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

Topic	Details
Topic 1	<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 2	<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 3	<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 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 Certification Exam Sample Questions (Q47-Q52):

NEW QUESTION # 47

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

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

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 # 48

You are configuring a data column on a composite report. You would like to map a subreport prompt to a value in a prompt set, but the prompt is not appearing on the Map Sub Report Prompts grid in the column configuration options.

What could be causing this?

- A. You do not have access to the domain securing the report prompt.
- B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.
- C. You already set a default value for the prompt on the subreport.
- D. You did not select Use Value From Prompt Set as the default prompt value in the subreport.

Answer: B

Explanation:

In Workday, when you configure composite reports, you can map subreport prompts to prompt sets for greater flexibility. However, if the Do Not Prompt at Runtime checkbox is selected on the subreport prompt, the prompt will not be exposed in the Map Sub Report Prompts grid. This is because Workday interprets the prompt as suppressed and therefore not available for mapping at

runtime.

From the Workday binder: "Prompts suppressed with the Do Not Prompt at Runtime option will not appear in the Map Sub Report Prompts grid in composite report configuration. To map a subreport prompt, ensure the prompt is enabled at runtime." Other options do not directly cause this issue: default values on prompts do not suppress them, security issues would block data but not hide the prompt mapping, and prompt set configuration errors affect defaulting but not visibility.

Thus, the correct answer is B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.

NEW QUESTION # 49

You want to view benefit cost by benefit enrollment for the current year compared to the prior year to evaluate increases or decreases in plan enrollment, displaying formatted cost and count variance calculations.

What type of report would allow you to do this?

- A. Matrix Report
- B. Composite Report
- C. Advanced Report
- D. Trending Report

Answer: D

Explanation:

To evaluate year-over-year changes in benefit costs and enrollments, you need historical data comparisons over time. The Trending Report type is designed for exactly this use case, leveraging data sources like Trended Workers to display snapshots at periodic intervals and calculate variances between time periods.

From the Workday binder: "Trending reports allow you to track changes to worker data across time. These reports support analysis of headcount, demographics, benefit enrollments, and cost variances year-over-year or month-over-month." Advanced and Matrix reports provide strong analysis capabilities, but they are based on current or related effective-dated data, not time-series snapshots. Composite reports combine multiple subreports but do not inherently manage trending data or variance calculations across years. Therefore, the only correct option for year-over-year benefit enrollment and cost variance is D. Trending Report.

NEW QUESTION # 50

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.

Where do you make this change?

- A. Combine data row
- B. Dynamic data row
- C. Report settings
- D. Second to last column

Answer: D

Explanation:

In Workday composite reports, sorting behavior is controlled at the column level, not globally. Each column in a composite report can be configured with its own sort order (ascending or descending). When a composite report is sorting by the last column, it means that column has an active sort configuration applied.

To change the sort to the second to last column and set it to descending, you must edit that specific column's configuration and adjust the sort settings accordingly. Workday evaluates column sorting in sequence, and the active column-level sort determines the output order.

From the Workday HCM Reporting documentation:

"Composite reports support column-based sorting. Sorting is defined within the column configuration and determines the order in which results display."

"To change sort behavior, update the sort settings on the appropriate column." The other options are incorrect because dynamic data rows control layout flexibility, combine data rows merge subreport results, and report settings manage prompts and general options-not sorting logic.

NEW QUESTION # 51

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 second user does not have access to the domain that secures the field.**
- B. The report uses an indexed data source.
- C. The second user is not the report owner.
- D. The first user did not manually share the report with the second user.

Answer: A

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 # 52

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