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

**NEW QUESTION # 13**
How can you view the latest content housed in WDSetup?

- A. Sign in to the Shared WDSetup tenant through the Workday Community.
- B. Migrate the content from WDSetup into a Sandbox tenant using Object Transporter (OX).
- C. Run the What's New report in your Workday tenant.
- D. Access your Customer Central tenant.

**Answer: A**

Explanation:
Workday maintains a shared WDSetup tenant where customers can access the latest delivered content, including reports, dashboards, and calculated field templates. Customers must log in through the Workday Community portal to access this tenant. From the Workday binder: "The WDSetup tenant provides shared configuration content maintained by Workday. Customers can access the tenant through Workday Community to review the latest delivered reports and dashboards." The other options are incorrect: Object Transporter (OX) migrates content between customer tenants, not WDSetup. Customer Central is a separate tenant for learning, not for content review. The "What's New" report shows system updates, not the latest WDSetup content. Therefore, the correct answer is C. Sign in to the Shared WDSetup tenant through the Workday Community.

**NEW QUESTION # 14**
You are viewing a Report Performance Log and notice the Top Level Filter Time is high.
How should you edit the report definition to improve this?

- A. Use calculated fields instead of filters
- B. Use subfilters instead of filters
- C. Use built-in data source prompts instead of filters
- D. Use a different data source

**Answer: C**

Explanation:
Workday's Report Performance Log highlights processing time contributors such as "Top Level Filter Time." If this is high, the best practice is to replace report filters with built-in data source prompts, since prompts restrict data earlier in processing, improving performance.
From the Workday Reporting documentation:
"To improve report performance, leverage built-in data source prompts instead of filters whenever possible. Prompts reduce the data set retrieved before filters are applied, minimizing filter processing time." Therefore, the correct answer is B. Use built-in data source prompts instead of filters.

**NEW QUESTION # 15**
A report writer needs to create a report and wants to ensure they are using a data source that provides optimized performance on large volumes of data they will generate.
What type of data source should the report writer use for the required data set?

- A. Trended
- B. Targeted
- C. Indexed
- D. Standard

**Answer: C**

Explanation:

Workday provides multiple types of data sources when creating reports. Among them, Indexed Data Sources are specifically designed for performance optimization on large data volumes. They allow faster retrieval and better scalability when working with high record counts, because they are pre-optimized for reporting and queries.
From the Workday Reporting guide:
"Indexed data sources provide optimized performance for large data volumes. These data sources are indexed on commonly used fields and are specifically designed to support high-performance queries." Thus, the correct choice is A. Indexed for ensuring performance with large datasets.

## NEW QUESTION # 16
A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Export the standard report to a data warehouse
- B. Copy and modify the standard report
- C. Edit the standard report
- D. Create a custom report from scratch

**Answer: B**

Explanation:
Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.
From the Workday Module 1 and 2 Reporting sections:
"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."
"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."
"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

## NEW QUESTION # 17
The Recruiting department requested a report that shows job applications by recruiting source, displayed through count and percent summaries that they can drill into to further analyze the data.
What report type fulfills these requirements?

- A. Search
- B. nBox
- C. Matrix
- D. Advanced

**Answer: C**

Explanation:
Workday offers several custom report types: Advanced, Matrix, Composite, Search, and Trending .
Advanced Reports: Allow sorting, filtering, grouping, totals, and charts but are not designed for percentage summarizations across grouped data.
Search Reports: Show search results based on facet filters, not suited for summarization and percentages.
nBox Reports: Used for displaying workers or positions across two dimensions (e.g., performance vs. potential).
Matrix Reports: Specifically designed for grouping data, applying summarizations (count, sum, percent), and drilling

## NEW QUESTION # 18
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