

## Position Distribution - How to Fund a PCN

- To check if a PCN is funded – to do this:
  - Go to Position Cross Reference under UAccess.
  - Insert PCN, then select Commitment Acctg tab at upper left.
  - Look at Current Distribution for the fiscal year to see if account number(s) are entered.
  
- If there is not an account, then do a **Position Distribution:**
  - UAccess
  - Navigator
  - Manager/Self Services/MSS Online Forms
  - Position
  - Request Position Distribution
  - Under Distribution Header Effective Date –
    - list date prior to start date/ or last pay period
    - select Set Acctg
    - enter account number(s)
    - select User Flag
    - enter Request Comments – person’s name and start date
  
- **No attachments needed.**