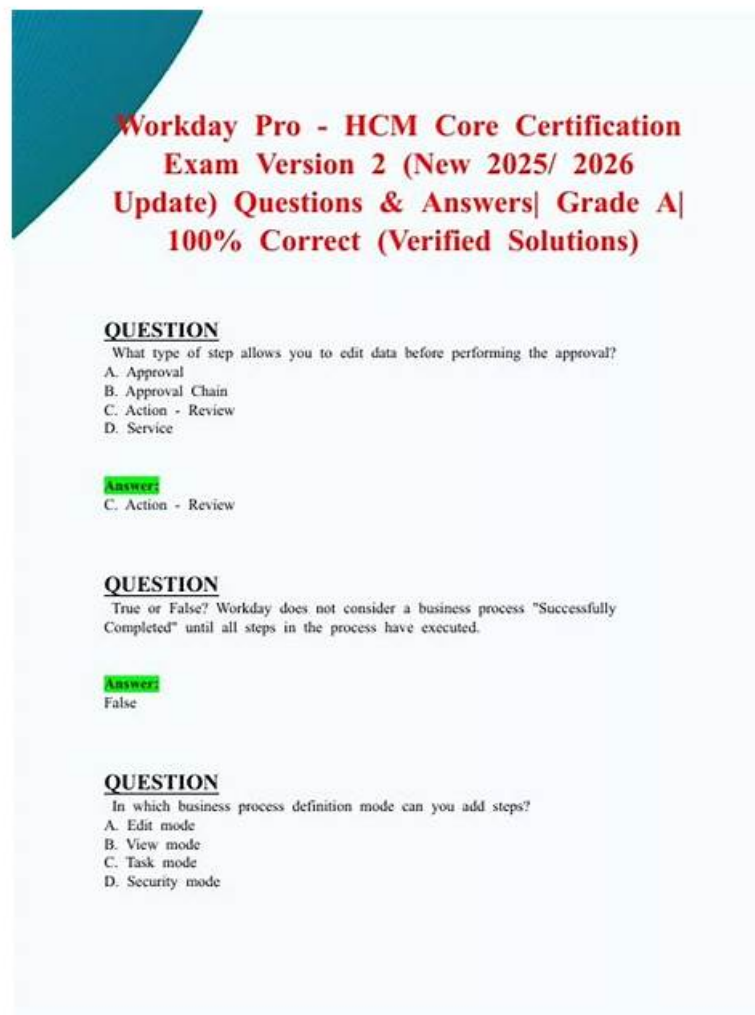


Quiz 2026 Workday Authoritative Workday-Pro-HCM-Reporting Reliable Exam Sample



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

Topic	Details
Topic 1	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.
Topic 2	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 3	• 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	• 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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q28-Q33):

NEW QUESTION # 28

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source. How can you achieve this with minimal impact to report performance?

- A. Use the Trended Workers for Planning data source filter.
- B. Run the Maintain Trended Workers task and configure the default record type.
- **C. Add a report filter using the Snapshot field.**
- D. Configure the default value of the Record Type prompt.

Answer: C

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 29

A compensation analyst would like a report that includes an Expected Deadline field that returns a date 60 days after the Bonus Approval Date field.

- A. Build Date
- **B. Increment or Decrement Date**
- C. Format Date
- D. Date Difference

Answer: B

Explanation:

Workday calculated fields allow users to manipulate dates, numbers, and text values. To calculate a new date based on an existing date field (e.g., Bonus Approval Date), you use the Increment or Decrement Date function. This adds or subtracts a defined number of days, months, or years from the source date.

From Workday Reporting documentation:

"Increment or Decrement Date - Returns a date that is a specified number of days, months, or years before or after the value of the source date field." Example: If the Bonus Approval Date is 01/01/2025, adding 60 days using this function would return 03/02/2025.

Thus, the correct choice is A. Increment or Decrement Date.

NEW QUESTION # 30

Two people run the same report. One person can view all columns but the other person can only view some columns.

Why is the second user missing columns?

- A. The report uses an indexed data source.
- B. The second user is not the report owner.
- C. The second user does not have access to the domain that secures the field.
- D. The first user did not manually share the report with the second user.

Answer: C

Explanation:

Access to report fields in Workday is governed by security domains. If a user lacks access to the security domain that secures specific report fields, those fields will not appear in the report output for that user.

From the Workday Reporting documentation:

"A security group gets access to a security domain, which is a predefined set of related securable items. Securable items can include reports, tasks, data sources, and report fields." Therefore, the correct answer is C. The second user does not have access to the domain that secures the field.

NEW QUESTION # 31

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Lookup Range Band
- B. Lookup Related Value
- C. Aggregate Related Instances
- D. Evaluate Expression Band

Answer: B

Explanation:

The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object." This ensures the Performance Review data can be combined with Job Title for meaningful insights.

By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 32

You would like to build a composite report using worker data in which report users can select a value from the output and view the worker, worker's location, and worker's manager.

Where will you need to configure the drill down values?

- A. In the composite report rows

- B. In the subreports
- C. In the composite report prompt settings
- **D. In the composite report columns**

Answer: D

Explanation:

In composite reports, drill-down functionality is controlled at the column level. By configuring drillable fields on the output columns, users can select values and view related details, such as worker name, location, and manager.

From the Workday documentation: "Drill-down values in composite reports are configured on columns. Columns can be set to include drillable fields, allowing users to select a value and view related data." Rows determine how data is grouped, prompts filter initial results, and subreports provide the raw data but do not directly control drillable field configurations.

Therefore, the correct configuration is C. In the composite report columns.

NEW QUESTION # 33

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