

**Study Guide**  
**for**  
**Transportation Accounting Clerk 2**

**Test No. 2002 X**

**Human Resources**  
**Performance Assessment Services**  
**Southern California Edison Company**  
**An Edison International Company**

**Rev 01/27/2009**

## **Introduction**

The Transportation Accounting Clerk I and II Test is a job knowledge test designed to cover the major knowledge areas necessary to perform the job. This *Guide* contains strategies to use for taking tests and a study outline, which includes knowledge categories, major job activities and study references.

## **Test Scheduling**

Employees who apply for positions, bids, and transfers requiring testing before March 9, 2009, will be scheduled for testing by their Supervisor through Human Resources. For those who apply after March 9, 2009, both the employee and their Supervisor will be notified of a scheduled test date by Human Resources. Test times and dates for positions requiring testing will be specified in the bid/transfer/requisition/job posting. Employees should be prepared to test on the specified dates. Only employees who apply for positions requiring testing, and who meet basic qualifications, will be invited to test. Applicants will be scheduled through the recruiter. If you have any questions, please call 626-302-9830.

## **Test Session**

It is important that you follow the directions of the Test Administrator *exactly*. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may not leave the room, talk, smoke, eat or drink. Since some tests take several hours, you should consider these factors before the test begins.

All questions on this test are multiple-choice with four possible answers. Prior to March 9, 2009, your answers to the questions are indicated by filling in a circle on an answer sheet with a special mark-sense pencil. For your answers to be read accurately by the scanner, you must fill in the circles completely and erase completely any answer you wish to change. After March 9, 2009 you will take the exam on a computer. For more information on this, please see the next section of this study guide, Computer Based Testing.

**The test has a three hour time limit. Non-programmable scientific or non-scientific calculators are allowed when taking this test. Calculators will be provided by the Test Administrator, and will be one of the following three models: Casio fx-250HC, Texas Instruments TI-30XA, TI 36-X.**

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

## **Study Guide Feedback**

At the end of this *Guide* you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this *Guide* incorrect, your feedback would be appreciated so that corrections can be made.

Effective **March 9, 2009**, all knowledge tests will be administered on the computer. The information below refers only to those tests administered **March 9, 2009** or later.

Taking an SCE knowledge test on the computer is simple. You do not need any computer experience or typing skills. You will only use the keyboard to enter your candidate ID and password. You'll answer all questions by pressing a single button on the mouse.

### Log in Screen

You will be seated at a testing station. When you are seated, the computer will prompt you to enter the candidate ID and password you received in your invitation e-mail. You **MUST** have your candidate ID and password or you will be unable to take the test. Once you have confirmed your identity by entering this information, you will see a list of tests available to you.

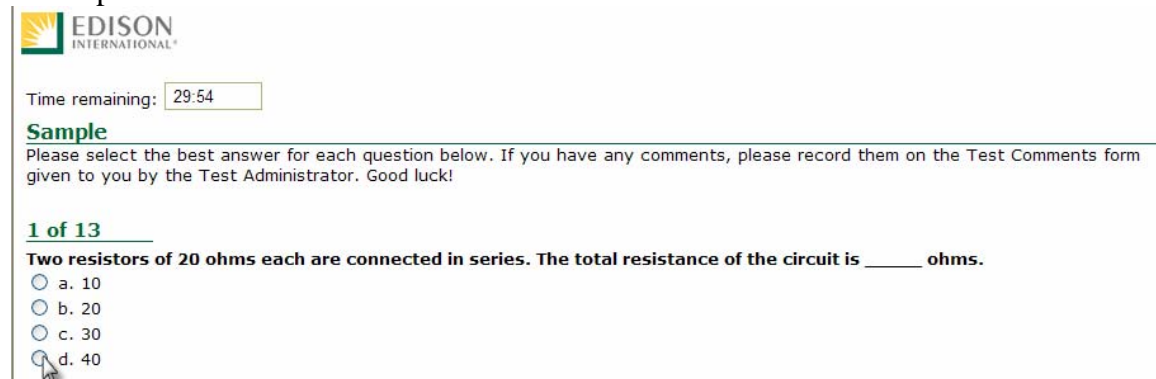
### Sample/Tutorial


Before you start your actual test, a Sample/Tutorial Test is provided to help you become familiar with the computer and the mouse. From the list of exams that appear when you complete the log in, you will select Sample/Tutorial. You will have up to 10 minutes to take the Sample/Tutorial Test. The time you spend on this Sample Test DOES NOT count toward your examination time. Sample questions are included so that you may practice answering questions. In the Sample/Tutorial Test, you will get feedback on your answers. You will not receive feedback on your actual test.

### Example

During the test, to answer each question, you should move the mouse pointer over the circle (radio button) next to the answer of your choice, and click the left mouse button. The amount of time you have remaining to take the test will always be shown in the top left corner of the screen. A sample is show below:

1. When you begin the test, you can see the total time allowed for completion displayed at the top of the screen. You can scroll up to see that information at any time during the test.
2. In order to answer each question, first read the question and determine the response that best answers the question. Put the mouse pointer directly over the circle corresponding to that response.



 EDISON INTERNATIONAL

Time remaining:

**Sample**

Please select the best answer for each question below. If you have any comments, please record them on the Test Comments form given to you by the Test Administrator. Good luck!

**1 of 13**

Two resistors of 20 ohms each are connected in series. The total resistance of the circuit is \_\_\_\_\_ ohms.

a. 10

b. 20

c. 30

d. 40

3. While the pointer is over the circle corresponding to the best answer, click the left mouse button.



**Click the left button when the pointer icon is over your answer choice.**

- The answer you selected should now have a green dot in the circle. If you need to select an alternate answer, simply move the pointer over that circle, and click again.



Time remaining:

**Sample**

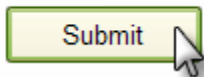
Please select the best answer for each question below. If you have any comments, please record them on the Test Comments form given to you by the Test Administrator. Good luck!

**1 of 13**

**Two resistors of 20 ohms each are connected in series. The total resistance of the circuit is \_\_\_\_\_ ohms.**

- a. 10
- b. 20
- c. 30
- d. 40

- You can change your answers at any time during the test until the time runs out, or you click the "Submit" button.



# Test Taking Strategies

## Introduction

The Transportation Accounting Clerk I and II Test contain multiple-choice questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

### *Technique*

### *Remarks*

#### *Be confident*

- If you feel confident about passing the test, you may lose some of your anxiety.
- Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve and your good judgment capabilities.

#### *Be punctual*

- Arrive early enough to feel relaxed and comfortable before the test begins.

#### *Concentrate*

- Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.
- If possible, select a seat away from others who might be distracting.
- If lighting in the room is poor, sit under a light fixture.
- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator *immediately*.

#### *Budget your time*

- Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

#### *Read critically*

- Read all directions and questions carefully.

- Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.

*Make educated guesses*

- Make an educated guess if you do not know the answer or if you are unsure of it.

*Changing answers*

- If you need to change an answer, be sure to erase your previous answer completely. On the computer, be sure that the new answer is selected instead of the old answer.

*Return to difficult questions*

- If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

*Double check mathematical calculations*

- Use scratch paper to double check your mathematical calculations.

*Review*

- If time permits, review your answers.
- Do the questions you skipped previously.
- When testing on paper, make sure each answer bubble is *completely* filled in. Erase any stray marks on your answer sheet. When testing on the computer, make sure each question has a green dot next to the correct answer.

Remember, the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

# **Study Guide Outline**

## **Job Knowledge Categories**

Below are the major job knowledge categories that are covered on the test.

### **A. SCE Policies, Procedures and the Union contract**

Corporate ESM, proper use of SCE forms and reports; Corporate organizational structure, chain of command and authorization limits; general familiarization with all areas and knowledge of reference sources and areas of responsibility; Union contract agreement; identification of work order accounting, job order accounting, Employee Tool Purchase procedures; contract and procedures related to payroll, personnel activities, benefits, accounting, conduct

### **B. Transportation Services Department Policies and Procedures**

State and Federal regulations; Department organizational structure, TSD policies, tools, Vehicle leasing agreement; Basic accounting procedures, bookkeeping and basic math; Function Validation; TSD accounting procedures, sub-component, F & E accounting procedures and inventories; filing of personnel and payroll records; mathematics to include percentages, fractions and proportions

### **C. Computer Knowledge (Knowledge of Systems such as FA, ATS, APSM, CARM, FMS, Peoplesoft, etc.)**

Working knowledge of computer systems and procedures, Lotus Notes, MMS (include inventories), Job Order System; inquiry and update of on-line systems pertaining to personnel, payroll, accounting, material management, invoice payments, Fleet Management System (FA), Automated Timekeeping System (ATS)

## Study References

Below is a combined listing of the study references for material covered on the test. The materials listed in this Guide are available from general company references (e.g. ESM, Accident Precaution Manual, etc.), SCE intranet, public/university libraries, general bookstores, university or technical bookstores. Department reference material (e.g., operating letters, on-line computer systems, etc.) again will depend on project.

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ACCOUNTING PROCEDURES – Transportation Services Department

BASIC MATH BOOK (PERCENTAGES)

BASIC MATH BOOK (PROPORTIONS)

CALIF VEH CODE BOOK - 5302 FLEET ELIGIBILITY

CALIF VEH CODE BOOK - 9406 ALTERATIONS OR ADDITIONS TO VEHICLES

CALIF VEH CODE BOOK - 9400 WEIGHT FEES FOR COMMERCIAL VEHICLES

CALIF VEH CODE BOOK – ART 4 – PAYMENT OF FEES

CONTROLLER’S TRAINING PROGRAM – Overview of Accounting Transactions

DOCUMENTS AND REPORT SYSTEM - RDRS

TSD POLICIES - <http://edna.sce.com/tfd/html/dept-orch-man.html>

- Fitness for Duty
- Policy 1.2 – Ethics in Handling Company Assets
- Policy 1.3 – Safe Working Conditions & Practices
- Policy 1.4 – Attendance Standards of Performance
- Policy 1.5 – Controls and Visibility
- Policy 2.1 – Documentation of Meeting with Suppliers
- Policy 2.3 – One – Time Purchase Orders

TSD ACCOUNTING PROCEDURES - <http://edna.sce.com/tfd/html/acct-procs.html>

- Authorized Function Validations
- Automated Time Keeping
- Centralized Material Processing
- Establishing Full Service Leasing or Rental
- Function 1593 Vehicle Betterment
- Function Definitions
- Payroll
- Procurement Cards
- Release Number List
- Status Changes

TSD CLIENT & HERC SERVICES PROCEDURES - <http://edna.sce.com/tfd/html/client-herc-services-proc.html>

- Establishing and Deleting a Vehicle Number

TSD FLEET MANAGEMENT PROCEDURES - <http://edna.sce.com/tfd/html/fleet-mgmt-proc.html>

- Salvage Vehicles and Equipment on Hold

TSD GARAGE OPERATIONS PROCEDURES - <http://edna.sce.com/tfd/html/gar-ops-proc.html>

- Reporting Lost or Stolen Tools

TSD GENERAL ADMINISTRATIVE PROCEDURES - <http://edna.sce.com/tfd/html/gen-admin-proc.html>

- Credit Card Guidelines

ESM 11.15.3 WORKERS COMPENSATION

ESM 19.5.8 EMPLOYMENT REQUISITION

ESM 19.58.10 EMPLOYEE TOOL PURCHASE PLAN

ESM 19.90.5 PROCESSING TERMINATIONS OF EMPLOYMENT

ESM 37.3.5 MATERIAL MANAGEMENT SYSTEM USERS GUIDE

ESM 37.30.25 LOCAL PURCHASE ORDERS

ESM 39.12.1 VEHICLE ASSIGNMENT AND ADMINISTRATION - AUTOMOTIVE  
LOCATION AND SERVICE CODES MAINTENANCE

ESM 39.12.5 SERVICE CODES - GENERAL AND INDEX

ESM 39.12.5 VEHICLE ASSIGNMENT AND ADMINISTRATION - AUTOMOTIVE  
LOCATION AND SERVICE CODES MAINTENANCE

ESM 39.35.10 FLEET LEASING AGREEMENTS - GENERAL

ESM 39.35.30 FLEET LEASING AGREEMENTS - PROCUREMENT OF NEW  
VEHICLES & EQUIPMENT

ESM 7.10.10 CLAIM WORK ORDERS

ESM 7.35.10 JOB ORDERS - TRANSPORTATION SERVICES JOB ORDER, GARAGE,  
OR SUPPLIER WORK AUTHORIZATION

ESM 7.35.5 JOB ORDER ACCOUNTING

ESM 8.1.5 SOURCE CODE, JOURNAL VOUCHER, AND SOURCE DESIGNATOR  
NUMBERS

ESM 8.1.6 ACCOUNT AND JOURNAL VOUCHER CODES AND DESCRIPTIONS -  
DETAIL LABOR REPORTS

FIELD PAYMENT SYSTEM (FPS) GUIDE BOOK

MATERIAL MANAGEMENT ONLINE REFERENCE (MMOR)

MATERIAL SYSTEM ON-LINE RECEIVING OPTIONS

PEOPLE LINK REFERENCE MANUAL

PEOPLELINK AUTOMATED TIMEKEEPING SYSTEM – Employee handout

PEOPLESOFT PAYROLL SYSTEM TRAINING MANUAL

PEREGRINE FLEET MANAGEMENT/FLEET ANYWHERE ON-LINE HELP –

Equipment Units/ Fleet Equipment, Specifications: Equipment Activity/Accidents,  
Special Fees: Shop Activity/WO Center and search function, etc.

PROCUREMENT CARD PROCEDURES & GUIDELINES

SHARED SERVICES APPROVAL MATRIX

UNION CONTRACT BOOK: LOCAL 47, IBEW, ARTICLE XIV, SECTION D

UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE IX, SECTION K

UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE XII, SECTION H

UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE XIV, SECTION C

UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE IX, SECTION F

## **SCE Policies, Procedures and the Union Contract**

ESM 11.15.3 WORKERS COMPENSATION

ESM 19.5.8 EMPLOYMENT REQUISITION

ESM 19.58.10 EMPLOYEE TOOL PURCHASE PLAN

ESM 19.90.5 PROCESSING TERMINATIONS OF EMPLOYMENT

ESM 37.3.5 MATERIAL MANAGEMENT SYSTEM USERS GUIDE

ESM 37.30.25 LOCAL PURCHASE ORDERS

ESM 7.10.10 CLAIM WORK ORDERS

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UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE XIV SECTION C

UNION CONTRACT BOOK: LOCAL 47, IBEW ARTICLE IX, SECTION F

## **Transportation Services Department Policies and Procedures**

ACCOUNTING PROCEDURES – Transportation Services Department

CALIF VEH CODE BOOK - 5302 FLEET ELIGIBILITY

CALIF VEH CODE BOOK - 9406 ALTERATIONS OR ADDITIONS TO VEHICLES

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- Policy 2.3 – One – Time Purchase Orders

TSD ACCOUNTING PROCEDURES - <http://edna.sce.com/tfd/html/acct-procs.html>

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- Centralized Material Processing
- Establishing Full Service Leasing or Rental
- Function 1593 Vehicle Betterment
- Function Definitions
- Payroll
- Procurement Cards
- Release Number List
- Status Changes

TSD CLIENT & HERC SERVICES PROCEDURES - <http://edna.sce.com/tfd/html/client-herc-services-proc.html>

- Establishing and Deleting a Vehicle Number

TSD FLEET MANAGEMENT PROCEDURES - <http://edna.sce.com/tfd/html/fleet-mgmt-proc.html>

- Salvage Vehicles and Equipment on Hold

TSD GARAGE OPERATIONS PROCEDURES - <http://edna.sce.com/tfd/html/gar-ops-proc.html>

- Reporting Lost or Stolen Tools

TSD GENERAL ADMINISTRATIVE PROCEDURES - <http://edna.sce.com/tfd/html/gen-admin-proc.html>

- Credit Card Guidelines

ESM 39.12.1 VEHICLE ASSIGNMENT AND ADMINISTRATION - AUTOMOTIVE LOCATION AND SERVICE CODES MAINTENANCE

ESM 39.12.5 SERVICE CODES - GENERAL AND INDEX

ESM 39.35.10 FLEET LEASING AGREEMENTS - GENERAL

ESM 39.35.30 FLEET LEASING AGREEMENTS - PROCUREMENT OF NEW VEHICLES & EQUIPMENT

ESM 8.1.6 ACCOUNT AND JOURNAL VOUCHER CODES AND DESCRIPTIONS - DETAIL LABOR REPORTS

ESM 7.35.10 JOB ORDERS - TRANSPORTATION SERVICES JOB ORDER, GARAGE, OR  
SUPPLIER WORK AUTHORIZATION  
ESM 7.35.5 JOB ORDER ACCOUNTING  
MATERIAL SYSTEM ON-LINE RECEIVING OPTIONS  
P/R SYSTEM REFERENCE MANUAL  
PEOPLE LINK REFERENCE MANUAL  
PEOPLELINK AUTOMATED TIMEKEEPING SYSTEM – Employee handout  
PEOPLESFT PAYROLL SYSTEM TRAINING MANUAL  
PEREGRINE FLEET MANAGEMENT/FLEET ANYWHERE ON-LINE HELP  
PROCUREMENT CARD PROCEDURES & GUIDELINES  
SHARED SERVICES APPROVAL MATRIX

## **Basic Accounting Procedures (Bookkeeping and Basic Math)**

ACCOUNTING PROCEDURES – Transportation Services Department

BASIC MATH BOOK (PERCENTAGES)

BASIC MATH BOOK (PROPORTIONS)

DOCUMENTS AND REPORT SYSTEM - RDRS

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**Computer Knowledge (Knowledge of Systems such as FMS, PFM/FA, ATS, APSM, CARM, etc.)**

CONTROLLER'S TRAINING PROGRAM – Overview of Accounting Transactions

ESM 37.3.5 - MATERIAL MANAGEMENT SYSTEM USERS GUIDE

FIELD PAYMENT SYSTEM (FPS) GUIDE BOOK

JOB ORDER SYSTEM MENU

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PEOPLESOFT PAYROLL SYSTEM TRAINING MANUAL

PEREGRINE FLEET MANAGEMENT/FLEET ANYWHERE ON-LINE HELP

## Sample Questions

The following are samples of the type of questions you will encounter in this test. An answer page follows the questions.

1. **Time is charged to function 1560, Garage and Shop Overhead, when labor is less than \_\_\_\_\_ minutes.**
  - a. 15
  - b. 30
  - c. 60
  - d. 120
  
2. **Which transaction and action codes provide the capability of updating a pending material movement transaction?**
  - a. UMVC and PS
  - b. UMVP and PR
  - c. UMVN and PR
  - d. UPOR and PS

**Questions 3-6 refer to the following:**

**An Employee's normal work day is 7AM - 3:30PM with ½ hr. for lunch. His/her rate of pay is: \$24.461 Normal Time, \$36.692 Overtime and \$48.922 Doubletime. The employee was called from home at 6AM, worked a normal day and continued to work until released at 7:30PM. An evening meal was taken prior to release.**

3. **What is the employee's overtime labor earnings? (round to the nearest cent)**
  - A. \$110.08
  - B. \$146.77
  - C. \$97.84
  - D. \$207.92
  
4. **What is the employee's doubletime labor earnings? (round to the nearest cent)**
  - A. \$48.92
  - B. \$97.84
  - C. \$293.53
  - D. \$146.77

5. What is the employee's normal time labor earnings? (round to the nearest cent)

- A. \$195.69
- B. \$171.23
- C. \$207.92
- D. \$293.54

6. How many meals will be provided by the Company?

- A. 2
- B. 1
- C. 3
- D. 4

## **Answers to Sample Questions**

The following are answers and knowledge categories for the sample questions on the previous pages.

1. **B**

2. **B**

3. **A**

4. **D**

5. **B**

6. **C**

# Study Guide Feedback

Please use this page to notify us of any changes in policies, procedures or materials affecting this guide. Once completed, return to:

*Performance Assessment Services  
G04, Ground Floor  
8631 Rush St.  
Rosemead, CA 91770*

Test Name: **Transportation Accounting Clerk II**

Test No: **2002 X**

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