

Workday-Pro-HCM-Reporting Study Tool - Exam

Workday-Pro-HCM-Reporting Cram Questions

Workday HCM Core PRO Study set Exam Questions with Complete Solutions 2025

A _____ provides view and/or modify access to reports, tasks, and integrations.

A. Job Profile B. Business Process Security Policy C. Domain Security Policy D. Supervisory Organization - ✓✓✓C. Domain Security Policy

A custom report has a built-in prompt for Include Subordinate Organizations. How can you set the prompt value to always be yes and hide this prompt from users? (Select two correct answers)

A. Select Specify Default Value and identify the default selection B. Add a filter to include subordinate organizations C. Select the Do Not Prompt at Runtime checkbox D. Use a different data source without a default prompt - ✓✓✓A. Select Specify Default Value and identify the default selection

C. Select the Do Not Prompt at Runtime checkbox

A supervisory organization's primary location must have a location usage of _____ - ✓✓✓Business Site

A user gets the following error message when running a report: "Attempt to run a report where you do not have access to one or more fields referenced in the report's filter. Fields: Age. filter." What is the root cause of this issue?

A. The user does not belong to a security group that has access to a report field used in a filter. B. The user does not belong to a security group that has access to a report field used as a column. C. The user has designated a report field from a data source outside of the report as a filter. - ✓✓✓A. The user does not belong to a security group that has access to a report field used in a filter.

An HR partner runs an employee report that includes the Citizenship Status field. She can see the Citizenship Status for some employees on the report but not all. Why can she not see this data for some employees? (Select Two Correct Answers)

A. The Citizenship Status data is missing for these employees. B. She has applied a filter to limit the instances returned. C. She only has constrained access to the Citizenship Status report field. - ✓✓✓A. The Citizenship Status data is missing for these employees. C. She only has constrained access to the Citizenship Status report field.

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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"> 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"> 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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q20-Q25):

NEW QUESTION # 20

You transferred ownership of your report to an HR Analyst. Then, you run the Custom Report Exception Audit report, and a critical error appears next to the report you just transferred. Why could this be?

- A. The report is not shared with anyone.
- B. The HR Analyst is not in the same location as you are.
- C. The HR Analyst does not have access to all of the fields on the report.**
- D. The report has prompts.

Answer: C

Explanation:

When ownership of a custom report is transferred in Workday, the system immediately evaluates whether the new report owner has full security access to all components of the report. This includes access to the data source, all report fields, calculated fields, and any secured domains referenced by the report. If the new owner lacks access to even one secured field or domain, the report becomes invalid for that owner.

The Custom Report Exception Audit report is specifically designed to identify these types of issues. A critical error appears when the report owner does not meet the minimum security requirements to maintain or run the report.

From the Workday HCM Reporting documentation:

"When transferring ownership of a custom report, the new owner must have access to all fields and data sources used in the report. If access is missing, the Custom Report Exception Audit will flag the report with an error."

"Critical errors indicate security or configuration issues that must be resolved for the report to function correctly." The other options are incorrect because location has no impact on report ownership, prompts are supported in reports, and sharing controls visibility-not ownership validity.

NEW QUESTION # 21

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 Discovery Boards: Create domain
- B. The Drive 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 # 22

You are viewing a worker's Workday profile and would like to know more about the data behind the worker's job profile of Senior Benefits Analyst so that you can plan a report.

What is the quickest way to identify the business object associated with this field and other relevant field values relating to this instance?

- A. Run the Business Object Details report for the Job Profile business object.
- B. Run the Report Fields report.
- C. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.
- D. Create a custom report using the Create Custom Report task.

Answer: C

Explanation:

The Report Fields and Values option is available via the Related Actions icon for fields on worker profiles. This is the quickest way to see which business object is tied to the field (e.g., Job Profile) and which field values are available for reporting.

From the Workday documentation:

"To determine which business object a field belongs to and the values available for that field, select the Related Actions > Reporting > Report Fields and Values option." Thus, the quickest method is B. Select the job profile's Related Actions icon and select Reporting > Report Fields and Values.

NEW QUESTION # 23

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. Mass Operation Management
- C. View Alerts
- D. Scheduled Future Processes

Answer: D

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 # 24

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

Answer: C

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 # 25

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