# Browse for a Line Of Accounting (LOA)

Overview

The Line Of Accounting (LOA) Browse pop-up window allows creating a line of accounting for appropriation of an asset.

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Procedures

Browse for a Line Of Accounting (LOA)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting **Reset** *at any point of this procedure returns all fields to the default "All" setting.*

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select 🔍. *The **Line Of Accounting (LOA) Browse** pop-up window appears*.

Line Of Accounting   close or Esc Key

Dept Cd	Select an Item ⌄	Subhead	
Pgm Yr	20242024	ASN	
Basic Symbol		Obj Class Cd	3100

Reset   Build

Cancel

2. In the Search Criteria panel, narrow the results by entering the following optional field.

- Use ☑ to select the desired Dept Cd.
- Enter the PGM YR in the field provided. *This is an 8 numeric character field*.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field*.
- Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field*.
- Enter the ASN in the field provided. *This is a 5 alphanumeric character field*.
- Enter the OBJ CLASS CD in the field provided. *This is a 6 numeric character field*.

3. Select **Build**. *Results display in the LOA Results Grid below*.

Line Of Accounting

close or Esc Key

Dept Cd	017-Dept of the Navy ▾	Subhead	CD34
Pgm Yr	20242024	ASN	
Basic Symbol	AB12	Obj Class Cd	3100

Reset Build

Select	LOA
Select	01720242024AB12.CD34 3100

Cancel

4. Choose the Select hyperlink next to the desired LOA. *The pop-up window closes and the selected LOA appears in the previous screen.*