Workday-Pro-HCM-Reporting Passguide & Workday-Pro-HCM-Reporting Preparation

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

Topic	Details
Topic 1	• 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.
Topic 2	• 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.

Topic 3	• 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.
Topic 4	• 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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q32-Q37):

NEW QUESTION # 32
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. Use the Trended Workers for Planning data source filter.
- B. Run the Maintain Trended Workers task and configure the default record type.
- 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 # 33
You are configuring a data column on a composite report. You would like to map a subreport prompt to a value in a prompt set, but the prompt is not appearing on the Map Sub Report Prompts grid in the column configuration options.
What could be causing this?

- A. You already set a default value for the prompt on the subreport.
- B. You do not have access to the domain securing the report prompt.
- C. You did not select Use Value From Prompt Set as the default prompt value in the subreport.
- D. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.

Answer: D

Explanation:
In Workday, when you configure composite reports, you can map subreport prompts to prompt sets for greater flexibility. However,

if the Do Not Prompt at Runtime checkbox is selected on the subreport prompt, the prompt will not be exposed in the Map Sub Report Prompts grid. This is because Workday interprets the prompt as suppressed and therefore not available for mapping at runtime.

From the Workday binder: "Prompts suppressed with the Do Not Prompt at Runtime option will not appear in the Map Sub Report Prompts grid in composite report configuration. To map a subreport prompt, ensure the prompt is enabled at runtime." Other options do not directly cause this issue: default values on prompts do not suppress them, security issues would block data but not hide the prompt mapping, and prompt set configuration errors affect defaulting but not visibility.

Thus, the correct answer is B. The Do Not Prompt at Runtime checkbox is selected for the prompt on the subreport.

NEW QUESTION # 34

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. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.
- B. Create a control from a sheet filter and filter the data by Worker from the Control Panel.
- 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: A

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 # 35

You transferred ownership of your report to an HR Analyst. Then, you run the Custom Report Exception Audit report, and a critical error appears next to the report you just transferred.

Why could this be?

- A. The HR Analyst does not have access to all of the fields on the report.
- B. The HR Analyst is not in the same location as you are.
- C. The report is not shared with anyone.
- D. The report has prompts.

Answer: A

Explanation:

The Custom Report Exception Audit report identifies errors in custom reports, such as missing security access. If a new report owner does not have access to one or more fields on the report, it will trigger a critical error.

From the Workday Reporting documentation:

"The Custom Report Exception Audit report identifies issues such as missing field access when ownership of a report is transferred."

Therefore, the correct answer is A. The HR Analyst does not have access to all of the fields on the report.

NEW QUESTION # 36

You want to create a report that groups all employees by area code. However, the field you are pulling from contains the entire phone number.

- A. Format Number

- B. Format Text
- C. Concatenate Text
- D. Substring Text

Answer: D

Explanation:
The Substring Text function in Workday calculated fields extracts a portion of a string based on character position and length. To capture the area code from a phone number (e.g., the first three digits of a 10-digit number), you define the substring starting at position 1 with a length of 3.
From Workday Reporting documentation:
"Substring Text - Returns a portion of a text string based on a starting position and specified length." Example: Phone number 4155551234 → Substring(1,3) = 415.
Therefore, the correct choice is A. Substring Text.

NEW QUESTION # 37

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