

# Workday Workday-Pro-HCM-Reporting Practice Test Learning Material in Three Different Formats



## Workday

Workday-Pro-HCM-Reporting Exam

Workday Pro HCM Reporting Certification Exam

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

Topic	Details
Topic 1	<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 2	<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 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>

## Workday Pro HCM Reporting Certification Exam Sample Questions (Q27-Q32):

### NEW QUESTION # 27

You want the ability to view every summarization in the composite report by Location. What do you do?

- A. Include Location as a drillable field in all the subreports.
- B. Include Location as a Detail Data field in one of the subreports.
- C. Include Location as a drillable field in one of the subreports.
- **D. Include Location as a Detail Data field in all the subreports.**

### Answer: D

Explanation:

Composite reports combine multiple subreports, and their summarizations depend on the fields configured in the subreports themselves. To enable consistent grouping and summarization across the entire composite report, the Location field must be included as a Detail Data field in all the subreports. This ensures that each subreport provides the Location context required for composite-level summarization.

From the Workday binder: "Composite reports aggregate results from multiple subreports. To summarize or drill consistently on a specific field, that field must exist as a Detail Data field in all subreports included in the composite." If Location is only included in one subreport, summarizations in the other subreports would not align, and Location-based grouping would fail. Similarly, making Location drillable only affects drill-down options, not summary-level grouping across the composite.

Thus, the correct answer is A. Include Location as a Detail Data field in all the subreports.

### NEW QUESTION # 28

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 # 29

Where can you view a list of your scheduled reports?

- A. Scheduled Future Reports
- **B. Scheduled Future Processes**
- C. Scheduled Distributions Report
- D. View All Occurrences for a Schedule

**Answer: B**

Explanation:

Workday uses the Scheduled Future Processes report to display all processes that are scheduled to run in the future, including scheduled custom reports, standard reports, and other background jobs. This report provides visibility into recurrence patterns, next run dates, owners, and process types, making it the primary place to confirm scheduled report execution.

From the Workday HCM Reporting documentation:

"The Scheduled Future Processes report allows users to view all scheduled processes, including reports, along with their run frequency and next execution date."

"Use Scheduled Future Processes to validate that a report is still scheduled and confirm future run instances." The other options are incorrect because:

"Scheduled Future Reports" is not a delivered Workday task.

"Scheduled Distributions Report" is not used to view report schedules.

"View All Occurrences for a Schedule" is accessed only after selecting a specific schedule and does not provide a consolidated list. Therefore, the correct answer is B. Scheduled Future Processes.

### NEW QUESTION # 30

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

**Answer: B**

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 # 31

You have selected the Enable As Worklet checkbox on a report definition and added the Recruiting dashboard in the Available On field. You share the report definition with all authorized users and run the Recruiting dashboard but the worklet is not appearing. What could be the reason for this?

- A. You need to configure the Recruiting dashboard to include the worklet.
- B. Your security needs to be updated to view the worklet.
- C. The worklet needs to be setup as required on the dashboard.
- D. The worklet has more than 100 rows of data.

**Answer: A**

Explanation:

Enabling a report as a worklet and assigning it to a dashboard does not automatically make it visible. The Recruiting dashboard (or any dashboard in Workday) must be configured to include the worklet explicitly. This is a common oversight-report designers assume that enabling a report as a worklet is sufficient, but the dashboard itself must be updated in configuration to display that worklet tile.

From the Workday reporting materials: "Dashboards provide an interface to view multiple worklets. Even if a report is enabled as a worklet, the dashboard configuration determines which worklets are visible to end users." Other options are less relevant: exceeding 100 rows only impacts loading performance, not visibility; security issues would typically block data, not hide the worklet entirely; and required setup applies to whether the worklet is optional or required, but it must still be added to the dashboard.

Thus, the correct reason is B. You need to configure the Recruiting dashboard to include the worklet.

### NEW QUESTION # 32

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