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

Topic	Details
Topic 1	<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 2	<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.
Topic 3	<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 4	<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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q23-Q28):

NEW QUESTION # 23

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 first user did not manually share the report with the second user.
- **C. The second user does not have access to the domain that secures the field.**
- D. The second user is not the report owner.

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 # 24

You would like to create an advanced report that contains information about employees and their dependents. Where can you go to identify the field that links the two business objects, Worker and Dependent?

- A. The Columns tab of a report definition
- B. The Related Business Object column of the Report Fields report
- **C. The Related Business Objects tab of the Business Object Details report**
- D. The business object's Related Actions > Reporting > Report Fields and Values

Answer: C

Explanation:

To connect multiple business objects in reporting, Workday provides the Business Object Details report. The Related Business Objects tab within this report shows how different business objects are linked (e.g., Worker to Dependent). This enables report writers to identify which fields connect the primary and secondary objects.

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." Therefore, the correct answer is C. The Related Business Objects tab of the Business Object Details report.

NEW QUESTION # 25

You transferred ownership of your report to an HR Analyst. Then, you run the Custom Report Exception Audit report, and a critical error appears next to the report you just transferred.

Why could this be?

- A. The HR Analyst does not have access to all of the fields on the report.
- B. The report is not shared with anyone.
- C. The report has prompts.
- D. The HR Analyst is not in the same location as you are.

Answer: A

Explanation:

The Custom Report Exception Audit report identifies errors in custom reports, such as missing security access. If a new report owner does not have access to one or more fields on the report, it will trigger a critical error.

From the Workday Reporting documentation:

"The Custom Report Exception Audit report identifies issues such as missing field access when ownership of a report is transferred." Therefore, the correct answer is A. The HR Analyst does not have access to all of the fields on the report.

NEW QUESTION # 26

An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- A. Report bursting
- B. Report groups
- C. Alerts
- D. Embedded analytics

Answer: B

Explanation:

Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery."

While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.

Therefore, Report Groups is the correct method for scheduling multiple reports together.

NEW QUESTION # 27

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

- D. In the composite report rows

Answer: B

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 # 28

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