

Add Funding to Inventory

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To help ensure that inventory is accounted for and tracked properly, funding sources can be associated with inventory at the sub location level.

To add funding to inventory

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page
2. Click **change location**. The domain hierarchy window opens.
3. Locate and click a sub location.
4. Locate and click the inventory to which you want to add funding. The inventory page opens.
5. In the *Inventory* area, for **Funding Sources**, click a source or press CTRL and click more than one source.
6. Click **Save**.