

Workday-Pro-HCM-Reporting Reliable Exam Syllabus - New Workday-Pro-HCM-Reporting Exam Duration



Workday Pro HCM Core Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the [Workday Touchpoints Kit](#) and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

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

Topic	Details
Topic 1	<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 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"> • 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 4	<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.

>> **Workday-Pro-HCM-Reporting Reliable Exam Syllabus** <<

New Workday-Pro-HCM-Reporting Exam Duration, Test Workday-Pro-HCM-Reporting Question

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q56-Q61):

NEW QUESTION # 56

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 # 57

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

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 # 58

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

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

Answer: A

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 # 59

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 is not the report owner.
- **D. The second user does not have access to the domain that secures the field.**

Answer: D

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 # 60

How can you capture proposed values relating to a business process event on a report?

- A. Use a data source that is enabled for effective dating.
- **B. Use an event-related business object as the primary business object or as a related business object.**
- C. Configure Lookup Value as of Date calculated fields that return field values as of the date before the business process events occurred.
- D. Apply a report filter that only returns data that contains "proposed" in the field name.

Answer: B

Explanation:

To capture proposed values from a business process event, you must use an event-related business object. For example, a Staffing Event business object can provide both the current and proposed values of job, location, or compensation during a transaction. The Workday binder clarifies: "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." . By selecting an event-related object as the report's data source, you can retrieve pending changes alongside existing values.

Other answers are insufficient: "effective dating" only retrieves data snapshots, and filters cannot detect "proposed" unless tied to the correct object. Lookup Value as of Date would return historical data, not future proposed changes.

NEW QUESTION # 61

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