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Workday Pro HCM Reporting Certification Exam Sample Questions (Q21-Q26):

NEW QUESTION # 21
You want the ability to view every summarization in the composite report by Location.
What do you do?

- A. Include Location as a drillable field in one of the subreports.
- B. Include Location as a Detail Data field in all the subreports.
- C. Include Location as a Detail Data field in one of the subreports.
- D. Include Location as a drillable field in all the subreports.

Answer: B

Explanation:
Composite reports combine multiple subreports, and their summarizations depend on the fields configured in the subreports themselves. To enable consistent grouping and summarization across the entire composite report, the Location field must be included as a Detail Data field in all the subreports. This ensures that each subreport provides the Location context required for composite-level summarization.
From the Workday binder: "Composite reports aggregate results from multiple subreports. To summarize or drill consistently on a specific field, that field must exist as a Detail Data field in all subreports included in the composite." If Location is only included in one subreport, summarizations in the other subreports would not align, and Location-based grouping would fail. Similarly, making Location drillable only affects drill-down options, not summary-level grouping across the composite.
Thus, the correct answer is A. Include Location as a Detail Data field in all the subreports.

NEW QUESTION # 22
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. Aggregate Related Instances
- B. Evaluate Expression Band
- C. Lookup Range Band
- D. Lookup Related Value

Answer: D

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 # 23
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. Export the standard report to a data warehouse
- C. Edit the standard report
- D. Create a custom report from scratch

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 # 24
You have received a request for a new custom report that is similar to the Workday-delivered report Compare Workers, and you run the Workday Standard Reports report.
What information can you use to determine if you can copy Compare Workers to create a new custom report?

- A. The Description column is not empty for the report.
- B. The report shows Yes in the Schedulable column.
- C. The report shows Report Writer in the Type column.
- D. You can access the report's Related Actions from the Report column.

Answer: C

Explanation:
The Workday Standard Reports report lists all delivered reports and key attributes. Only standard reports created with the Report Writer tool can be copied and modified into custom reports. The "Type" column indicates whether the report is a Report Writer report.
From the Workday Reporting documentation:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports created with the report writer to create a custom report and modify it as needed." Thus, the correct indicator is C. The report shows Report Writer in the Type column.

NEW QUESTION # 25
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. Export the standard report to a data warehouse
- C. Edit the standard report
- D. Create a custom report from scratch

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 # 26

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