

# 100% Pass Quiz Workday - Workday-Pro-HCM-Reporting - Workday Pro HCM Reporting Certification Exam Authoritative Dump Check

## Workday Pro - HCM Core Certification Exam Guide (Latest Update 2025 / 2026) Knowledge Check Questions and Answers | Grade A | 100% Correct (Verified Solutions)

### **Question:**

What fields are required in the Create Position task?

### **Answer:**

1. Posting Title
2. Number of headcount allocations
3. Availability Date
4. Earliest Hire Date

Ability to set hiring restrictions is available but not required. If not restrictions are going to be selected then the No Job Restrictions checkbox must be turned on otherwise at least one restriction is required. Pg 97

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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• 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.</li></ul>

Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>

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### **Workday Pro HCM Reporting Certification Exam Sample Questions (Q40-Q45):**

#### **NEW QUESTION # 40**

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

#### **Answer: A**

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 # 41**

You want the ability to view every summarization in the composite report by Location. What do you do?

- A. Include Location as a Detail Data field in one of the subreports.
- B. Include Location as a drillable field in one of the subreports.
- C. Include Location as a Detail Data field in all the subreports.**
- D. Include Location as a drillable field in all the subreports.

#### **Answer: C**

Explanation:

Composite reports combine multiple subreports, and their summarizations depend on the fields configured in the subreports themselves. To enable consistent grouping and summarization across the entire composite report, the Location field must be included as a Detail Data field in all the subreports. This ensures that each subreport provides the Location context required for composite-level summarization.

From the Workday binder: "Composite reports aggregate results from multiple subreports. To summarize or drill consistently on a specific field, that field must exist as a Detail Data field in all subreports included in the composite." If Location is only included in one subreport, summarizations in the other subreports would not align, and Location-based grouping would fail. Similarly, making Location drillable only affects drill-down options, not summary-level grouping across the composite.

Thus, the correct answer is A. Include Location as a Detail Data field in all the subreports.

#### NEW QUESTION # 42

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.
- B. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- **C. Configure a prompt set on the composite report in the Report Settings.**
- D. Configure the same default value for each duplicate prompt.

#### Answer: C

Explanation:

When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.

From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports.

Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

#### NEW QUESTION # 43

A Hire event has an Effective Date of 09/02/2023.

What would be the Record Date of the Hire event on the Trended Workers object?

- A. 9/2/2023
- B. 9/1/2023
- C. 10/31/2023
- **D. 9/30/2023**

#### Answer: D

Explanation:

In Workday trending reports, the Record Date for a transaction is not always the same as the event's Effective Date. Instead, trending data is captured based on the periodicity of the trended workers configuration, most commonly set to the end of each month. For Hire events, the Effective Date is when the change takes effect in the system, but the trended data is stored using the month-end Record Date.

From the Workday binder: "Trended Workers captures snapshots of worker data at periodic intervals (e.g., monthly, quarterly). A transaction such as a hire or termination is recorded in trending as of the last day of the period in which the effective date occurs." In this scenario, the Hire Effective Date of 09/02/2023 falls in September. The Record Date is therefore the last day of September, 09/30/2023, not the effective date itself.

Thus, the correct answer is C. 9/30/2023.

#### NEW QUESTION # 44

You would like to build a composite report using worker data in which report users can select a value from the output and view the worker, worker's location, and worker's manager.

Where will you need to configure the drill down values?

- A. In the composite report prompt settings
- B. In the composite report rows
- **C. In the composite report columns**
- D. In the subreports

**Answer: C**

Explanation:

In composite reports, drill-down functionality is controlled at the column level. By configuring drillable fields on the output columns, users can select values and view related details, such as worker name, location, and manager.

From the Workday documentation: "Drill-down values in composite reports are configured on columns. Columns can be set to include drillable fields, allowing users to select a value and view related data." Rows determine how data is grouped, prompts filter initial results, and subreports provide the raw data but do not directly control drillable field configurations.

Therefore, the correct configuration is C. In the composite report columns.

## NEW QUESTION # 45

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