

**Study Guide  
for  
Division Accounting Clerk  
Information Technologies**

**Test No. 2914 X**

**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 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 will be scheduled for testing by their Supervisor through Human Resources Test Administration. Applicants will be scheduled through their recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or 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. 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.

The test has a three hour (180 minute) time limit, and non-programmable scientific calculators are allowed when taking this test.

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.

# Test Taking Strategies

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.

<b>Technique</b>	<b>Remarks</b>
<i>Be confident</i>	<ul style="list-style-type: none"><li>• If you feel confident about passing the test, you may lose some of your anxiety.</li><li>• 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.</li></ul>
<i>Be punctual</i>	<ul style="list-style-type: none"><li>• Arrive early enough to feel relaxed and comfortable before the test begins.</li></ul>
<i>Concentrate</i>	<ul style="list-style-type: none"><li>• 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.</li><li>• If possible, select a seat away from others who might be distracting.</li><li>• If lighting in the room is poor, sit under a light fixture.</li><li>• If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator <i>immediately</i>.</li></ul>
<i>Budget your time</i>	<ul style="list-style-type: none"><li>• Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.</li></ul>

*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.

*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.
- Make sure each answer bubble is *completely* filled in. Erase any stray marks on your answer sheet.

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.

### **I. Personnel & Payroll Policies and Procedures**

ESM and contract policies and procedures as applied to payroll and personnel activities, such as benefit/compensation policies, preparation of timesheets, reports, expense accounts, bids and awards. Type and use of accounts related to timekeeping, benefit, and expenses. Knowledge of procedures for, and application of, various forms used. Corporate, Department, and Division policies and procedures.

#### A. Process Timesheets

EDNA H.R. Benefits web-site  
Payroll Location Reference Manual - Section 11  
Automated Timekeeping System Handbook

#### B. Process Expense Account/Lodging and Subsistence

ESM 19.27.1  
ESM 19.27.10  
Field Payment System Guidebook  
Field Payment System Guidebook, Sec. 3

#### C. Understand Union Contract

IBEW Contract, Article VII  
IBEW Contract, Article IX  
IBEW Contract, Article XII  
IBEW Contract, Article XIV  
Amendments to Agreement Between SCE & IBEW, Proposal  
U-34/C-35

#### D. Benefits

Benefits Handbook  
ESM 19.90.5

## **II. Material Handling**

Forms and procedures for ordering, receiving, shipping, and transferring of material. Knowledge of forms and procedures for making corrections, doing inventories, and tracking of material. Knowledge of safety procedures related to the handling of non-hazardous material.

### **A. Ordering (Vendor Relations)**

ESM 37.3.5  
ESM 37.30.25  
MMS Instructional Module

### **B. Receiving/Repair**

ESM 8.1.5  
ESM 37.3.5  
MMS Instructional Module

### **C. Shipping/Return**

ESM 37.3.3  
ESM 37.78.1; 37.82.50  
MMS Instructional Module

### **D. Transferring**

MMS Instructional Module

### **E. Loading/Unloading**

Forklift Truck Operating Training

### **F. Safety**

ESM 11.11.3  
Forklift Truck Operating Training

### **G. Corrections**

ESM 8.1.5  
ESM 8.1.10  
ESM 37.14.40  
ESM 37.62.15  
ESM 37.82.50

### **H. Inventories**

MMS Instructional Module  
On-line Material Catalog Data Inquiry

### **I. Tracking & Expediting**

ESM 8.1.5  
MMS Instructional Module

### **III. Capital Budgets**

Basic accounting and bookkeeping principles. All ESM clerical and accounting procedures related to job orders, furniture and equipment work orders, CPR accounting, BIBS 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 orders, F & E work orders, and budgeting. Computer report sources of information.

#### **A. Prepares Work Orders**

ESM 6.3.1

On-line CARM

#### **B. Closes Work Orders**

ESM 7.3.2

ESM 7.3.20

ESM 7 Series

On-line CARM

#### **C. CPR Accounting**

ESM 7.47.5

ESM 7.52.10

#### **D. Analysis**

#### **E. Monitor/Reconcile Reports**

ESM 8.5.16

#### **IV. Expense Budgeting**

Knowledge of BARS, BIDS, and RMDS systems for inputting budgets. Forms required. for budget revisions. Forms and procedures for processing budget corrections. Knowledge of forms and procedures for processing job orders.

##### **A. Monitors Budget/Reports**

ESM 8.1.5

ESM 8.55

##### **B. JOSM**

ESM 7.35.5

##### **C. Process Corrections**

ESM 8.1.5

# Sample Questions

The following sample questions should give you some idea of the form the test will take.

- 1. All of the following time-off codes are changed to sick time allowances except:**
  - a. 60
  - b. 61
  - c. 62
  - d. 69
  
- 2. Source designators are used for:**
  - a. identifying documents.
  - b. accounting system use only
  - c. identifying function accounts.
  - d. identifying departments.
  
- 3. Which of the following is the soonest a Job Order number can be reissued?**
  - a. After it has been closed for three months.
  - b. After it has been closed for six months.
  - c. After it has been closed for one year.
  - d. You cannot reuse a Job Order number once it has been issued.

## Answers to Sample Questions

1. c
2. a
3. b

