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

Topic	Details
Topic 1	<ul style="list-style-type: none">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.
Topic 2	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.

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Workday Pro HCM Reporting Certification Exam Sample Questions (Q17-Q22):

NEW QUESTION # 17

You are configuring a matrix report that groups average performance ratings by supervisory organization. However, the report users would like to be able to drill down and view data at each level of the hierarchy. How should you edit the report definition to achieve this functionality?

- A. Include a Lookup Hierarchy Rollup calculated field in the Drillable Fields grid.
- B. Include a Lookup Related Value calculated field in the Detail Data grid.
- C. Add a Detail Data Override.
- D. Update your supervisory organization sort order to Logical sort order - Descending.

Answer: A

Explanation:

Matrix reports in Workday allow grouping and summarization of data, but to drill down through hierarchical structures such as supervisory organizations, you must configure hierarchy-aware calculated fields. The Lookup Hierarchy Rollup function enables drillable hierarchies, showing performance metrics at each level of the organizational tree.

The Workday binder notes: "Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis." This means you can expand results from the top supervisory org down to teams and individual workers.

Using a simple Lookup Related Value would only pull in one field from a related object, not enable hierarchical drill-down. Similarly, changing sort order or adding overrides does not create drillable hierarchies. Only Lookup Hierarchy Rollup enables this behavior.

NEW QUESTION # 18

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

Answer: D

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 # 19

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 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.
- B. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.
- C. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.
- D. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.

Answer: A

Explanation:

For a matrix report to be eligible as a subreport in a composite report, Workday requires strict alignment between the composite report's enabled fields and the matrix report's group-by fields. Specifically, every field enabled for filtering and grouping in the composite report must also exist as a group-by field in the matrix report.

If this alignment does not exist, Workday excludes the matrix report from the Sub Report Name selection list because the system cannot reliably aggregate or align the summarized data across reports.

Workday HCM Reporting documentation states:

"When using matrix reports as subreports in composite reports, the group-by fields must align with the composite report's enabled grouping and filtering fields."

"Matrix reports that do not meet grouping alignment requirements will not be available for selection as subreports." The other options do not control subreport eligibility:

Summarization fields affect calculations, not availability.

Filter alignment is validated later, not at selection time.

Prompt defaults do not determine whether a report appears in the Sub Report Name field.

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. The HR analyst did not share the report with the Chief People Officer.
- B. Both the Chief People Officer and HR analyst have constrained access to the data source.
- 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: B

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

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.

The recruiting manager would like to view the top ten hiring sources, rather than just three.

How can you adjust the report definition to address this requirement?

- A. Edit the Maximum Number of Rows field.
- B. Edit the Axis Scale on the Output tab.

- C. Configure a Field Values group on the Group by Field.
- D. Edit the Sort Rows field on the Row Grouping column.

Answer: A

Explanation:

In Workday matrix reports, the number of rows returned is controlled by the Maximum Number of Rows setting. By default, reports may limit output rows (for example, showing only the top 3). To display more results-such as the top 10 hiring sources-you must increase this value in the report definition.

From the Workday Reporting documentation:

"You can limit or expand the number of rows displayed in a matrix report by editing the Maximum Number of Rows field."

"To display more than the default, update the value in the report definition." Therefore, the correct way to adjust this report to display the top 10 hiring sources is B. Edit the Maximum Number of Rows field.

NEW QUESTION # 22

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