

Exam Workday-Pro-HCM-Reporting Lab Questions, Exam Workday-Pro-HCM-Reporting Cram Review

WORKDAY PRO HCM EXAM 2025
QUESTIONS AND CORRECT ANSWERS

(BP) Where do you configure the business process?

- A. Business process type
- B. Business process event
- C. Business process definition**
- D. Tenant Setup - Business Process

Correct Answer: C. Business process definition

(BP) True or False? Workday recommends you use only one business process definition for a given business process type.

Correct Answer: **True**

(BP) True or False? Customers should not modify delivered default business process definitions.

Correct Answer: **False**

(BP) What type of step allows you to edit data before performing the approval?

- A. Approval

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

Topic	Details
Topic 1	<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 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"> • 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.
Topic 4	<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.

>> Exam Workday-Pro-HCM-Reporting Lab Questions <<

Exam Workday-Pro-HCM-Reporting Cram Review, Valid Workday-Pro-HCM-Reporting Test Objectives

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q31-Q36):

NEW QUESTION # 31

An HR analyst needs to schedule a collection of diversity reports to the HR director on a monthly basis. What mechanism should the HR analyst use to do this?

- A. Embedded analytics
- B. Report bursting
- C. Report groups
- D. Alerts

Answer: C

Explanation:

Report groups allow multiple reports to be bundled together and scheduled as a package to distribute at a set frequency. In this case, the HR analyst can group all diversity-related reports and schedule them to run automatically each month for the HR director. The Workday documentation explains: "Workday provides additional reporting features such as sharing, scheduling, and exporting reports. Reports can be grouped into report groups for easier scheduling and delivery."

While Report Bursting is used for distributing a single report with different data slices (e.g., sending each manager their team's results), it is not suited for bundling multiple different reports. Embedded analytics are dashboards, not scheduling tools. Alerts notify users of conditions but do not manage recurring report packages.

Therefore, Report Groups is the correct method for scheduling multiple reports together.

NEW QUESTION # 32

You are creating a custom report to calculate the monthly bonus for each worker in the sales department. The bonus is calculated as 10% of the total sales for the month. What calculated field function would return the monthly bonus for each worker?

- A. Sum Related Instances
- B. Arithmetic Calculation
- C. Evaluate Expression
- D. Lookup Related Value

Answer: B

Explanation:

The Arithmetic Calculation function is designed for mathematical operations such as addition, subtraction, multiplication, and division.

In this scenario, the bonus equals 10% of monthly sales, so you need to multiply the sales field by 0.10.

The Workday documentation highlights: "Arithmetic Calculation - Creates a numeric field using mathematical operations performed on existing fields." . This makes it the ideal choice for payroll- and incentive-related calculations.

Other options are less relevant: Evaluate Expression is for logical or Boolean conditions, Lookup Related Value is for retrieving fields from related objects (not calculations), and Sum Related Instances aggregates multiple rows of data but does not directly calculate percentages.

Thus, the arithmetic calculation provides a straightforward and efficient way to compute bonuses dynamically in the report.

NEW QUESTION # 33

Where can you view a list of your scheduled reports?

- A. Scheduled Future Reports
- **B. Scheduled Future Processes**
- C. View All Occurrences for a Schedule
- D. Scheduled Distributions Report

Answer: B

Explanation:

Workday uses the Scheduled Future Processes report to display all processes that are scheduled to run in the future, including scheduled custom reports, standard reports, and other background jobs. This report provides visibility into recurrence patterns, next run dates, owners, and process types, making it the primary place to confirm scheduled report execution.

From the Workday HCM Reporting documentation:

"The Scheduled Future Processes report allows users to view all scheduled processes, including reports, along with their run frequency and next execution date."

"Use Scheduled Future Processes to validate that a report is still scheduled and confirm future run instances." The other options are incorrect because:

"Scheduled Future Reports" is not a delivered Workday task.

"Scheduled Distributions Report" is not used to view report schedules.

"View All Occurrences for a Schedule" is accessed only after selecting a specific schedule and does not provide a consolidated list. Therefore, the correct answer is D. Scheduled Future Processes.

NEW QUESTION # 34

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

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 # 35

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 summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- B. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- C. 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.
- 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: C

Explanation:

For a matrix report to be used as a subreport in a composite report, the group-by fields in the matrix report must align with the fields enabled for filtering and grouping in the composite report. If this alignment does not exist, Workday does not allow the matrix report to appear as a valid subreport option in the Sub Report Name dropdown.

From the Workday binder: "To include a matrix report as a subreport in a composite, the group-by fields of the matrix must match the fields enabled for grouping in the composite report. If these do not match, the matrix will not appear in the Sub Report Name selection." Other factors such as prompt defaults or filter settings may impact usability, but they do not prevent the matrix report from being selectable. The key dependency is the field alignment between the composite and the matrix group-by fields.

Therefore, the correct answer is A. 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.

NEW QUESTION # 36

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