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

Topic	Details
Topic 1	<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 2	<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 3	<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 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 (Q39-Q44):

NEW QUESTION # 39

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. Configure the default value of the Record Type prompt.
- C. Run the Maintain Trended Workers task and configure the default record type.
- **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 # 40

The Recruiting department requested a report that shows job applications by recruiting source, displayed through count and percent summaries that they can drill into to further analyze the data.

What report type fulfills these requirements?

- A. nBox
- B. Advanced
- C. Search
- **D. Matrix**

Answer: D

Explanation:

Workday offers several custom report types: Advanced, Matrix, Composite, Search, and Trending .

Advanced Reports: Allow sorting, filtering, grouping, totals, and charts but are not designed for percentage summarizations across grouped data.

Search Reports: Show search results based on facet filters, not suited for summarization and percentages.

nBox Reports: Used for displaying workers or positions across two dimensions (e.g., performance vs. potential).

Matrix Reports: Specifically designed for grouping data, applying summarizations (count, sum, percent), and drilling

NEW QUESTION # 41

A worker report uses a filter based on the Location field, using the comparison type Prompt the user for a value. A user runs this report and leaves the prompt value blank.

What Worker instances display on the output?

- **A. All Worker instances, regardless of the value of the Location field**

- B. No Worker instances, regardless of the value of the Location field
- C. Only Worker instances where there is a value of the Location field
- D. Only Worker instances where the Location field value is blank

Answer: A

Explanation:

Workday report filters allow prompts so users can enter values when running a report. If the prompt value is left blank, Workday treats it as though no filter condition has been applied, so the system returns all available Worker instances regardless of the Location field.

From the Workday Reporting guide:

"Prompts - You can further narrow and refine your report results by having the user complete prompt fields before they run the report. You can set default values for prompts... If left blank, the filter condition is ignored and all data is returned." Therefore, the correct answer is D. All Worker instances, regardless of the value of the Location field.

NEW QUESTION # 42

A compensation analyst wants to provide C-level executives with a readable and easily accessible display of annual average base pay for workers by region.

What would be an effective option for this case?

- A. A dashboard, because we need information from a collection of reports, organized by region.
- B. A worklet, because we need information from a collection of reports, organized by region.
- C. A dashboard, because we only need information from a single report.
- D. A worklet, we only need information from a single report.

Answer: A

Explanation:

Workday dashboards allow organizations to present multiple reports together in a consolidated, highly visual, and interactive format. For C-level executives, who require a comprehensive and regional view of annual average base pay, dashboards are preferred over individual reports or worklets because they enable grouping and comparison across multiple data sets.

From the Workday binder: "Dashboards provide an interface to view charts and sheets all in one place. This enables managers and executives to analyze key metrics and trends so they can make better decisions." . By organizing reports by region within a dashboard, executives can quickly compare averages, identify trends, and take strategic action without needing to navigate multiple reports.

Worklets are lightweight tiles often used for single reports or quick tasks on the Home page. However, this scenario requires an organized collection of reports, making D. A dashboard, because we need information from a collection of reports, organized by region the correct answer.

NEW QUESTION # 43

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. The Do Not Prompt at Runtime checkbox is selected 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: C

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 # 44

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