



Fee Type

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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.



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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.



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



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

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

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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.



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.



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

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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.



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