Where do I?

Activity	Sage AP	SFS	Notes
Set up security and user access	✔		From the Tools menu, choose Passwords & Security, then Users & Passwords to change the details of the Sage AP users. Choose Tools, then Passwords & Security, then Access groups to set the permissions for each group.
Set up practice styles	✔		From the Tools menu, choose Settings then SFS Practice Settings. When the Settings window appears choose Practice Styles.
Make changes to the chart of accounts		✔	For each client you'll choose whether to continue posting journals in Sage Accounts Production or the new module. If you continue to post in your existing software there will be no changes to your chart of accounts.

If you decide to post in Sage Financial Statements you can continue to use the account codes you are familiar with from Sage AP.

You may need to add additional codes in Sage Financial Statements. |
| Set up your officials like banks, accountants, auditors, and solicitors | ✔ | ✔ | In Sage AP, open the Accounts Database by clicking the Database button. Click the Client Information group.

In Sage Financial Statements 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. |
| 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 AP, open the Accounts Database by clicking the Database button. Click the Client Information group, then the Company Registration tab.

In Sage Financial Statements, choose the |

Activity	Sage AP	SFS	Notes
			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 AP open the Accounts Database by clicking the Database button. Click the Client Information group, then the Auditors/Accountants tab. In Sage Financial Statements, choose Officials and professional advisors, then the Client info tab. Click Edit in the Officials Details group, then Auditors tab.
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 Tools menu, choose Settings then Dataset Settings. Click the Period Dates tab.
Create a client	✔		From the File menu choose Open Client Dataset, then click Add.
Change main details about the client	✔	✔	The majority of client database information can be added or edited in either Sage AP or Sage Financial Statements. Any data required in Sage Financial Statements and not in Sage AP will be available only in Sage Financial Statements.
Select a client to work with	✔		From the File menu, choose Open Client Dataset.
Create directors	✔		Click the Database button, then choose the Directors group. Directors are added on each of the Directors' tabs.
Change directors' details	✔	✔	You can change directors' details in either place.

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			In Sage AP click the Database button, then choose the Directors group. Enter details on each of the Director tabs.
			In Sage Financial Statements choose Directors' report, then the Client info tab. Click Edit in the Directors' Details section.
Apportion share capital	✔	✔	Click the Database button, then click Capital and Reserves.
			The information you enter in Sage AP is transferred to Sage Financial Statements the first time you launch a client. Changes then made in Sage Financial Statements are not copied back.
			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 - Year end routine	✔		From the Tools menu, choose Year End Routine.
Enter disclosure data		✔	In Sage AP, financial data such as breakdown of debtors over one year was entered in the accounts database. This data will need to be re-entered 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 AP will not come through to Sage Financial Statements.
View a trial balance	✔	✔	In Sage AP from the Reports menu, choose Nominal Ledger Reports then Simple 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.

Activity	Sage AP	SFS	Notes
Add journals	✔	✔	For each client you'll choose whether to continue posting journals in Sage Accounts Production or the new module. If you continue to post in your existing software, most of the reports you currently use will still be available, and you'll access your financial statements in the new module. In Sage AP click Journals then New Journal. In Sage Financial Statements from 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.
Post back adjustments to bookkeeping	✔		If you continue to post journals in your existing software you'll still be able to export adjustments to bookkeeping. This will vary depending on how you're using bookkeeping in Sage AP.
Export figures to tax products	✔		If you continue to post journals in your existing software you'll still be able to export figures to tax products as normal. From the Tools menu, choose Export then Tax Export.
Backing up and restoring your data	✔		From the File menu choose Backup.