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

Topic	Details
Topic 1	<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 2	<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 3	<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 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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q13-

Q18):

NEW QUESTION # 13

A customer was receiving a report on a weekly basis but has not received it since the new year started. What task should you use to confirm the report frequency?

- A. Run History
- **B. Scheduled Future Processes**
- C. Mass Operation Management
- D. View Alerts

Answer: B

Explanation:

When a report is scheduled to run at a recurring interval (daily, weekly, monthly, etc.), Workday tracks this under the Scheduled Future Processes report. This task allows administrators and report owners to view when reports are set to run, the frequency of execution, and the schedule start and end dates. If a report stopped running after the new year began, the most likely cause is that the scheduling end date expired on December 31, meaning no new jobs were generated for the new year.

From the Workday Reporting binder: "Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report." This provides visibility into whether the report is still scheduled and when it is next expected to execute.

The other answers are incorrect: View Alerts relates to system notifications, Mass Operation Management is not for reporting, and Run History shows past runs but not future scheduling. The correct option is C. Scheduled Future Processes.

NEW QUESTION # 14

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. Extract Single Instance
- C. Numeric Constant
- 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 # 15

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

Answer: C

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 # 16

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. Run the Workday Standard Reports report
- B. Access the View Custom Report task
- **C. Run the Business Object Details report**
- D. View the Learning dashboard

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 # 17

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.

How do you make this change?

- **A. Edit the second to last column.**
- B. Update the report settings.
- C. Edit the combine data row.
- D. Create a dynamic data row.

Answer: A

Explanation:

Sorting in composite reports is determined at the column level, not at the combine row or general report settings. If the output currently sorts by the last column, that is because the sort option was applied there. To change the sorting behavior to the second-to-last column and in descending order, you must edit that specific column's configuration.

From the Workday binder: "Composite reports allow sorting based on columns. To change sorting behavior, adjust the column configuration, specifying ascending or descending order." The other options are incorrect: "combine data row" merges subreport outputs, not sorting; "dynamic data row" generates flexible rows but doesn't control sorting; and "report settings" manage prompts and scheduling, not output order.

Therefore, the correct action is B. Edit the second to last column.

NEW QUESTION # 18

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