

Study Guide
for
Division Accounting Clerk

Power Supply
Shop Services and Instrumentation

Test Number 2600

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

Introduction

The Division Accounting Clerk Test is a job knowledge test designed to cover the major knowledges necessary to perform the job. This *Guide* contains strategies to use for taking tests and a study outline, which includes knowledge categories and 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, and you may use a calculator during the 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 Comment 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.

Computer Based Testing

Effective **March 9, 2009**, all knowledge tests will be administered on the computer. This information will help prepare you for a knowledge test taken on or after **March 9, 2009**.

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.

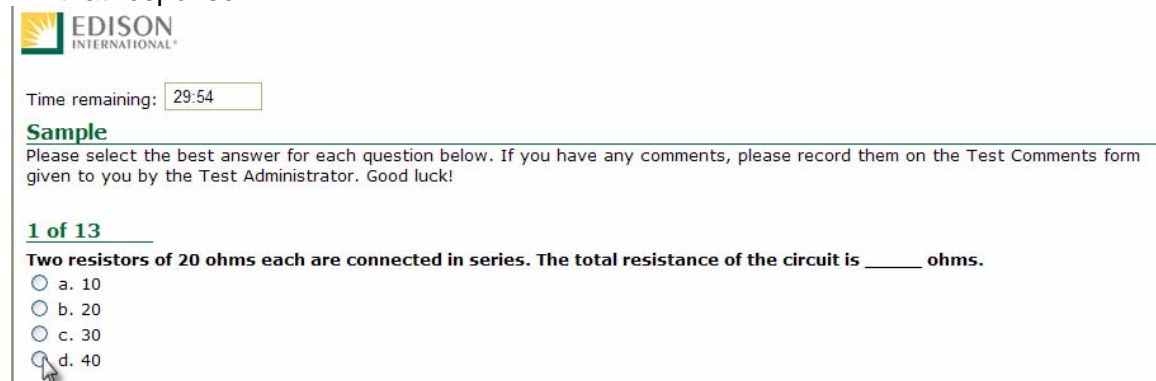
Sample/Tutorial

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.



The screenshot shows the Edison International test interface. At the top left is the Edison International logo. Below it, a timer displays "Time remaining: 29:54". A section titled "Sample" contains the instruction: "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!". Below this, it indicates "1 of 13" questions. The question text is: "Two resistors of 20 ohms each are connected in series. The total resistance of the circuit is _____ ohms." There are four radio button options: a. 10, b. 20, c. 30, and d. 40. A mouse cursor is pointing at option d.

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.

4. 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

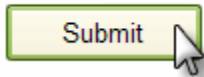
Please select the best answer for each question below. If you have any comments, please record them on the Test Comments form given to you by the Test Administrator. Good luck!

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

5. 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 Division Accounting Clerk Test contains 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

- o If you feel confident about passing the test, you may lose some of your anxiety.
- o 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

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

Concentrate

- o 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.
- o If possible, select a seat away from others who might be distracting.
- o If lighting in the room is poor, sit under a light fixture.
- o If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator *immediately*.

Budget your time

- o You are allowed three hours to complete the test.
- o Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

Read critically

- o Read all directions and questions carefully.
- o Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.

Make educated guesses

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

Changing answers

- o 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 one.

Return to difficult

questions

- o 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

- o Use scratch paper to double check your mathematical calculations.

Review

- o If time permits, review your answers.
- o Do the questions you skipped previously.
- o 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 Areas Categories

Below are the major job knowledges and abilities covered on the test.

1. **Personnel, labor and payroll policies and procedures.** ESM and contract policies and procedures as applied to payroll, labor and personnel activities, such as benefit/compensation policies, preparation of time sheets, reports, expense accounts, bids, and awards. Type and use of accounts related to timekeeping, benefits, and expenses. Knowledge of procedures for and application of various forms used. Corporate and department policies and procedures.
2. **Accounting and budgeting principles, policies, and procedures.** Basic accounting and bookkeeping principles. All ESM clerical and accounting procedures related to job orders and budgeting. Knowledge of material, contract, and other costs as related to accounting source documents and their budget application. Type and use of accounts related to job documents and their budget application. Type and use of accounts related to job orders and budgeting. Computer report sources of information.
3. **Basic math.** Add subtract, multiply, and divide whole numbers, percentages, and fractions.
4. **Procurement, inventory, and miscellaneous policies and procedures.** ESM policies and procedures related to procurement and inventory. Accounts, procedures, and forms necessary to order and maintain equipment, materials, and supplies. Knowledge of MMS and procedures. Accounts and nomenclature of equipment, materials, and supplies. Corporate and department policies and procedures.

Job Activities and Study References

Below are the major job activities covered on the test with study references relating to each activity cluster. The study references are guides and may not include all the material covered on the test.

1. **Prepares, processes, and maintains time sheets and payroll records.** Takes information from daily time reports and other reports and enters information into on-line timekeeping system. Fills in, reviews, and processes time sheets, payroll forms, and other records. Applies ESM and contract rules for timekeeping records. Obtains necessary information, authorizations, approvals, or other data from others as necessary. Maintains follow-up records, payroll, and corrections to ensure timely actions. Prepares routine and special reports as needed.

Study references — *Edison System of Manuals* Sections 8.1.5; 8.5.1; 8.5.5; 9.1.10; 9.7.5; 9.7.7; 9.7.15; 9.7.16; 9.13.5; 9.15.10; 9.20.5; IBEW IX, XII, and XIV, *PeopleLink Reference Manual*.

2. **Prepares, processes, and maintains employee benefit and other personnel records.** Prepares, processes, and maintains expense reports and employee benefit records. Applies ESM and contract rules and interprets as necessary. Obtains necessary information, authorizations, approvals, or other data from others. Prepares, transmits, and posts bids and awards. Maintains all logs and records pertinent to bids and awards. Prepares, processes, and maintains lists and any documents pertaining to service awards.

Study references — *Edison System of Manuals* Sections 7.55.93; 19.27.15; 19.45.5; IBEW X; *Benefits Handbook*.

3. **Prepares, processes, and monitors job orders.** Receives authorization for and prepares, processes, updates, and monitors job orders, completions, revisions, supplements, and other records pertaining to job orders. Prepares and processes cost and job order analysis reports and documents relating to billings to outside vendors. Applies policies and procedures in preparing documents. Obtains necessary information, authorizations, approvals, or other data from others. Closes out job orders. Transfers funds and records on all collectible job orders to Financial Accounting monthly. Maintains Job Order Detail Report and Job Order Summary.

Study references — *Edison System of Manuals* Sections 6.3.81; 7.10.10; 7.35.5; 7.47.25; 8.1.5; 8.2.5; 8.5.5.

4. **Prepares and maintains statistical and budgeting reports and analyses.** Assists in preparing plant and function budget items, analyses, and budget expenditures. Compiles and computes statistical data using Microsoft Excel and prepares regular or special statistical and budgeting reports. Posts and balances contingent fund report. Performs special assignments as needed in regard to statistics, budgets, and/or analyses.

Study references — *Edison System of Manuals* Sections 6.5.5; 6.5.6; 6.5.40; 6.6.10; 8.1.5; *On-Line MMS Update*.

5. **Assists in preparing, processing, and monitoring work orders.** Assists in preparing and processing work orders, completion reports and revisions, and supplements to work orders. Prepares, computes, and updates cost and work order analysis reports. Completes and reconciles accounting correction documents. Assists in preparing plant items and forms to initiate and revise budgets. Reconciles plant/equipment ledgers monthly.

Study references — *Edison System of Manuals* Sections 6.1.5; 6.3.22; 6.3.24; 6.3.32; 6.3.38; 7.5.30; *Department Budget Instructions*.

6. **Orders and maintains records and inventory of office supplies and automobiles for use in division.** Prepares requisitions and orders, maintains and issues forms and office supplies. Prepares and maintains proper records and forms. Completes and sends purchase orders as needed. Assists in compiling data for preparation and maintenance of vehicle budget and analysis. Prepares monthly updated vehicle list. Maintains credit cards and purchase receipts.

Study references — *Edison System of Manuals* Sections 6.2.10; 39.11.5; 39.47.5.

7. **Provides materials and supplies and maintains proper inventory levels.** Processes requisitions and other materials and equipment accounting forms for ordering and receiving material, equipment, and supplies to maintain proper records. Takes and reconciles periodic plant equipment inventories.

Study references — *Edison System of Manuals* Sections 7.©1.26; 8.1.5; 8.72.1; 41.15.5; *On-Line MMS Update*; *F&E Users Manual*.

8. **Performs filing, mail, copying, and incidental activities.** Sets up files and maintains proper filing system for payroll, personnel, work order, job order, accounting, and supply systems as needed. Checks for completeness and accuracy. May index materials for cross reference. Analyzes materials to determine disposition. Files alphabetically and numerically. Maintains and updates manuals and ESM. Picks up, delivers, stamps, and mails materials internally and externally. Makes copies on copying machine.

Study references — *Edison System of Manuals* Sections 7.1.5; 8.1.5; 9.5.5; 33.20.1; 41.15.5.

Study References

Below is a combined listing of the study references for the major job activities. The listing includes the major references for material covered on the test.

1. *Edison System of Manuals Sections*

6.1.5; 6.2.10; 6.3.22; 6.3.24; 6.3.32; 6.3.38; 6.3.81; 6.5.5; 6.5.6; 6.5.40;
6.6.10

7.1.5; 7.1.26; 7.5.30; 7.10.10; 7.35.5; 7.47.25; 7.55.93

8.1.5; 8.2.5; 8.5.1; 8.5.5; 8.72.1

9.1.10; 9.5.5; 9.7.5; 9.7.7; 9.7.15; 9.7.16; 9.13.5; 9.15.10; 9.20.5

19.25.15; 19.45.5

33.20.1

39.11.5; 39.47.5

41.15.5

2. *Benefits Handbook (CDP)*

3. *Department Budget Instructions*

4. *F&E Users Manual*

5. *IBEW IX, XII, and XIV*

6. *On-Line MMS Update*

7. *PeopleLink Reference Manual*

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
GO4, Ground Floor**

Test Name: DIVISION ACCOUNTING CLERK

Test No: Test Number 2600

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Comments

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