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Workday Pro HCM Reporting Certification Exam Sample Questions (Q12-Q17):

NEW QUESTION # 12
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. Advanced Report
- B. Composite Report
- C. Trending Report
- D. Matrix Report

Answer: C

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 # 13

A user runs a custom report that shows employee performance data using the Rating - Current report field. The user wants to view the ratings of other teams to compare their team's performance. Upon running the report, the user is only able to view the instances for their direct reports.

What additional security configuration would the user need to view all instances of the performance data?

- A. Constrained access to the report field used in the report
- B. Unconstrained access to the data source used in the report
- C. Access to the security domain used in the report
- D. Access to the data source filter used in the report

Answer: B

Explanation:

Workday's configurable security model determines how much data a user can see in reports. If a user can only see their direct reports, they currently have constrained access. To view performance data for all workers, the user requires unconstrained access to the data source tied to the report field.

From Workday security documentation:

"Constrained security groups grant members access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item." Therefore, the user needs D. Unconstrained access to the data source used in the report.

NEW QUESTION # 14

A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field. What can you do to improve the sorting performance?

- A. Select the Sort by First Accessible Column checkbox
- B. Change the data source on the report
- C. Sort by the Full Name (text) field instead
- D. Create a calculated field that only pulls the first name of the worker

Answer: C

Explanation:

When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.

From the Workday reporting materials:

*"For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the

NEW QUESTION # 15

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

Answer: D

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 # 16
You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. Evaluate Expression Band
- B. Aggregate Related Instances
- C. Lookup Range Band
- D. Lookup Related Value

Answer: D

Explanation:
The correct choice is Lookup Related Value, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is Performance Review, which holds performance-related data but not job-related data such as Job Title. Since Job Title resides on the Worker business object, you need to link from Performance Review to Worker and then retrieve Job Title.
The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object.". This ensures the Performance Review data can be combined with Job Title for meaningful insights.
By contrast, Aggregate Related Instances is used to roll up multiple related values, Range Band applies thresholds, and Evaluate Expression Band is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 17
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