

# 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.

## Copying an Asset

**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.



**Create Asset Copies**

Business Unit: WA240  
Original Asset ID: S1697  
Acquisition Date: 10/19/2023  
\*Currency: USD  
Num of Asset Copies to create: 1  
Create Assets

PICK UP TRUCK

Trans Date: 10/19/2023  
Acctg Date: 10/19/2023  
Trans Code:   
\*Rate Type: CRRNT

**Asset Copy Options**

☐ Asset Acquisition Info  
☐ Asset Non Capitalized Cost  
☐ Asset Maintenance Info  
☐ Asset Inspection Info  
☐ Asset External Funding Source  
☐ Asset Comments  
☐ Asset Attributes Info  
☐ Asset Warranty Info  
☒ Asset Attribute Groups Info  
☐ Asset License/Register Info  
☐ Asset Lease Info  
☐ Asset Insurance Info

**Asset**

\*Asset ID: NEXT  
☒ Taggable Asset  
Serial ID: A1234567890  
Description: PICO UP TRUCK F-150  
Tag Number: V-210  
Location: SOM130001  
Financial Parent ID:   
Physical Component of:   
Area ID:

**Book**

Book: WACTC MAIN BOOK  
Base Currency: USD

**Cost**

Cost:   
Chartfields:   
Quantity: 1.0000  
Cost: 42,000.00  
Currency: USD  
Salvage Value: 0.00  
Currency: USD  
Category: EQUIP  
Cost Type: G

Save Return to Search Previous in List Next in List Notify Refresh

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

**Create Asset Copies**

Business Unit: WA240  
Original Asset ID: S1697  
Acquisition Date: 10/19/2023  
\*Currency: USD  
Num of Asset Copies to create: 1  
Create Assets

PICK UP TRUCK

Trans Date: 10/19/2023  
Acctg Date: 10/19/2023  
Trans Code:   
\*Rate Type: CRRNT

**Asset Copy Options**

☐ Asset Acquisition Info  
☐ Asset Non Capitalized Cost  
☐ Asset Maintenance Info  
☐ Asset Inspection Info  
☐ Asset External Funding Source  
☐ Asset Comments  
☐ Asset Attributes Info  
☐ Asset Warranty Info  
☒ Asset Attribute Groups Info  
☐ Asset License/Register Info  
☐ Asset Lease Info  
☐ Asset Insurance Info

**Asset**

\*Asset ID: 000000000108  
☒ Taggable Asset  
Serial ID: A1234567890  
Description: PICO UP TRUCK F-150  
Tag Number: V-210  
Location: SOM130001  
Financial Parent ID:   
Physical Component of:   
Area ID:

**Book**

Book: WACTC MAIN BOOK  
Base Currency: USD

**Cost**

Cost:   
Chartfields:   
Quantity: 1.0000  
Cost: 42,000.00  
Currency: USD  
Salvage Value: 0.00  
Currency: USD  
Category: EQUIP  
Cost Type: G

Save Return to Search Previous in List Next in List Notify Refresh

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.