

# Workday-Pro-HCM-Reporting Test Study Guide | Workday-Pro-HCM-Reporting Exam Study Guide



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## **Workday Pro HCM Reporting Certification Exam Sample Questions (Q13-Q18):**

### **NEW QUESTION # 13**

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. Add a report filter using the Snapshot field.
- B. Run the Maintain Trended Workers task and configure the default record type.
- C. Configure the default value of the Record Type prompt.

- D. Use the Trended Workers for Planning data source filter.

**Answer: A**

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 # 14

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.
- B. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- **C. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.**
- D. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.

**Answer: C**

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

#### NEW QUESTION # 15

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

**Answer: A**

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 # 16

You are configuring a waterfall visualization showing employee movement. To properly display the information, you need the Termination Count field to return as a negative number.

- **A. Arithmetic Calculation**
- B. Numeric Constant
- C. Extract Single Instance
- D. Format Number

**Answer: A**

Explanation:

When creating custom reports and visualizations, calculated fields can transform values. To change positive counts into negative values (such as terminations in a waterfall chart), you use the Arithmetic Calculation function. This function allows you to perform math operations (addition, subtraction, multiplication, division) on numeric fields. By multiplying the Termination Count by -1, the result displays as a negative number.

From Workday Reporting documentation:

"Arithmetic Calculation - Performs mathematical operations on numeric fields. You can create new numeric outputs such as percentages, ratios, or negatives by applying arithmetic logic." Thus, the correct answer is C. Arithmetic Calculation.

#### NEW QUESTION # 17

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

**Answer: C**

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 # 18

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