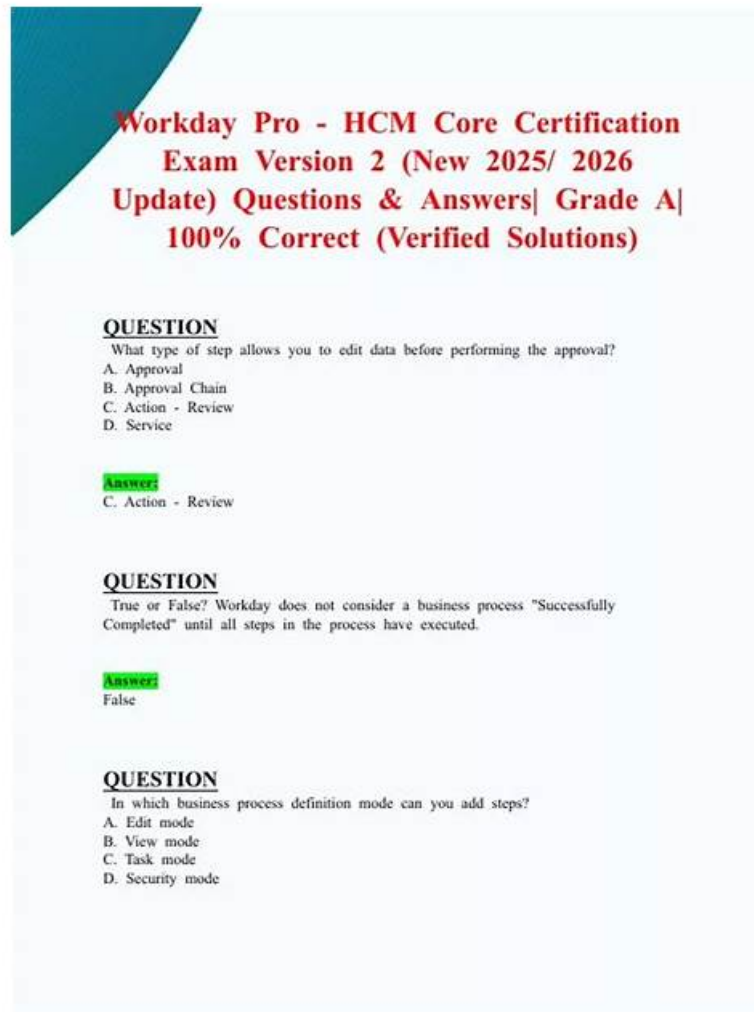# 100% Pass Quiz 2026 High Pass-Rate Workday Workday-Pro-HCM-Reporting Reliable Exam Topics

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q22-Q27):

NEW QUESTION # 22
A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.
What would be an effective option for this case?

- A. A worklet, because we need information from a collection of reports, organized by region.
- B. A dashboard, because we only need information from a single report.
- C. A worklet, we only need information from a single report.
- D. A dashboard, because we need information from a collection of reports, organized by region.

Answer: D

Explanation:
Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.
From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." . By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.
Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 23
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 Drive domain
- B. The Discovery Boards: Create 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 # 24

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 subfilters instead of filters
- C. Use a different data source
- D. Use calculated fields instead of filters

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 # 25

A composite report sorts output based on the last column in ascending order. You want the sort to be based on the second to last column in descending order.
How do you make this change?

- A. Edit the second to last column.
- B. Update the report settings.
- C. Edit the combine data row.
- D. Create a dynamic data row.

Answer: A

Explanation:
Sorting in composite reports is determined at the column level, not at the combine row or general report settings. If the output currently sorts by the last column, that is because the sort option was applied there. To change the sorting behavior to the second-to-last column and in descending order, you must edit that specific column's configuration.
From the Workday binder: "Composite reports allow sorting based on columns. To change sorting behavior, adjust the column configuration, specifying ascending or descending order." The other options are incorrect: "combine data row" merges subreport outputs, not sorting; "dynamic data row" generates flexible rows but doesn't control sorting; and "report settings" manage prompts and scheduling, not output order.
Therefore, the correct action is B. Edit the second to last column.

NEW QUESTION # 26

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. Matrix
- C. nBox
- D. Search

Answer: B

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 # 27
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