

Workday-Procure-to-Pay Test Questions - Workday-Procure-to-Pay Valid Exam Bootcamp

Q Workday Pro Procure to Pay Certification Exam Study online at: https://quiz.com/_/pt?ai		
1.	What is a custom validation?	Allow you to define validation logic to control data quality on financial transactions.
2.	You can create custom validations to:	Warn users when entering invalid transactions. Prevent users from submitting invalid transactions. Alert transaction approvers to conditions that need more review.
3.	What is the primary purpose of custom validations?	Provide optional warnings or critical error messages during data entry.
4.	How do you create a custom validation?	Maintain custom validations report, transaction type, new validation.
5.	What is a worktag?	Keyword or label representing a business dimension of an enterprise.
6.	What are worktags used for?	To associate Workday business events and objects with enterprise business dimensions to organize, search, aggregate, and report on system data by business dimension.
7.	How do you allow, highlight, or require worktags on customer transactions?	Maintain Worktag Usages task to view allowed worktags and modify as needed. Worktag usage and custom validations to set rules requiring specific worktags on a transaction.
8.	Importance of a reorganization event?	Need reorganization event when creating organization and reorganizing existing company. Need a name to track in the system.
9.	How do you create a reorganization?	Create reorganization task. Fill out name, date and description.
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Workday Workday-Procure-to-Pay Exam Syllabus Topics:

Section	Weight	Objectives
Invoicing and Accounts Payable	25%	- Payment processing and execution - Reconciliation and financial posting - Invoice processing and validation - Expense management integration
Reporting, Analytics and Integration	15%	- Data extraction and analytics - Troubleshooting and issue resolution - Procurement and AP reporting - System integration and data flow
Spend Management and Compliance	20%	- Contract management and compliance - Policy compliance and audit requirements - Spend analysis and control

Procurement Fundamentals	25%	- Supplier setup, maintenance, and management - Requisition creation and approval processes - Purchase order generation and management - Procurement business process configuration
Workday Configuration and Setup	15%	- Business process framework setup - Security and access control - Procurement configuration settings

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Workday Pro Procure-to-Pay Certification Exam Sample Questions (Q38-Q43):

NEW QUESTION # 38

You are an implemented and your customer requires multiple organization units of the same type. These organizations will have a budget and they will group financial transactions and workers. Certain employees will need to approve transactions and run reports about these organizations.

What delivered organization type should you create?

- A. Supervisory Organization
- **B. Cost Center**
- C. Allocation Pool
- D. Department

Answer: B

Explanation:

Cost Centers are a delivered Workday organization type designed to group both financial transactions and workers for budgeting, management, and reporting purposes, and they support assigned managers who can approve transactions and run reports specific to their organization. The Official Workday Pro Procure-to-Pay Guide identifies Cost Center as the appropriate organization type when an implementation requires multiple units of the same type that have budgets, group financial transactions and workers together, and allow designated employees to approve transactions and report on the organization, all of which are defining characteristics of Cost Centers. Option A is incorrect because Allocation Pools are used to redistribute costs across other organizations or worktags after transactions have posted, rather than serving as a primary grouping for workers, budgets, and approvals. Option C is incorrect because Supervisory Organizations primarily structure staffing and reporting relationships within Human Capital Management rather than serving as the financial budget and transaction grouping described. Option D is incorrect because Department is not the delivered organization type that natively supports budgets, transaction grouping, and approval routing in the way Cost Center does.

NEW QUESTION # 39

You are setting up your suppliers, and you must group them in various ways.

What is the criterion for supplier categories and groups?

- A. No limits on supplier categories and groups
- **B. One supplier category and unlimited supplier groups**
- C. One supplier category and one supplier group
- D. Unlimited supplier categories and groups

Answer: B

Explanation:

Workday distinguishes between supplier categories, used as a single-value classification on each supplier record for reporting purposes, and supplier groups, which provide a more flexible, multi-value grouping mechanism that can be used for security, routing, and reporting across many overlapping use cases. The Official Workday Pro Procure-to-Pay Guide confirms that each supplier may be assigned to exactly one supplier category, while being added to an unlimited number of supplier groups, allowing suppliers to participate in many different group-based configurations simultaneously while maintaining a single primary classification. Option A is incorrect because limiting supplier groups to one would eliminate the flexibility that groups are specifically designed to provide. Option C is incorrect because allowing no limits on supplier categories would contradict the single-category design intended for consistent primary classification. Option D is incorrect because, although supplier groups are indeed unlimited, the option also incorrectly claims unlimited supplier categories, which is not supported by the supplier record's single-category field.

NEW QUESTION # 40

What task must you initiate to create a primary worktag for a cost center on all purchase orders and supplier invoices?

- A. Maintain Custom Validations
- B. Maintain Worktag Usage
- **C. Maintain Related Worktag Usage**
- D. Enable Custom Worktags

Answer: C

Explanation:

Configuring how a worktag, such as Cost Center, is required and designated across transaction types is managed through the worktag usage configuration tasks, which control the relationships and designations of worktags on transactional documents. The Official Workday Pro Procure-to-Pay Guide associates the Maintain Related Worktag Usage task with establishing how a worktag type, such as Cost Center, functions as a primary worktag across multiple business object types, including both purchase orders and supplier invoices, ensuring consistent designation across these related transaction types. Option B is incorrect because Enable Custom Worktags is used to activate custom worktag types for use in the tenant, not to designate primary status for an existing delivered worktag type like Cost Center. Option C is incorrect because Maintain Custom Validations builds conditional messaging rules rather than configuring worktag designations. Option D, Maintain Worktag Usage, is incorrect in this context because the cross-document, related designation of cost center as primary across both purchase orders and supplier invoices is governed by the related worktag usage configuration described in the guide.

NEW QUESTION # 41

Your organization wants to eliminate the review step for all office supplies requisitions under \$500 to increase efficiency. What does the business process administrator configure to achieve this?

- A. A new security group for Office Supply Requesters to exclude them from the business process
- **B. The review step to include office supply requisitions under \$500 must be removed**
- C. A report to identify all office supply requisitions that are under \$500 in the procurement review step
- D. A custom validation that prevents office supply requisitions under \$500 from proceeding to the review step

Answer: B

Explanation:

Business process steps, including review steps, can be configured with condition rules that determine the population of transactions to which the step applies, allowing administrators to exclude specific subsets of transactions, such as low-value requisitions for a particular spend category, from a given step entirely. The Official Workday Pro Procure-to-Pay Guide describes the correct approach as editing the requisition business process definition so that the review step is configured to exclude, or not apply to, office supplies requisitions under \$500, effectively removing that step from the workflow for those specific transactions while leaving the review step intact for other requisitions. Option A is incorrect because creating a new security group to exclude requesters is an indirect, overly broad approach that affects a person's overall access rather than targeting the specific step and condition. Option B is incorrect because a custom validation displays a warning or error message but does not remove or bypass a business process step. Option D is incorrect because a report identifies and monitors requisitions but does not change business process behavior or eliminate a step.

NEW QUESTION # 42

An administrator wants to enhance the efficiency of catalog searches. The goal is to eliminate purchase items if there are catalog or supplier items associated to the procurement item.

What subtab in company procurement options would they use?

- A. Purchase Order
- **B. Requisition**
- C. Sourcing
- D. Receipt

Answer: B

Explanation:

Edit Company Procurement Options is organized into multiple subtabs, each governing settings relevant to a specific stage of the procurement process, such as Requisition, Purchase Order, Receipt, and Sourcing, allowing administrators to configure behaviors precisely where they apply. The Official Workday Pro Procure-to-Pay Guide indicates that the setting to eliminate generic purchase items from search results when catalog or supplier-specific items already exist for the same procurement item is found on the Requisition subtab, since this setting affects what requesters see when searching for items to add to a requisition. Option A is incorrect because the Purchase Order subtab addresses settings relevant to PO creation and behavior, not requisition-time catalog search results. Option C is incorrect because the Receipt subtab configures receiving-related options and has no bearing on catalog search efficiency during requisitioning. Option D is incorrect because the Sourcing subtab manages settings related to the sourcing process, such as request for quote behaviors, rather than how items appear in requisition search results.

NEW QUESTION # 43

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