



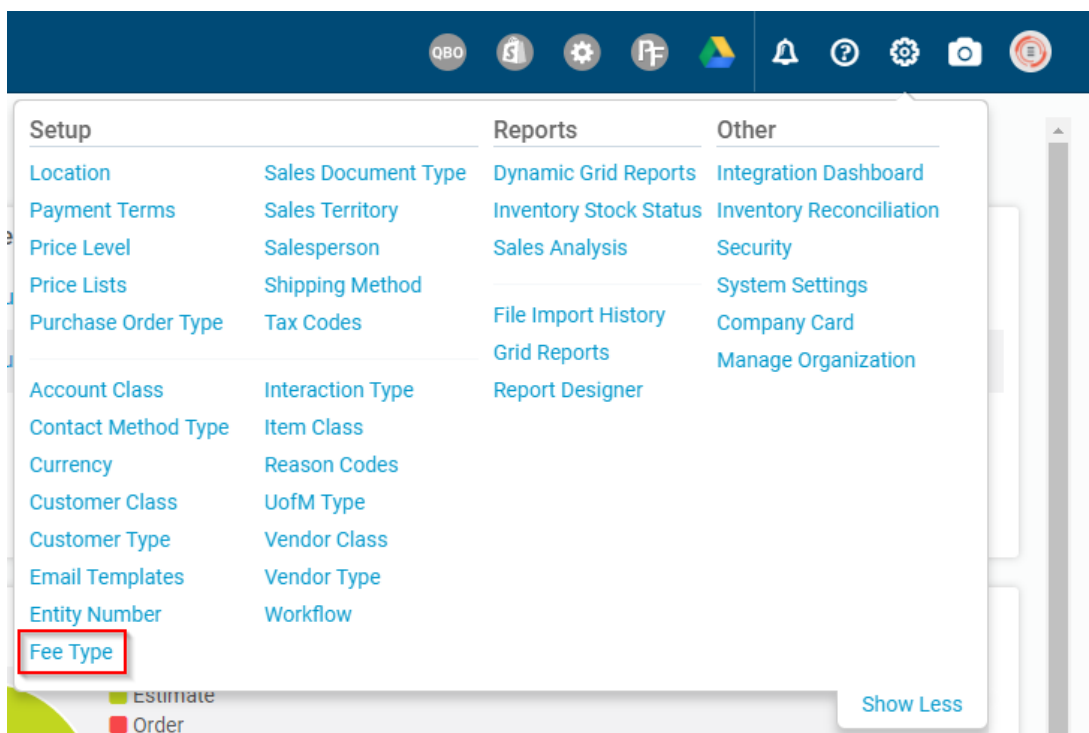
## Fee Type

Megan De Freitas - 2024-12-02 - Settings

### Overview

If your business uses Amazon.com's FBA, you will be responsible for a variety of associated fees. The Fee Types function of SalesPad Cloud helps coordinate reporting these fees to QuickBooks Online.

To get started, select **Fee Type** from the Settings menu.



### Navigation Menu

- [Fee Type](#)
  - [Create a Fee Type](#)
  - [Edit a Fee Type](#)
- [See it in Action](#)

### Fee Type

#### Create a Fee Type


To create a Fee Type, click the **New Fee Type** button in the upper left-hand corner of the screen.

## Fee Type

**New Fee Type**

Fee Type

The Fee Type drawer will appear. Fill out the information fields in this drawer.

 Feedback

## Fee Type ✕

Fee Type

Description

Debit Account

No Debit Account ▼

Credit Account

No Credit Account ▼

For a brief description of the different information fields in the Fee Type drawer, click here:

Fee Type

*Fee Type* - Describes the type of fee (should mirror the FBA fee name)

*Description* - Allows you further describe the fee required

*Debit Account* - Selects the account for recording debit transactions

*Credit Account* - Selects the account for recording credit transactions

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When you've finished entering your information, click **Save**.

[Back to Navigation Menu](#)

### **Edit a Fee Type**

To edit an existing Fee Type, first select the Fee Type from the list on the left-hand side of the Fee Type window.

## Fee Type

Fee Type

**Shipment Fee**

Promotion Fee

Once you've selected the Fee Type you want to edit, make your changes in the information fields on the left-hand side of the screen.

[New Fee Type](#)

Fee Type <input type="text" value="Service Charge"/>	Description <input type="text" value="Vendor Charge"/>	Debit Account <input type="text" value="Job Materials"/>
Credit Account <input type="text" value="Utilities"/>		

[Save](#)

When you've finished making your changes, click **Save**.

[Back to Navigation Menu](#)

**See it in Action**

SalesPad Cloud pulls fees assessed by Amazon.com through a Settlement Report, available through Amazon's [FBA site](#). Promotion, Shipment, and Item Fee entries are imported into SalesPad Cloud via this report. Create Fee Types to match. Once in SalesPad Cloud, the fees are then relayed (integrated) into QuickBooks Online. Follow the instructions on [this Amazon help page](#) to locate the Settlement Report in Seller Central. Fees are sent to QBO as journal entries and appear as pictured in the screenshot below.

Journal date	<input type="text" value="12/07/2015"/>	Journal no.	<input type="text" value="JE0000001330"/>
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#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	7220 Processing Fees:Amazon	5.00		Fee: FBAPerOrderFulfillmentFee Transaction Type
2	1499 Undeposited Funds		5.00	Fee: FBAPerOrderFulfillmentFee Transaction Type
3	7220 Processing Fees:Amazon	5.20		Fee: FBAPerUnitFulfillmentFee Transaction Type
4	1499 Undeposited Funds		5.20	Fee: FBAPerUnitFulfillmentFee Transaction Type
5	7220 Processing Fees:Amazon	11.49		Fee: Commission Transaction Type
6	1499 Undeposited Funds		11.49	Fee: Commission Transaction Type
7	7220 Processing Fees:Amazon	3.02		Fee: FBAPerWeightBasedFee Transaction Type
8	1499 Undeposited Funds		3.02	Fee: FBAPerWeightBasedFee Transaction Type

[Back to Navigation Menu](#)