

**Duplicating Items in Multiple Branch/Plants - AS Accounting
Only**

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



Training Guide
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Duplicating Items in Multiple Branch/Plants Overview

You might have items that apply to multiple branch/plants. Item information can be entered for one branch/plant and then duplicated for as many as 10 other branch/plants.

This process will be done by AS - Accounting. Agencies will need to contact AS Accounting and provide the following information:

- Item Number(s) to be duplicated
- Branch/plant in which to duplicate them