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Workday Pro HCM Reporting Certification Exam Sample Questions (Q13-Q18):

NEW QUESTION # 13

You are building a report that shows employee performance ratings and their associated performance review details. The report uses the Performance Review primary business object. Using a calculated field, what formula should you use to retrieve the employee's job title from the related Worker business object?

- A. **Lookup Related Value**
- B. Evaluate Expression Band
- C. Lookup Range Band
- D. Aggregate Related Instances

Answer: A

Explanation:

The correct choice is **Lookup Related Value**, because this function allows you to retrieve a field from a related business object that is not directly stored on your primary object. In this scenario, the primary business object is **Performance Review**, which holds performance-related data but not job-related data such as **Job Title**. Since **Job Title** resides on the **Worker** business object, you need to link from **Performance Review** to **Worker** and then retrieve **Job Title**.

The Workday reporting guide explains: "Lookup Related Value - Returns a field from a related business object. Use this to bring data from associated objects into a report when the field is not directly available on the primary object." . This ensures the **Performance Review** data can be combined with **Job Title** for meaningful insights.

By contrast, **Aggregate Related Instances** is used to roll up multiple related values, **Range Band** applies thresholds, and **Evaluate Expression Band** is used for conditional ranges, not cross-object retrieval.

NEW QUESTION # 14

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

- A. Add a report prompt that uses the Trending Period field.
- B. Run the Maintain Trended Workers task and modify the Trending Period.
- C. Edit the field on the Column Grouping grid in the report definition.
- D. **Edit the Group by Time Period field in the report definition.**

Answer: D

Explanation:

When designing trending reports, the **Group by Time Period** field determines how the trended records are aggregated and displayed. By default, reports may show quarterly or annual rollups, but this can be easily adjusted to monthly without needing to reconfigure or regenerate trending data.

From the Workday documentation: "In trending reports, the **Group by Time Period** setting allows users to choose the granularity of the results, such as monthly, quarterly, or annually. This setting controls the display of data in charts and tables." Other options are less appropriate: editing the Column Grouping grid changes report layout but not trending intervals, using a prompt does not change aggregation, and running the Maintain Trended Workers task changes system-wide trending setup, not individual report display. Thus, the correct approach is B. **Edit the Group by Time Period field in the report definition.**

NEW QUESTION # 15

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. View Alerts
- B. Run History
- C. Mass Operation Management
- 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 # 16

You are configuring a waterfall visualization showing employee movement. To properly display the information, you need the Termination Count field to return as a negative number.

- A. Format Number
- B. **Arithmetic Calculation**
- C. Extract Single Instance
- D. Numeric Constant

Answer: B

Explanation:

When creating custom reports and visualizations, calculated fields can transform values. To change positive counts into negative values (such as terminations in a waterfall chart), you use the Arithmetic Calculation function. This function allows you to perform math operations (addition, subtraction, multiplication, division) on numeric fields. By multiplying the Termination Count by -1, the result displays as a negative number.

From Workday Reporting documentation:

"Arithmetic Calculation - Performs mathematical operations on numeric fields. You can create new numeric outputs such as percentages, ratios, or negatives by applying arithmetic logic." Thus, the correct answer is C. Arithmetic Calculation.

NEW QUESTION # 17

You need a calculated field that returns whether or not the initiator for a Manage Goals event is the worker's manager.

- A. Evaluate Expression
- B. Lookup Related Value
- C. Evaluate Expression Band
- D. **True/False Condition**

Answer: D

Explanation:

The True/False Condition calculated field is used to return Boolean results (True or False) based on defined criteria. In this scenario, the field must evaluate whether the event initiator equals the worker's manager. By setting that condition, the calculated field will return True if the initiator is the manager and False otherwise.

From Workday Reporting documentation:

"True/False Condition - Creates a Boolean field that evaluates a condition and returns True or False depending on whether the condition is met." Thus, the correct answer is B. True/False Condition.

NEW QUESTION # 18

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Jim Doherty is a Solutions Marketing Manager with responsibility Workday-Pro-HCM-Reporting Reliable Exam Simulations for routing and switching for Cisco Systems. Sixteen other words appeared once in the titles: nanobelts, nanobiology, nanocosm, nanodevices, nanoelectromechanics, nanolithography, nanomechanics, Workday-Pro-HCM-Reporting nanomedicine, nanometric, nanometrology, nanoporous, nanopositioning, nanoscopy, nanosources, nanotubes, and nanowires.

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