

## **How Do I Know If All My Vehicles Have Been Submitted for Billing -**

A listing of unsubmitted vehicles can also be found from the Main Menu, under the Billing heading and click on the “Unsubmitted Vehicles” link. This brings you to the Search Unsubmitted Vehicles page where you can enter search criteria for your agency and view the search results showing all unsubmitted vehicles.

A listing of all your vehicles, submitted and unsubmitted, can also be found from the Main Menu, under the Billing heading and click on the “Vehicle Usage” link. If the Status column shows blank, that vehicle has yet to be submitted for billing. If the Status column shows “Pending PS”, your vehicle has been submitted and the system is currently waiting for Peoplesoft to collect the data.