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## Workday Pro HCM Reporting Certification Exam Sample Questions (Q21-Q26):

### NEW QUESTION # 21

A user needs to view additional data on the delivered Headcount By Job Profile report.  
What should you recommend?

- A. Create a custom report from scratch
- **B. Copy and modify the standard report**
- C. Export the standard report to a data warehouse
- D. Edit the standard report

**Answer: B**

Explanation:

Workday delivers many standard (delivered) reports that are available to all customers. These reports are a great starting point but

are not editable directly. If the delivered report does not meet your requirements, you should copy it and then modify the copy to create a custom report. This ensures that you retain the delivered report as-is, while still tailoring the report output to your business needs.

From the Workday Module 1 and 2 Reporting sections:

"Workday delivers standard reports that are available for all customers. If necessary, you can copy many of the Workday-delivered reports to create a custom report and modify it as needed."

"There still may not be a report that meets my specific needs though. In that case, I can either create a report from scratch or copy a delivered report and make changes."

"Standard reports are already available in all customer tenants and span across the functional areas in Workday. Workday creates standard reports using either the report writer tool or XpressO. However, you can copy and modify reports created with report writer as needed." Therefore, the correct recommendation is to copy and modify the delivered Headcount By Job Profile report (Option D) instead of editing the original.

### NEW QUESTION # 22

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

**Answer: D**

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 # 23

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

**Answer: C**

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 # 24

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

**Answer: C**

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 # 25

A user runs a custom report that shows employee performance data using the Rating - Current report field. The user wants to view the ratings of other teams to compare their team's performance. Upon running the report, the user is only able to view the instances for their direct reports.

What additional security configuration would the user need to view all instances of the performance data?

- **A. Unconstrained access to the data source used in the report**
- B. Constrained access to the report field used in the report
- C. Access to the data source filter used in the report
- D. Access to the security domain used in the report

**Answer: A**

Explanation:

Workday's configurable security model determines how much data a user can see in reports. If a user can only see their direct reports, they currently have constrained access. To view performance data for all workers, the user requires unconstrained access to the data source tied to the report field.

From Workday security documentation:

"Constrained security groups grant members access only to a subset of data... Unconstrained security groups grant users access to all target instances of a securable item." Therefore, the user needs D. Unconstrained access to the data source used in the report.

### NEW QUESTION # 26

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