Conversion from 5e to 5eS

AC and Attacks

Remove the current AC, and instead form the two new ones: dAC and hAC.
Calculate the hAC first: that given by the armor and shield.
Then, the dAC. To do so, get the sum of 5, Dexterity saving throw, and the weapon's d. Subtract the weapon's m and the armor's a.
For the attacks, do the d attack: 2+Dexterity modifier+(proficiency)-m.
The h attack, Ability modifier+(proficiency)+ab.

Abilities

Look for any Charisma abilities. The Charisma score may become the Heroism score, but certain adaptations must be made. If the creature relies fully on Charisma, then Heroism might not be the correct flavour: if it is a devious and quick-witted creature, instead use Intelligence for all their special Charisma-based options; if they are experienced and efficient in manipulation, instead use Wisdom. Heroism is to be used if the creature has a strong mind and carries through with whatever they're trying to do. Similarly, reattribute any of their skills to one of the three mental abilities, whichever fits best.

Weaponry

The creature might have some weapons which are completely differently attributed in 5eS. If the divergence is noticeable, remove the creature's weapon and give it a better fit one. If it is a character, especially, make sure all weapons are in concordance with 5eS weapons.

Range

This one is quite simple. Divide the given range property of a weapon or other thing by 20, and write these numbers down. If you are working on a stat block, just multiply that new number by the creature's Strength score.

Odd Special Abilities

Some creatures have unfitting abilities, such as the hobgoblin's Parry, since they are part of the default action and reaction pool for every creature. In such a case, remove it from the creature's stat block. Similar abilities as default ones may be left standing, as they are variations and might give the creature some additional flavor.