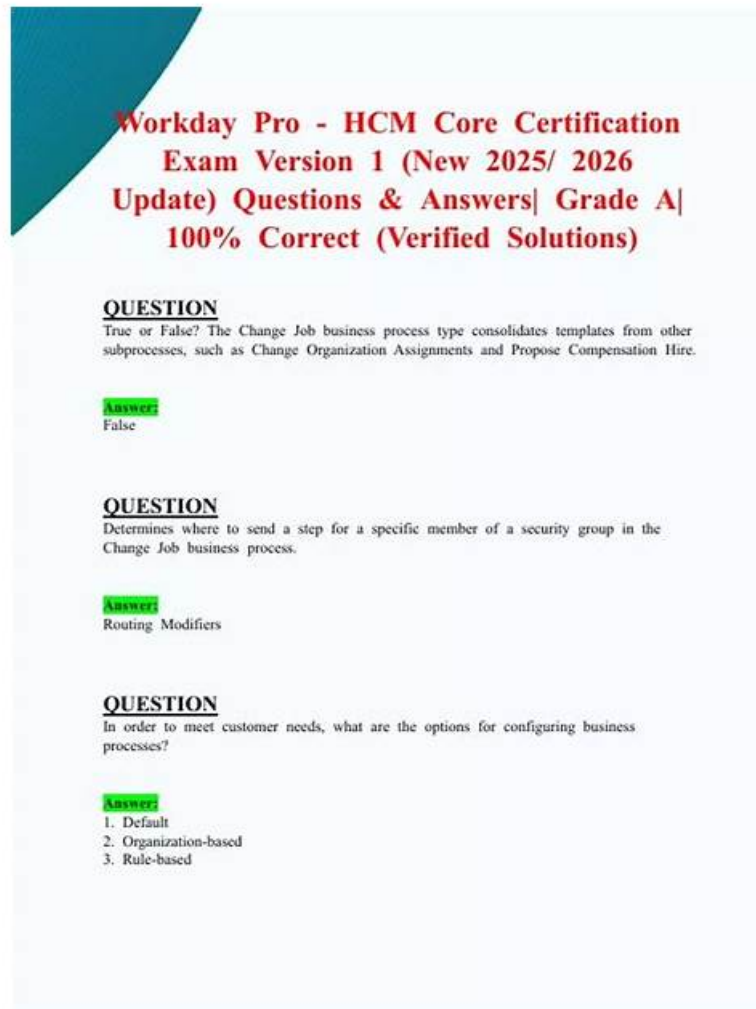


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Workday Workday-Pro-HCM-Reporting Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Calculated Fields: This domain assesses the skills of candidates regarding calculations. A calculation is a deliberate process that transforms one or more inputs into one or more results.

Topic 2	<ul style="list-style-type: none"> • Reporting: Business Reporting is used to inform management and investors of information such as financial performance, the market outlook, or the performance of a specific department. Candidates are tested for their business reporting skills.
Topic 3	<ul style="list-style-type: none"> • Composite Reporting: This domain of the Workday Pro HCM Reporting Certification exam measures the skills of HRIS Analysts and covers building and managing Composite Reports to deliver advanced insights across Workday HCM data.
Topic 4	<ul style="list-style-type: none"> • Human Capital Management: Human capital is a concept used by economists and social scientists to designate personal attributes considered useful in the production process. Candidates are assessed for their HCM skills.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22

A user needs to view additional data on the delivered Headcount By Job Profile report. What should you recommend?

- A. Edit the standard report
- B. Export the standard report to a data warehouse
- C. Create a custom report from scratch
- **D. Copy and modify the standard report**

Answer: D

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

NEW QUESTION # 23

A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.

What would be an effective option for this case?

- **A. A dashboard, because we need information from a collection of reports, organized by region.**
- B. A worklet, because we need information from a collection of reports, organized by region.
- C. A worklet, we only need information from a single report.
- D. A dashboard, because we only need information from a single report.

Answer: A

Explanation:

Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.

From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.

Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 24

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

The recruiting manager would like to view the top ten hiring sources, rather than just three.

How can you adjust the report definition to address this requirement?

- **A. Edit the Maximum Number of Rows field.**
- B. Configure a Field Values group on the Group by Field.
- C. Edit the Sort Rows field on the Row Grouping column.
- D. Edit the Axis Scale on the Output tab.

Answer: A

Explanation:

In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results—such as the top 10 hiring sources—you must increase this value in the report definition.

From the Workday Reporting documentation:

"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."

"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 25

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

- A. Access the View Custom Report task
- **B. Run the Business Object Details report**
- C. Run the Workday Standard Reports report
- D. View the Learning dashboard

Answer: B

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects."

"The Business Object Details report is used to view which fields are available for reporting." Therefore, the correct answer is B. Run the Business Object Details report.

NEW QUESTION # 26

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- B. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.
- **C. Configure a prompt set on the composite report in the Report Settings.**
- D. Configure the same default value for each duplicate prompt.

Answer: C

Explanation:

When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.

From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports. Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

NEW QUESTION # 27

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The pressure is not terrible, and what is terrible is that you choose to evade it. You clearly have seen your own shortcomings, and you know that you really should change. Then, be determined to act! Buying our Workday-Pro-HCM-Reporting exam questions is the first step you need to take. Only with our Workday-Pro-HCM-Reporting Practice Guide, then you will totally know your dream clearly and have enough strength to make it come true. Our Workday-Pro-HCM-Reporting learning materials have become a famous brand which can help you succeed by your first attempt.

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