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Workday Pro HCM Reporting Certification Exam Sample Questions (Q29-Q34):

NEW QUESTION # 29

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 prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- **B. 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.**
- C. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- D. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.

Answer: B

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 # 30

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

Answer: A

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 # 31

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

Answer: B

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 # 32

An HR administrator shares a discovery board with a manager and gives the manager Can Edit permissions. The manager is able to open Drive and access the discovery board. However, upon opening the discovery board, the manager notices that there are placeholders for each visualization and the data does not display.

What permission does the manager need to view the data in the visualizations?

- A. The Drive domain
- **B. The data source used in each visualization**
- C. The Discovery Boards: Create domain
- D. Can View permissions on each visualization

Answer: B

Explanation:

Discovery boards in Workday Prism or Analytics rely on underlying data sources to populate visualizations. Even if the manager has Can Edit or Can View access to the discovery board itself, they still need access to the domains or data sources used in the visualizations. Without this, placeholders appear instead of data.

From the Workday binder: "Discovery boards enforce Workday security. Users must have access to the underlying data sources or domains to view data in visualizations, regardless of board permissions." Giving "Can View" permissions on the visualization object itself or Drive access only affects sharing, not data. Discovery Boards: Create allows building new boards, not data access.

Therefore, the manager must have A. The data source used in each visualization.

NEW QUESTION # 33

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source.

How can you achieve this with minimal impact to report performance?

- A. Configure the default value of the Record Type prompt.
- **B. Add a report filter using the Snapshot field.**
- C. Use the Trended Workers for Planning data source filter.
- D. Run the Maintain Trended Workers task and configure the default record type.

Answer: B

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 34

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