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

Topic	Details
Topic 1	<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 2	<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 3	<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 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 (Q17-Q22):

#### NEW QUESTION # 17

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 # 18

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

**Answer: D**

Explanation:

Duplicate prompts occur in composite reports when multiple subreports request similar or identical inputs, such as Company, Date, or Organization. The recommended and most scalable solution is to use a Prompt Set configured at the composite report level. Prompt sets allow you to consolidate duplicate prompts into a single prompt, which is then mapped to the corresponding prompts in each subreport. This ensures a clean user experience and consistent filtering across all subreports.

From the Workday HCM Reporting documentation:

"Composite reports support prompt sets to consolidate duplicate prompts across subreports."

"Configure prompt sets in the composite report's Report Settings to eliminate redundant user prompts." The other options are not best practice: default values do not remove duplicate prompts, suppressing prompts reduces flexibility, and managing prompts individually in subreports defeats the purpose of composite-level control.

### NEW QUESTION # 19

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

**Answer: C**

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 # 20

The Chief People Officer is running the Headcount by Year report and getting different results than an HR analyst, who is the report owner.

What is a possible cause of this?

- A. Both the Chief People Officer and HR analyst have constrained access to the data source.
- B. The HR analyst did not share the report with the Chief People Officer.
- C. The Chief People Officer does not have access to the data source filter.
- D. The HR analyst did not properly transfer ownership of the report to the Chief People Officer.

**Answer: A**

Explanation:

Reports in Workday respect data source security constraints. Different users may see different results in the same report if their access is limited. For example, an HR analyst may have constrained access only to certain organizations or workers, while the Chief People Officer may also have constraints.

From Workday Reporting and Security documentation:

"Report results differ between users if security constraints apply. Constrained security groups grant access only to specific target data (e.g., workers in certain supervisory orgs), while unconstrained groups can view all data." Thus, the likely cause is that both the Chief People Officer and the HR analyst have constrained access to the data source. Correct answer: C.

### NEW QUESTION # 21

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

- A. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- B. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.
- C. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.
- D. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.

**Answer: B**

Explanation:

In Discovery Boards, drill behavior is defined in the Drill By field list. To add Worker as a drillable option in just one visualization, the analyst can override the Drill By list in the Configuration Panel of that visualization. This allows Worker to appear as a drill

dimension without altering the defaults applied across other visualizations.

From the Workday documentation: "You can override Drill By field lists in the visualization configuration panel. This enables drill customization on a per-visualization basis without impacting other discovery boards." The other options are less appropriate: Maintain Field Lists changes the default for all boards; adding Worker as a dimension affects grouping, not drilling; and sheet filter controls allow filtering but do not add drill options.

Thus, the correct choice is D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

## NEW QUESTION # 22

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