

# Avail Realistic Latest Workday-Pro-HCM-Reporting Dumps to Pass Workday-Pro-HCM-Reporting on the First Attempt



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

| Section                              | Weight | Objectives                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic 1: Advanced Reporting Features | 25%    | <ul style="list-style-type: none"><li>- Visualization and Dashboards<ul style="list-style-type: none"><li>• 1. Interactive and drill-down capabilities</li><li>• 2. Charts, graphs, and KPIs</li></ul></li><li>- Composite and Matrix Reports<ul style="list-style-type: none"><li>• 1. Cross-object and cross-module reporting</li><li>• 2. Hierarchical and summary views</li></ul></li></ul>         |
| Topic 2: Custom Report Development   | 22%    | <ul style="list-style-type: none"><li>- Report Types and Structures<ul style="list-style-type: none"><li>• 1. Tabular, matrix, and composite reports</li><li>• 2. Worklets and dashboards integration</li></ul></li><li>- Data Sources and Data Objects<ul style="list-style-type: none"><li>• 1. Selecting appropriate data sources</li><li>• 2. Joining and relating data sources</li></ul></li></ul> |
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|---------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic 3: Performance and Optimization | 15% | <ul style="list-style-type: none"> <li>- Report Efficiency <ul style="list-style-type: none"> <li>• 1. Filtering and limiting data scope</li> <li>• 2. Reducing execution time</li> </ul> </li> <li>- Troubleshooting <ul style="list-style-type: none"> <li>• 1. Debugging and correcting reports</li> <li>• 2. Identifying errors and data issues</li> </ul> </li> </ul>                                     |
| Topic 4: Calculated Fields and Logic  | 20% | <ul style="list-style-type: none"> <li>- Derived and computed values <ul style="list-style-type: none"> <li>• 1. Date and time calculations</li> <li>• 2. Percentages and ratios</li> </ul> </li> <li>- Formula and expression building <ul style="list-style-type: none"> <li>• 1. Conditional calculations and aggregations</li> <li>• 2. Arithmetic, logical, and text functions</li> </ul> </li> </ul>     |
| Topic 5: Report Security and Sharing  | 18% | <ul style="list-style-type: none"> <li>- Distribution and Sharing Options <ul style="list-style-type: none"> <li>• 1. Export formats and permissions</li> <li>• 2. Scheduling and automatic delivery</li> </ul> </li> <li>- Security Domains and Groups <ul style="list-style-type: none"> <li>• 1. Restricting access by role and permission</li> <li>• 2. Securing sensitive HCM data</li> </ul> </li> </ul> |

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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q42-Q47):

### NEW QUESTION # 42

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- A. Format Text
- B. Concatenate Text
- C. Format Number
- D. Substring Text

**Answer: D**

Explanation:

The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.

From Workday Reporting documentation:

"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.  
Therefore, the correct choice is A. Substring Text.

#### NEW QUESTION # 43

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.

How do you make this change?

- A. Create a dynamic data row.
- B. Edit the combine data row.
- C. Update the report settings.
- **D. Edit the second to last column.**

**Answer: D**

Explanation:

Sorting in composite reports is determined at the column level, not at the combine row or general report settings. If the output currently sorts by the last column, that is because the sort option was applied there. To change the sorting behavior to the second-to-last column and in descending order, you must edit that specific column's configuration.

From the Workday binder: "Composite reports allow sorting based on columns. To change sorting behavior, adjust the column configuration, specifying ascending or descending order." The other options are incorrect: "combine data row" merges subreport outputs, not sorting; "dynamic data row" generates flexible rows but doesn't control sorting; and "report settings" manage prompts and scheduling, not output order.

Therefore, the correct action is B. Edit the second to last column.

#### NEW QUESTION # 44

A user runs a custom report that shows employee performance data using the Rating - Current report field. The user wants to view the ratings of other teams to compare their team's performance. Upon running the report, the user is only able to view the instances for their direct reports.

What additional security configuration would the user need to view all instances of the performance data?

- A. Access to the security domain used in the report
- B. Constrained access to the report field used in the report
- **C. Unconstrained access to the data source used in the report**
- D. Access to the data source filter used in the report

**Answer: C**

Explanation:

Workday's configurable security model determines how much data a user can see in reports. If a user can only see their direct reports, they currently have constrained access. To view performance data for all workers, the user requires unconstrained access to the data source tied to the report field.

From Workday security documentation:

"Constrained security groups grant members access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item." Therefore, the user needs D. Unconstrained access to the data source used in the report.

#### NEW QUESTION # 45

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a Data column, the matrix report is not available to select in the Sub Report Name field.

What can you check to identify the cause of this issue?

- A. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- B. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.
- **C. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.**

- D. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.

**Answer: C**

Explanation:

For a matrix report to be eligible as a subreport in a composite report, Workday requires strict alignment between the composite report's enabled fields and the matrix report's group-by fields. Specifically, every field enabled for filtering and grouping in the composite report must also exist as a group-by field in the matrix report.

If this alignment does not exist, Workday excludes the matrix report from the Sub Report Name selection list because the system cannot reliably aggregate or align the summarized data across reports.

Workday HCM Reporting documentation states:

"When using matrix reports as subreports in composite reports, the group-by fields must align with the composite report's enabled grouping and filtering fields."

"Matrix reports that do not meet grouping alignment requirements will not be available for selection as subreports." The other options do not control subreport eligibility:

Summarization fields affect calculations, not availability.

Filter alignment is validated later, not at selection time.

Prompt defaults do not determine whether a report appears in the Sub Report Name field.

#### NEW QUESTION # 46

A customer was receiving a report on a weekly basis but has not received it since the new year started.

What task should you use to confirm the report frequency?

- **A. Scheduled Future Processes**
- B. Run History
- C. View Alerts
- D. Mass Operation Management

**Answer: A**

Explanation:

When a report is scheduled to run at a recurring interval (daily, weekly, monthly, etc.), Workday tracks this under the Scheduled Future Processes report. This task allows administrators and report owners to view when reports are set to run, the frequency of execution, and the schedule start and end dates. If a report stopped running after the new year began, the most likely cause is that the scheduling end date expired on December 31, meaning no new jobs were generated for the new year.

From the Workday Reporting binder: "Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." This provides visibility into whether the report is still scheduled and when it is next expected to execute.

The other answers are incorrect: View Alerts relates to system notifications, Mass Operation Management is not for reporting, and Run History shows past runs but not future scheduling. The correct option is C. Scheduled Future Processes.

#### NEW QUESTION # 47

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