

From: Lin, Shuhua
Sent: 8/21/2012 4:33:33 PM
To: Ramaiya, Shilpa R (/o=PG&E/ou=Corporate/cn=Recipients/cn=SRRd)
Cc:
Bcc:
Subject: RE: PG&E Check #3283334 \$114,246.88

Hi Shilpa,

Thanks so much for getting back to me so quickly.

For item 2A and 2B, since this check in the amount of \$114,246.88 is to pay multiple invoices, and we should be receiving the payment for the rest of unpaid invoices shortly, we would just go ahead and deposit this check.

For future references,

If the CPUC's invoice includes several contractor's invoices, please pay **the Amount Due** indicated on the invoice in full rather than pay each contractor's invoice individually. Also, please put CPUC's Invoice number , **R000xxxx (not the contractor's invoice#)** on the payment information slip to ensure proper identification.

I truly appreciate your help and cooperation!

Have a nice evening!

Pauline Shuhua Lin

Fiscal Office - Accounts Receivable Unit

California Public Utilities Commission

SL4@cpuc.ca.gov

Phone:(415)703-2370

Fax: (415)703-2261

From: Ramaiya, Shilpa R [mailto:SRRd@pge.com]
Sent: Tuesday, August 21, 2012 11:17 AM
To: Lin, Shuhua
Subject: FW: PG&E Check #3283334 \$114,246.88

Pauline,

See the notes below in red from our Finance folks which should resolve these issues. For items 2A and 2B, we suggest returning the checks to us.

Thanks. Let me know if you haave questions.

Shilpa

From: Lin, Shuhua [mailto:shuhua.lin@cpuc.ca.gov]
Sent: Monday, August 20, 2012 2:17 PM
To: Ramaiya, Shilpa R
Subject: FW: PG&E Check #3283334 \$114,246.88
Importance: High

Hi Shilpa,

I handle billing and invoicing in CPUC Fiscal Office. I just knew that Allie is currently on vacation. Could you please help me with the followings:

We received a check payment for multiple invoices pertaining to San Bruno Explosion & Fire Investigation. Please see attached a copy of the check.

Our cashiering unit has difficulty applying this payment to these invoices in our accounting records for these reasons below:

1. The amount paid does not match the amount due billed.

For example,

The Amount billed is \$3,680.00 (Invoice# R0009597 - #CPUC June 2012) and the amount Paid is \$3,312.00.

→ My mistake, I looked at the payment total which reflected \$3,312.00 with the 10% discount. I'll process a separate check in the amount of \$368.00 to make up for this difference.

2. The invoice# indicated on the payment stub doesn't doesn't match the invoice # in our accounting records.

2a. The invoice # should be **R0009470 (\$61,300.00)** instead of #926 shown on payment stub.

2b. The invoice # should be **R0009471 (\$19,810.00)** instead of #2013 shown on payment stub.

➔ My recommendation is to have them return this check and we'll reissue them a new check for these amounts.

3. Only received partial payments for CPUC Invoice#R0009598 and #R0009597.

<u>Invoice #</u>	<u>Total Amount Due</u>	<u>Total Amount Paid</u>	
R0009598	\$137,190.00	\$20,390.00	➔ I'm in the process of completing the payments for this invoice today.
R0009597	\$60,540.00	\$12,637.00	(\$9,325.00+\$3,3312.00) ➔ I'm in the process of completing the payments for this invoice today.

If you need any further information, please let me know. Thank you!

Pauline Shuhua Lin

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