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Workday Pro HCM Reporting Certification Exam Sample Questions (Q15-

Q20):

NEW QUESTION # 15

The benefits manager position has recently been filled by a different worker. The previous benefits manager has transferred ownership of the report schedules to the new manager. Month end is coming up and the new manager is wondering which reports are scheduled to be run automatically.

Where can the manager view this information?

- A. My Reports Library
- B. My Tasks
- **C. The Scheduled Future Processes report**
- D. The Process Monitor report

Answer: C

Explanation:

Workday provides the Scheduled Future Processes report to review which reports are scheduled to run automatically. This report displays the recurrence details and execution times of all scheduled reports, allowing managers to confirm upcoming automated report runs.

From the Workday Reporting documentation:

"Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." Therefore, the correct answer is D. The Scheduled Future Processes report.

NEW QUESTION # 16

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

Answer: C

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 # 17

How can you view the latest content housed in WDSsetup?

- A. Migrate the content from WDSsetup into a Sandbox tenant using Object Transporter (OX).
- B. Run the What's New report in your Workday tenant.
- C. Access your Customer Central tenant.
- **D. Sign in to the Shared WDSsetup tenant through the Workday Community.**

Answer: D

Explanation:

Workday maintains a shared WDSsetup tenant where customers can access the latest delivered content, including reports, dashboards, and calculated field templates. Customers must log in through the Workday Community portal to access this tenant.

From the Workday binder: "The WDSsetup tenant provides shared configuration content maintained by Workday. Customers can

access the tenant through Workday Community to review the latest delivered reports and dashboards." The other options are incorrect: Object Transporter (OX) migrates content between customer tenants, not WDSSetup. Customer Central is a separate tenant for learning, not for content review. The "What's New" report shows system updates, not the latest WDSSetup content. Therefore, the correct answer is C. Sign in to the Shared WDSSetup tenant through the Workday Community.

NEW QUESTION # 18

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

Answer: D

Explanation:

For a matrix report to be used as a subreport in a composite report, the group-by fields in the matrix report must align with the fields enabled for filtering and grouping in the composite report. If this alignment does not exist, Workday does not allow the matrix report to appear as a valid subreport option in the Sub Report Name dropdown.

From the Workday binder: "To include a matrix report as a subreport in a composite, the group-by fields of the matrix must match the fields enabled for grouping in the composite report. If these do not match, the matrix will not appear in the Sub Report Name selection." Other factors such as prompt defaults or filter settings may impact usability, but they do not prevent the matrix report from being selectable. The key dependency is the field alignment between the composite and the matrix group-by fields.

Therefore, the correct answer is A. 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.

NEW QUESTION # 19

You are configuring a matrix report that groups average performance ratings by supervisory organization. However, the report users would like to be able to drill down and view data at each level of the hierarchy. How should you edit the report definition to achieve this functionality?

- A. Add a Detail Data Override.
- B. Update your supervisory organization sort order to Logical sort order - Descending.
- **C. Include a Lookup Hierarchy Rollup calculated field in the Drillable Fields grid.**
- D. Include a Lookup Related Value calculated field in the Detail Data grid.

Answer: C

Explanation:

Matrix reports in Workday allow grouping and summarization of data, but to drill down through hierarchical structures such as supervisory organizations, you must configure hierarchy-aware calculated fields. The Lookup Hierarchy Rollup function enables drillable hierarchies, showing performance metrics at each level of the organizational tree.

The Workday binder notes: "Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis." This means you can expand results from the top supervisory org down to teams and individual workers.

Using a simple Lookup Related Value would only pull in one field from a related object, not enable hierarchical drill-down. Similarly, changing sort order or adding overrides does not create drillable hierarchies. Only Lookup Hierarchy Rollup enables this behavior.

NEW QUESTION # 20

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