Where do I?

Activity	Sage APA	SFS	Notes
Set up security and user access	✔		From the Settings menu, choose Users, to change the details of the Sage APA users, then choose Roles from the Settings menu to change what access they have.
Set up practice styles	✔		From the Settings menu, choose SFS Practice Settings. When the Settings window appears choose Practice Styles.
Make changes to the chart of accounts		✔	In Sage Financial Statements you can continue to use the account codes you are familiar with from Sage APA. You may need to add additional codes in Sage Financial Statements.
Set up your officials like banks, accountants, auditors, and solicitors	✔		From the Tools menu, choose Officials Database.
Assign officials to clients		✔	The Officials form is launched from the Client info properties panel for Officers and professional advisers or from the Client info properties panel for the Auditors and Accountants report.
Add company secretary	✔	✔	In Sage APA you add the company secretary from the Addresses tab of the Client Database. In Sage Financial Statements, choose the Directors' report, then the Client info tab, and if the company secretary is not a director then enter their name in the text box. If the company secretary is also a director then assign the position of "company secretary" to the correct director in the Directors' details form.
Assign senior statutory auditor	✔	✔	In Sage APA you add the senior statutory auditor on the Addresses tab of the Client Database. In Sage Financial Statements, choose Officials and professional advisors, then the Client info tab. Click Edit in the Officials Details group, then click the Auditors tab.

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Enter qualification for senior statutory auditor		✔	In Sage Financial Statements, choose Officials and professional advisors, then the Client info tab. Click Edit in the Officials Details group, then click the Auditors tab.
Select which directors should sign the directors report and balance sheet		✔	Choose Directors' report, then the Client info tab. Click Edit in the Directors' Details section.
Changing the year end date or the number of accounting periods	✔		From the File menu, choose Client details, then click the Period Dates tab. For more information on this page click the Help button on the Period Dates page.
Create a client	✔		From the File menu choose New, then Client.
Change main details about the client (client database)	✔	✔	The majority of client database information can be added or edited in either Sage APA or Sage Financial Statements. Any data required in Sage Financial Statements and not in Sage APA will be available only for Sage Financial Statements.
Select a client to work with	✔		From the File menu, choose Open then Client Details. Click in the Current Client box to change client.
Create directors	✔		From the File menu, choose Open then Directors.
Change directors' details	✔	✔	You can change directors' details in either place. In Sage APA from the File menu choose Open, then Directors. In Sage Financial Statements choose Directors' report, then the Client info tab. Click Edit in the Directors' Details section.
Apportion share capital	✔	✔	In Sage APA you enter details of share capital in the Accounts Setup window. From the File menu, choose Open then Accounts Setup. Click the Shares Issued tab and enter details. The information you enter in Sage APA is transferred to Sage Financial Statements the first time you launch a client. Changes then made in Sage Financial Statements are not copied back.

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			In Sage Financial Statements, due to the nature of XBRL, you need to specify again which of these shares are preference and ordinary.
Assign share holdings to directors		✔	Choose Directors' report, then the Client info tab. Click Edit in the Directors' Details section.
Balance forward	✔		From the Sage APA Tools menu choose Balance forward.
Change report options		✔	There is no direct equivalent of Report Options (ROPs) in Sage Financial Statements. The client-specific ROPs appear as Content Management, Disclosure data or Styles settings in Sage Financial Statements.
Change ReportPads		✔	The way Sage Financial Statements operates means that ReportPads are no longer required and unfortunately are not transferred. You now make the equivalent of ReportPad changes by editing the document directly.
Change Headings	✘	✘	The way Sage Financial Statements operates means that Headings are no longer required and unfortunately are not transferred.
Enter disclosure data		✔	Amounts that previously were entered as disclosure data or memo postings in Sage APA may need to be re-entered in Sage Financial Statements, especially if they are now part of a sub-analysis. An example of information which was previously entered as nominal data and now needs allocating as disclosure data, is the breakdown of fixed assets. Amounts which have an equivalent code in both Sage APA and Sage Financial Statements are read over the first time the client is launched in Sage Financial Statements.
Change the appearance of financial statements for a specific client		✔	Choose Settings then Client styles.
Make changes to formats	✘	✘	The formats behind Sage Financial Statements have been written using the latest techniques. Unfortunately format customisation made in Sage APA will not come through to Sage Financial Statements.

Activity	Sage APA	SFS	Notes
View a trial balance	✔	✔	In Sage APA from the Ledgers menu choose Trial Balance. In Sage Financial Statements from the Reports & ledgers menu, choose Display trial balance.
Preview the financial statements		✔	The financial statements in Sage Financial Statements are previewed live: there's no need to 'compile' or 'generate' them.
Add journals	✔	✔	In Sage APA from the File menu, choose New then Document. In Sage Financial Statementsfrom the Actions menu, choose New posting doc/journal.
Make changes to wording in the financial statements		✔	Double-click paragraphs. Wording will also change when you interact with the Properties pane.
Print the financial statements		✔	From the File menu choose Print.
Make your draft accounts final		✔	After you've cleared all errors and warnings, from the Actions menu choose Finalise document.
View and deal with errors and warnings		✔	View the Errors pane.
Generate the iXBRL file		✔	From the File menu choose Save as, then iXBRL.
Backing up and restoring your data	✔		In Sage APA, from the File menu, choose Backup or Restore. The backup options Complete Client Database, and Complete System will include the Sage Financial Statements data. The other backup options won't.