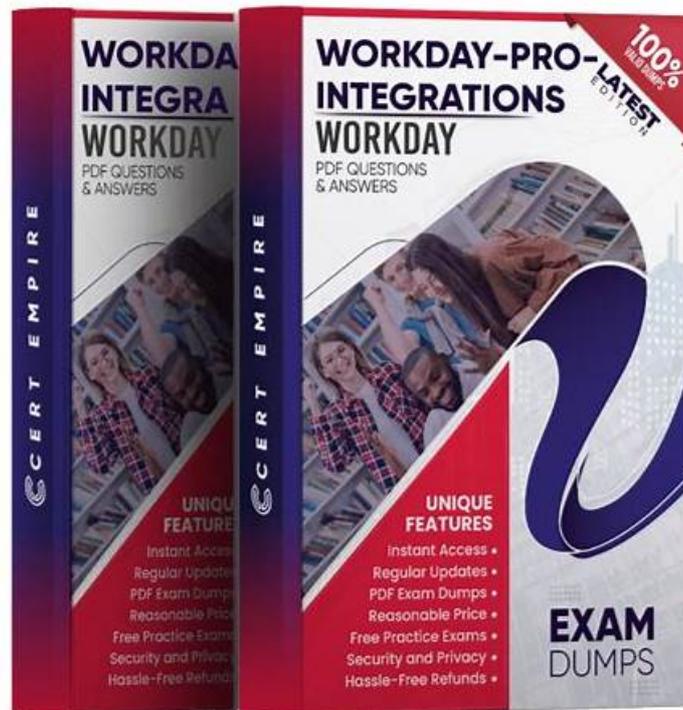


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Workday Pro HCM Reporting Certification Exam Sample Questions (Q10-

Q15):

NEW QUESTION # 10

A compensation analyst would like a report that includes an Expected Deadline field that returns a date 60 days after the Bonus Approval Date field.

- A. Build Date
- **B. Increment or Decrement Date**
- C. Format Date
- D. Date Difference

Answer: B

Explanation:

Workday calculated fields allow users to manipulate dates, numbers, and text values. To calculate a new date based on an existing date field (e.g., Bonus Approval Date), you use the Increment or Decrement Date function. This adds or subtracts a defined number of days, months, or years from the source date.

From Workday Reporting documentation:

"Increment or Decrement Date - Returns a date that is a specified number of days, months, or years before or after the value of the source date field." Example: If the Bonus Approval Date is 01/01/2025, adding 60 days using this function would return 03/02/2025.

Thus, the correct choice is A. Increment or Decrement Date.

NEW QUESTION # 11

You only want to show snapshot data on a custom trending report that uses the Trended Workers data source. How can you achieve this with minimal impact to report performance?

- A. Use the Trended Workers for Planning data source filter.
- B. Configure the default value of the Record Type prompt.
- C. Run the Maintain Trended Workers task and configure the default record type.
- **D. Add a report filter using the Snapshot field.**

Answer: D

Explanation:

The Record Type field in Trended Workers distinguishes between snapshots and transactions (such as hires, terminations, or transfers). To focus only on snapshot data, you can apply a report filter on the Snapshot field, ensuring only monthly or quarterly snapshots are displayed. This approach improves report performance because filtering happens at the report level without modifying global trending settings.

From the Workday reporting documentation: "Trended Worker data includes snapshots and transactions. To restrict a report to snapshots, apply a filter on the Record Type or Snapshot field." Other answers involve system-wide changes or unnecessary complexity: running Maintain Trended Workers redefines system defaults, configuring prompts adds user interaction overhead, and Trended Workers for Planning is a different data source intended for forecasting.

Thus, the most efficient option is B. Add a report filter using the Snapshot field.

NEW QUESTION # 12

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

The recruiting manager would like to view the top ten hiring sources, rather than just three.

How can you adjust the report definition to address this requirement?

- A. Edit the Sort Rows field on the Row Grouping column.
- **B. Edit the Maximum Number of Rows field.**
- C. Edit the Axis Scale on the Output tab.
- D. Configure a Field Values group on the Group by Field.

Answer: B

Explanation:

In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results-such as the top 10 hiring sources-you must increase this value in the report definition.

From the Workday Reporting documentation:

"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."

"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 13

Where can you view a list of your scheduled reports?

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

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 # 14

A recruiter is running a dashboard and no data is appearing in the Top New Applications by Job Profile worklet tile.

What could be the cause of the issue?

- A. The recruiter does not have access to the Top New Applications by Job Profile report.
- B. The recruiter does not have access to the domain securing the dashboard.
- **C. The recruiter has constrained access to the report's data source or data source filter.**
- D. The dashboard configuration does not include Top New Applications by Job Profile as a required worklet.

Answer: C

Explanation:

If a recruiter sees an empty dashboard tile, the most likely cause is constrained security access. Even though the dashboard is properly configured and the worklet is enabled, Workday's security framework ensures that report results vary by user depending on their role and assigned constraints.

From the Workday Reporting binder: "Report results differ between users if security constraints apply. Constrained security groups grant access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item". In this scenario, the recruiter likely has constrained access to only their supervisory organization or region. As a result, the "Top New Applications by Job Profile" report returns no records in the worklet tile.

Other options are less likely: if the recruiter lacked access to the report entirely, the tile would not appear; required vs. optional dashboard configuration would not impact existing data visibility; and domain-level security applies to report access, not data filtering.

Therefore, the correct answer is C. The recruiter has constrained access to the report's data source or data source filter.

NEW QUESTION # 15

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