

QuickBooks Desktop Conversion Instructions

First Republic to JPMorgan Chase Migration

As First Republic completes the account migration to JPMorgan Chase, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac.

To navigate this document, just click the link below that matches the correct product/feature below:

Instructions for One-Step Update initiated from within QuickBooks

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IMPORTANT: If you currently use Direct Connect in QuickBooks to initiate Bill Payments, please complete the additional tasks at the link below. If you do not use Direct Connect Bill Pay or you only initiate Bill Payments from within your online banking site, these additional tasks are not required.

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QuickBooks Windows - All connectivity types

Before May 23, 2024:

1. Backup QuickBooks Windows Data File & Update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
 - a. Complete one last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or After May 28, 2024:

1. Deactivate online banking connection for accounts connected to First Republic
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on the first account you would like to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on an account you would like to activate and choose **Edit Account**.
 - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
 - d. Enter your institution's name in the search field and select Continue.
 - e. Click **"Yes, sign in"** then Click **Continue**
 - f. Enter your JPMorgan Chase credentials and click **"Sign in"**
Important: If your credentials do not work, contact your financial institution.
 - g. Follow the in screen prompts from within the JPMorgan Chase account authorization flow until you reach the **"What do you want to share"** page
 - h. From the "What do you want to share" page, select each account you want to reconnect and click the **"Connect my accounts"** button
 - i. You will now be returned back to your program. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.
Important: Do NOT select "Create New Account" unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.
 - j. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Mac - All connectivity types

Before May 23, 2024:

1. Backup QuickBooks Mac Data File & Update the Application.
 - a. Choose **File > Backup**.
 - b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers. (required)

On or After May 28, 2024:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Choose **Lists > Chart of Accounts**.
 - b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Choose **Online Settings** in the Edit Account window.
 - d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - a. Choose **Banking > Online Banking Setup**.
 - b. Type your institution's name in the search field, then click **Next** and follow the instructions in the setup screen
 - c. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
 - d. Enter your JPMorgan Chase credentials and click "**Sign in**"
Important: If your credentials do not work, contact your financial institution.
 - e. Follow the on page prompts from within the JPMorgan Chase account authorization flow until you reach the "**What do you want to share**" page
 - f. From the "**What do you want to share**" page, select each account you want to reconnect and click the "**Connect my accounts**" button
 - g. You will now be returned back to your program
 - h. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
 - i. Click **Next**, and then click **Done**.
 - j. Repeat this step for each account that you have connected to this institution.

QuickBooks Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within QuickBooks Windows.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after the May 24, 2024, these payments may still be processed.

On or before May 23, 2024

Cancel Existing Bill Payments.

1. Open the Register of the account you made the payment from.
2. Choose **Company > Chart of Accounts**.
3. Double-click the proper account.
4. In the register, locate the transaction to be canceled.
5. Click the transaction to be deleted.
6. Choose **Edit > Cancel Payment**.

After May 28, 2024

Important: You will need to re-create your Bill Payments in your Online Banking portal moving forward. JPMorgan Chase does not support QuickBooks initiated Bill Payments.

Removing Duplicate Transactions

1. Locate transactions that need to be deleted.

Note: It is recommended that you reconcile your transactions with your Online Banking register before deleting any transactions.

2. Visit the following QuickBooks Link for instructions on how to delete transactions: [Delete Duplicates](#)