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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q44-

## Q49):

### NEW QUESTION # 44

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

**Answer: D**

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 # 45

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a Data column, the matrix report is not available to select in the Sub Report Name field.

What can you check to identify the cause of this issue?

- A. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- B. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.
- C. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.
- **D. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.**

**Answer: D**

Explanation:

For a matrix report to be used as a subreport in a composite report, the group-by fields in the matrix report must align with the fields enabled for filtering and grouping in the composite report. If this alignment does not exist, Workday does not allow the matrix report to appear as a valid subreport option in the Sub Report Name dropdown.

From the Workday binder: "To include a matrix report as a subreport in a composite, the group-by fields of the matrix must match the fields enabled for grouping in the composite report. If these do not match, the matrix will not appear in the Sub Report Name selection." Other factors such as prompt defaults or filter settings may impact usability, but they do not prevent the matrix report from being selectable. The key dependency is the field alignment between the composite and the matrix group-by fields.

Therefore, the correct answer is A. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.

### NEW QUESTION # 46

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. Create a custom report from scratch
- C. Edit the standard report
- **D. Copy and modify the standard report**

**Answer: D**

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 # 47

You would like to create an advanced report that contains information about employees and their dependents. Where can you go to identify the field that links the two business objects, Worker and Dependent?

- A. The Related Business Objects tab of the Business Object Details report
- B. The Columns tab of a report definition
- C. The Related Business Object column of the Report Fields report
- D. The business object's Related Actions > Reporting > Report Fields and Values

**Answer: A**

Explanation:

To connect multiple business objects in reporting, Workday provides the Business Object Details report. The Related Business Objects tab within this report shows how different business objects are linked (e.g., Worker to Dependent). This enables report writers to identify which fields connect the primary and secondary objects.

From the Workday Reporting documentation:

"The report data source provides the view into the primary business object. This object gives you access to class report fields as well as links to related business objects." Therefore, the correct answer is C. The Related Business Objects tab of the Business Object Details report.

#### NEW QUESTION # 48

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. Run the Maintain Trended Workers task and configure the default record type.
- B. Use the Trended Workers for Planning data source filter.
- C. Configure the default value of the Record Type prompt.
- 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 # 49

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