

RELATE ACCOUNTS PRODUCTION



SAP-RAP IMPORT GUIDE

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Step 1 – Locating the Client List from SAP

1. In Sage Accounts Production go to Tools, Settings, then Workstation Settings (older versions of SAP will just need to go to Tools, Settings)
2. Under the Default Paths tab, locate the Client List Path. It will normally be something similar to “C:\Program Files\ApexWin\Main”
3. Take note of this file path
4. Also in SAP, go to Help then About in the upper toolbar. Take note of the version of SAP you are using

Step 2 – Setting up in RAP

1. In Relate Accounts Production, go to File, then SAP Import in the upper left hand corner of the program (Fig 1.)

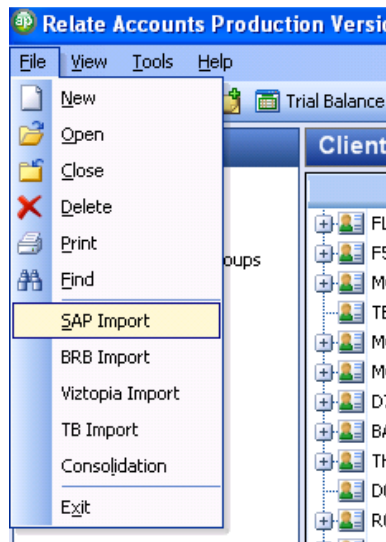


Fig 1.

2. The following screen will appear (Fig 2.)

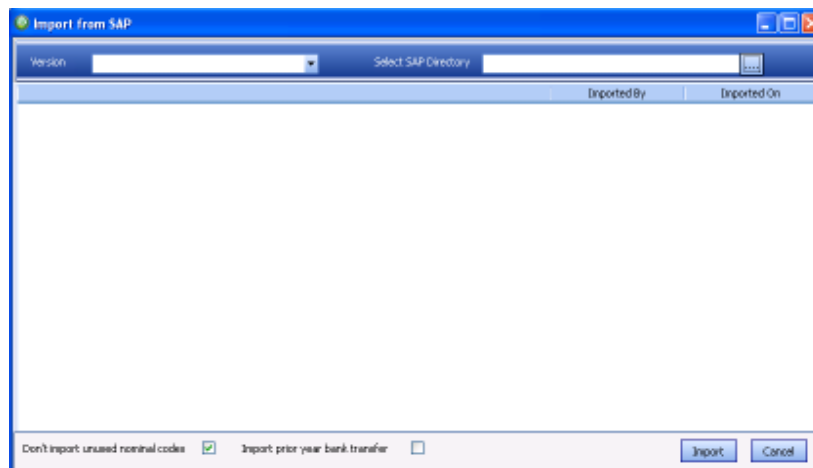



Fig 2.

3. Enter the Version of SAP you had taken down earlier in the dropdown box provided. The options will be either "SAP version 4.2 or later" or "SAP version 3.3 or earlier"
4. Next enter the SAP Directory in the provided field. This will be the Client List Path you took down earlier. You can either type this directly into the field and then press tab to save or using the  button, you can browse to this location.
5. Once this is done your client list should populate in the previously blank middle section as seen below (Fig 3.)

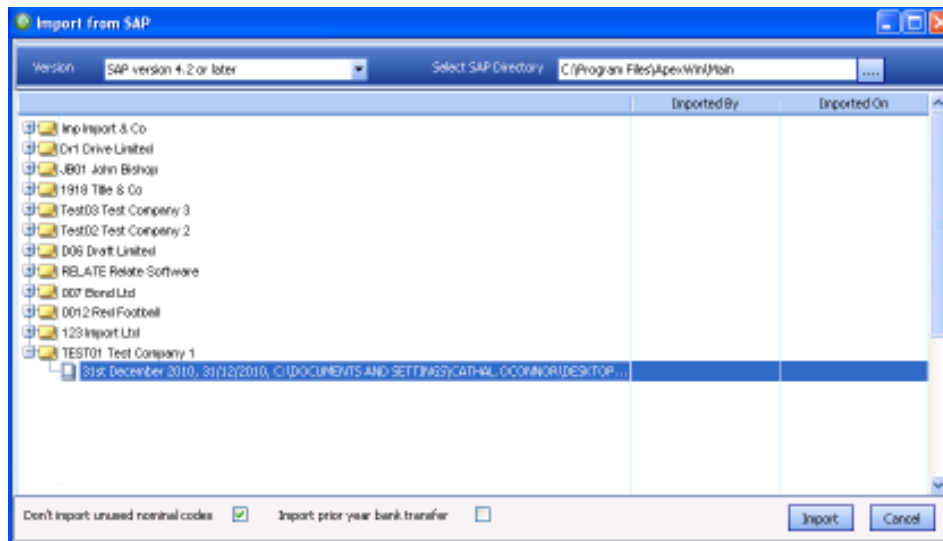


Fig 3.

6. [TROUBLE SHOOT] If you do not see the list appear, do not press import as unless the file path loads, there is nothing to import. You may need to register a required .dll file on this machine. To do this go to Start, then Run and type the following **regsvr32 "C:\Program Files\Relate Software\Relate Accounts Production\APEngine.dll"**
7. Once this is done your client list should populate in the previously blank middle section as seen above (Fig 3.)

Step 3 – Importing a Dataset into RAP

1. Scroll down to the client you wish to import.
2. Clicking the small + icon beside the client will display all datasets associated to this client in SAP
3. Highlight the dataset you wish to import and click the Import button
4. You will be prompted if you wish to import to an existing client or not (Fig 4.)

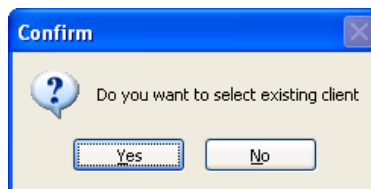


Fig 4.

If you say Yes:



Fig 5.

The above window (Fig 5.) will appear and you simply select the client you wish to import this dataset under. [IMPORTANT] If for example you are importing a sole trader set of accounts from SAP, ensure that the client in RAP is set up as a sole trader also or you will import into the wrong format.

If you say No:

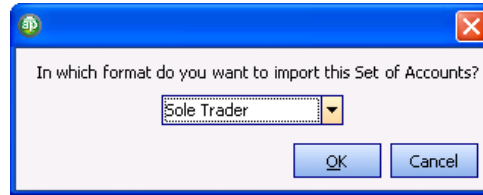


Fig 6.

The above window (Fig 6.) will appear and you select the format you wish to import this dataset under. This will create the client in RAP using the same client code as was used in SAP.

5. Once the desired option is selected the import will begin (Fig 7.)

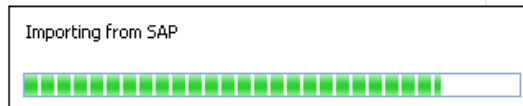


Fig 7.

6. When the import is completed the following prompt will appear (Fig 8.) The dataset has been imported successfully and the system will perform a final integrity check to ensure the data has no corruptions etc.

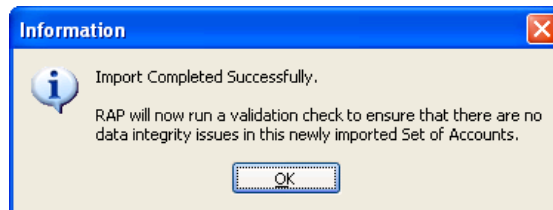


Fig 8.

7. Once this integrity test is ran, you should get the following prompt (Fig 9.) If the test reveals any validation errors, please contact the team at support@relate-software.com



Fig 9.