears.



Figure 4 Properties Dialog Box - Button: Duplicate Guest Check

5. Under the 'Function' group bar, select **Quebec Fiscal Printing** from the 'Action' drop-down list.
6. Select **Duplicate guest check** from the 'Options' drop-down list.
7. Under the 'Appearance' group bar, type **Duplicate\InCheck** in place of the default text Quebec Fiscal Printing in 'Text.'
8. Configure the **remaining options** as you would for any other button function.

9. Select **Panel > Save Panel**.
10. Select **File > Exit** to exit **Table Service Screen Designer** or **Quick Service Screen Designer**.

Configuring a package deal

If you offer other services, such as catering, you may also need to configure the system to provide a means for entering the sale of a package deal. A sale is considered a package deal when you include a meal with a service. For example, if your establishment is a dinner theatre, the price of the meal is included in the cost of the theatre ticket, qualifying this sale as a package deal. A package deal receipt must include each food item or beverage included in the package, with or without the price, and the adjusted total of zero. Please note the only configuration available in the Aloha POS system includes the price of each item with an adjusted total of zero. In addition, you must also include the price of each food or beverage item not included in the package deal and adjust the total accordingly. To avoid having the sale recorded in both the accounting system and the Aloha POS system, you must configure:

- A comp that brings the total of the items included in the package deal to a zero total.
- A Package Deal button that, when pressed, sends an identifier to the SRM device.

To configure a comp for adjusting the package deal price to zero:

1. Select **Maintenance > Payments > Comps**.
2. Click **New** and accept the **system assigned number** or click the **ellipsis button (...)** next to 'Number' to display the Number Assignment dialog box, from which you can choose an **alternate number**.

Comps	
Comp: 2 Package Deal Regular	
Settings	
Number	2
Name	Package Deal
Type	Regular
Active	<input checked="" type="checkbox"/>
Check name	Package Deal
Method	Fixed percent
Percent off	100.00
Maximum amount	0.00
Allow before items ordered	<input type="checkbox"/>
First available button position	<input type="checkbox"/>
Button position	None
Report as	Default
Print check on close	<input type="checkbox"/>
Open drawer on close	<input type="checkbox"/>
Manager required	<input type="checkbox"/>
Include comp amount in tippable sales	<input type="checkbox"/>
Include comp amount in gratuity calculation	<input type="checkbox"/>
Must select items	<input checked="" type="checkbox"/>

Figure 5 Payments - Comps

3. Under the 'Settings' group bar, type a **descriptive name** for the comp, such as 'Package Deal.'
4. Select **Active**.
5. Type **100.00** in 'Percent off.'
6. Select 'Must select items'
7. Make other **selections** as you normally would.
8. Click **Save** and exit the **Comps** function.

To create a button for sending a package deal identifier to the SRM device:

1. Select **Maintenance > Screen Designer > Table Service Screen Designer** or **Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select an available **order screen panel (TS)** or **button functions panel (QS)** to which to add the button, and click **OK**.
4. Select an **available button** or create a **new button**. The Properties dialog box appears.



Figure 6 Properties Dialog Box - Button: Package Deal

5. Under the 'Function' group bar, select **Quebec Fiscal Printing** from the 'Action' drop-down list.
6. Select **Package deal** from the 'Options' drop-down list.
7. Under the 'Appearance' group bar, type **Package Deal** in place of the default text Quebec Fiscal Printing in 'Text.'
8. Configure the **remaining options** as you would for any other button function.

9. Select **Panel > Save Panel**.
10. Select **File > Exit** to exit **Table Service Screen Designer** or **Quick Service Screen Designer**.

Refreshing the data

Once you configure the necessary features for Revenu Québec Fiscal Requirements, you must refresh the Aloha POS system.

Select **Utilities > POS > Refresh POS & All Installed Products** to transfer the new information to the Front-of-House (FOH) terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. **Note:** If you run the refresh prior to the EOD process, select 'Automatically restart all POS terminals' and click OK to continue. After the data refresh is complete, all new settings become operational across the Aloha network.

 **Caution: Refresh data with caution and never during peak hours of operation. All FOH terminals reboot during a refresh and are down for a short period of time.**

Using Revenu Québec Fiscal Requirements

Once your Aloha POS system is connected to and active with an SRM, all receipts print with a Fiscal Transaction ID and a bar code, provided by the SRM, on the receipt.

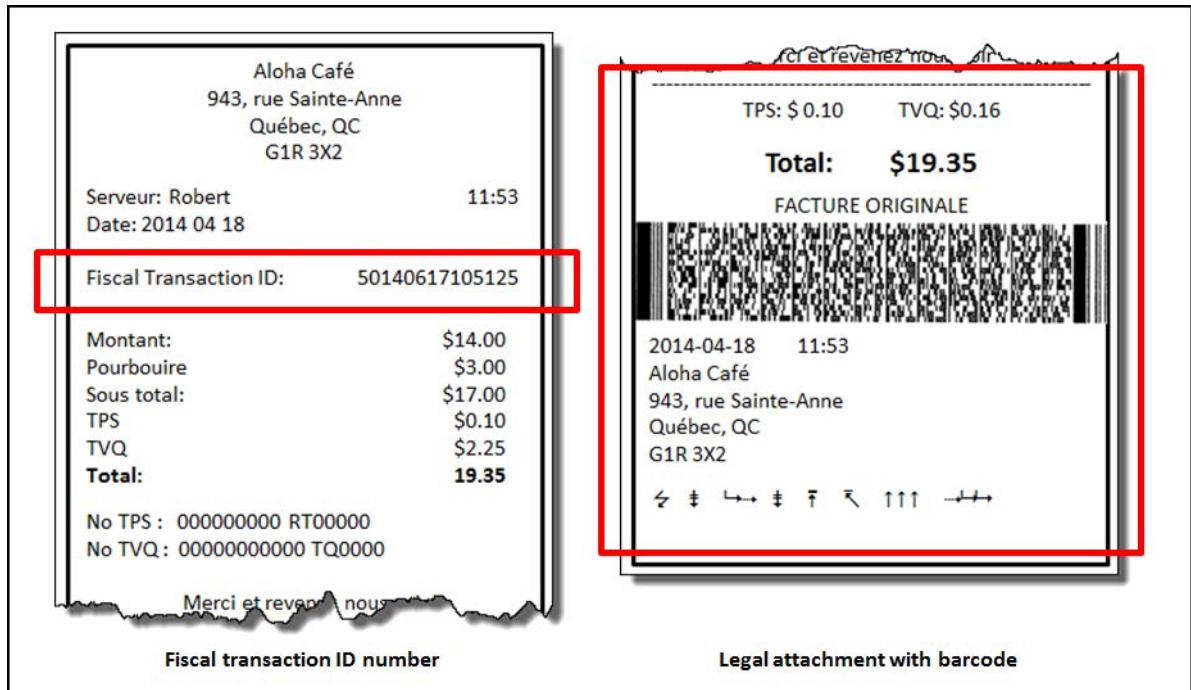


Figure 7 Revenu Québec Fiscal Printing Sample

Reprinting a guest check

When you integrate the Aloha POS system with Revenu Québec, all standard methods for reprinting a check now also include the Fiscal Transaction ID and bar code that were added to the original check. The Reprint function located in Manager Functions displays a prompt to determine if you want to reprint the check, or print a duplicate of the check to retain for your records.

To access and print a duplicate guest check:

1. Recall the **check to reprint** from the Working with Tables/Tabs screen in Aloha Table Service or using the **recall** buttons in Aloha Quick Service.
2. Touch the **Duplicate Guest Check** button. The guest check prints to the local receipt printer with the fiscal transaction ID.

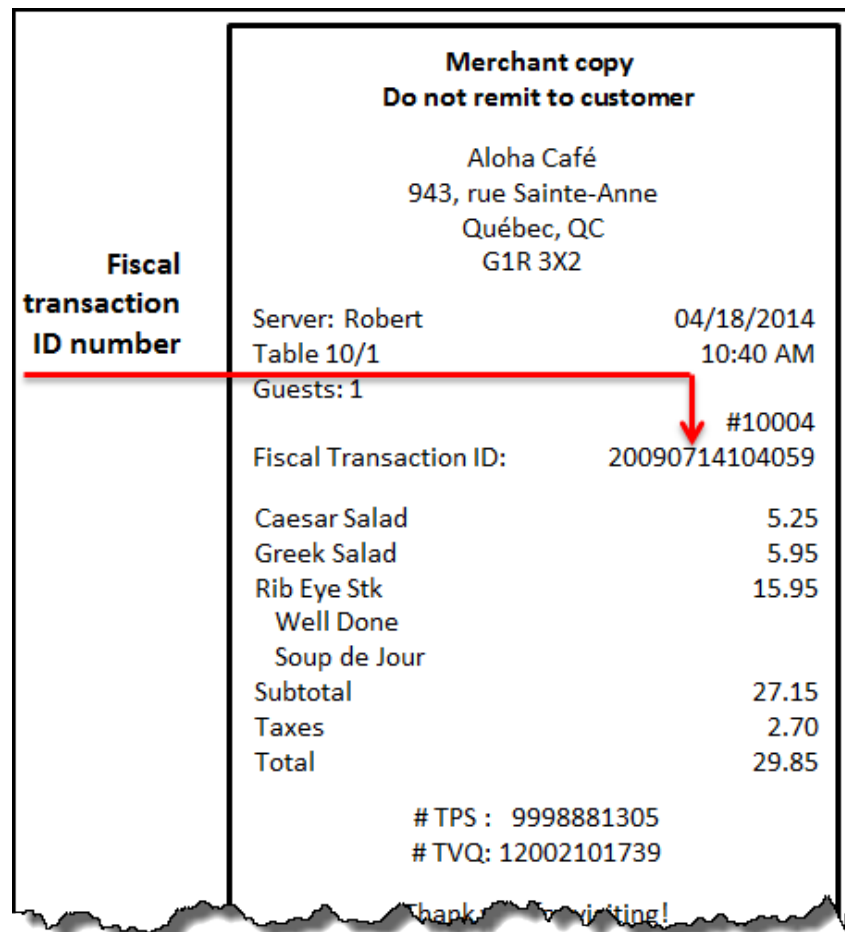


Figure 8 Duplicate Guest Check

3. Exit the **check**, as normal.

Entering a sale for a package deal

When you enter a sale for a package deal, first add the items included in the package deal to the guest check, then apply the Package Deal comp to adjust the total to zero.

1. Start a **check**.
2. Add the **items included in the package deal** to the check, as normal. You can also add any items a guest purchases that are not included in the package deal, if applicable.
3. Touch the **Package Deal** button to send the identifier to the SRM device.
4. Touch **Close** to display the Comp screen (TS) or navigate to the **panel containing your comps (QS)** and touch the **Package Deal comp** button. The Select Items to Comp screen appears.
5. Select the **items** included in the package deal from the guest check window and touch **OK**. The system applies the comp to the selected item(s) at 100% and adjusts the check total.
6. Tender any **non-package deal items**, as normal, if the check has a remaining balance.

Table 25/Check 1	
Seat 1	
Caesar Salad	5.25
Greek Salad	5.95
Rib Eye Stk	15.95
Well Done	
Black Beans	
Soup de Jour	
Package Deal	-27.15
Subtotal	0.00
Total	0.00
Balance Due	0.00

Figure 9 On-Screen Guest Check with Package Deal

7. Close the **check**, as normal.

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