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Workday Pro HCM Reporting Certification Exam Sample Questions (Q26-Q31):

NEW QUESTION # 26
You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.
How can you resolve this problem?

- A. Configure a prompt set on the composite report in the Report Settings.
- B. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- C. Configure the same default value for each duplicate prompt.
- D. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.

Answer: A

Explanation:
When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.
From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports.
Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

NEW QUESTION # 27
Refer to the following scenario to answer the question below.
You have prepared the following matrix report for a recruiting manager.
The recruiting manager wants to dynamically refine the output results for various hiring sources and locations.
How can you achieve this?

- A. Configure a Field Values Group.
- B. Configure Facet Filters.
- C. Include a Summarization Calculation.
- D. Include a Drill to Report Link.

Answer: B

Explanation:
Matrix reports in Workday allow for grouping, summarization, and drill-through capabilities. To let managers dynamically refine report results at runtime, you configure Facet Filters. Facet Filters enable users to filter the report output interactively, without modifying the underlying definition.
From the Workday Reporting documentation:
"Matrix reports allow grouping and summarization of data. You can also configure facet filters so users can dynamically refine report results by selecting values such as Hiring Source or Location." Thus, the correct way to let the recruiting manager refine the output is D. Configure Facet Filters.

NEW QUESTION # 28
The Recruiting department requested a report that shows job applications by recruiting source, displayed through count and percent summaries that they can drill into to further analyze the data.
What report type fulfills these requirements?

- A. nBox
- B. Matrix
- C. Advanced
- D. Search

Answer: B

Explanation:
Workday offers several custom report types: Advanced, Matrix, Composite, Search, and Trending .
Advanced Reports: Allow sorting, filtering, grouping, totals, and charts but are not designed for percentage summarizations across grouped data.
Search Reports: Show search results based on facet filters, not suited for summarization and percentages.
nBox Reports: Used for displaying workers or positions across two dimensions (e.g., performance vs. potential).
Matrix Reports: Specifically designed for grouping data, applying summarizations (count, sum, percent), and drilling

NEW QUESTION # 29
Refer to the following scenario to answer the question below.
You have prepared the following matrix report for a recruiting manager.

The recruiting manager would like to view the top ten hiring sources, rather than just three.
How can you adjust the report definition to address this requirement?

- A. Edit the Sort Rows field on the Row Grouping column.
- B. Edit the Axis Scale on the Output tab.
- C. Edit the Maximum Number of Rows field.
- D. Configure a Field Values group on the Group by Field.

Answer: C

Explanation:
In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results-such as the top 10 hiring sources-you must increase this value in the report definition.
From the Workday Reporting documentation:
"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."
"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 30
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 Workday Standard Reports report
- C. Run the Business Object Details report
- D. Access the View Custom Report task

Answer: C

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 # 31
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