Copying an Asset

Purpose: Use this document to copy an asset in ctcLink.

Audience: Finance Staff

⚠ You must have at least one of these local college managed security roles:
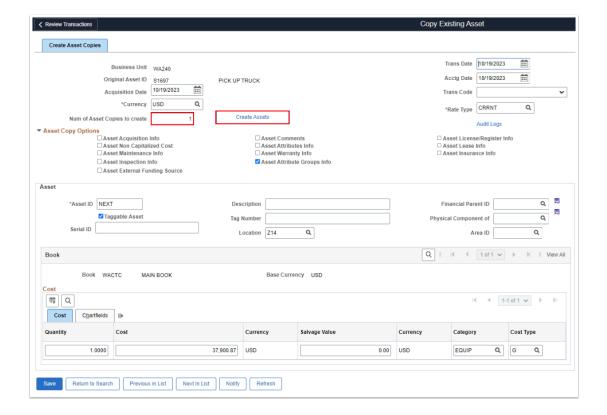
- ZZ Asset Entry

  If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.
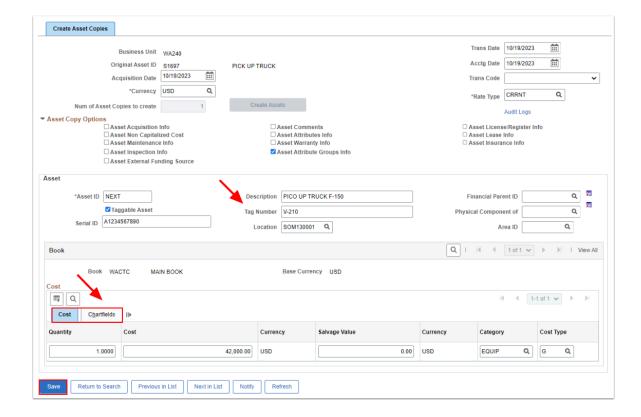
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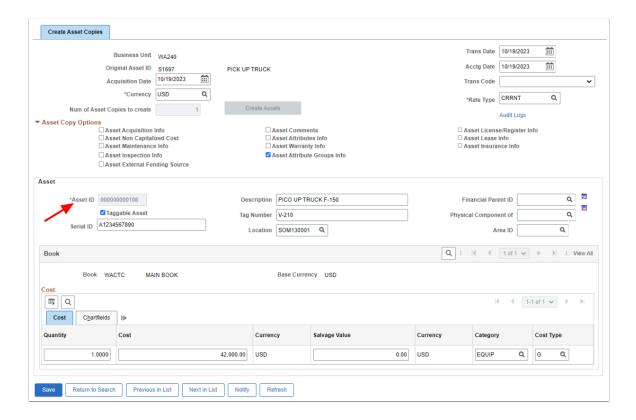**Navigation: Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset**

1. The **Copy Asset** search page displays.
2. Enter **Business Unit**.
3. Use the remaining search fields to identify the source asset, i.e. truck.
4. Select **Search**. The Search Results populate at the bottom of the page.
5. The **Create Asset Copies** page displays. Enter a valid value in the **Num of Asset Copies to Create** field.
6. Select the **Create Assets** button. The Create Assets button grays out.

7. In the Asset Section, enter a **Description.**
8. Recommend that colleges enter additional local college information. These details will help with tracking, monitoring and reconciling data. Please enter the:
   - **Tag Number.**
   - **Location.**
   - **Serial Number** (optional).

9. In the **Book/Cost** section, it is optional to update the details of the newly copied asset.
10. Select the **Save** button.

12. Note and write down the **Asset ID** of the asset created by copying an existing asset.

13. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to **Copying an Asset.** This link will open in a new tab/window.