Valid Workday-Pro-HCM-Reporting Exam Test - Reliable Workday-Pro-HCM-Reporting Test Notes

Workday Pro HCM Reporting Certification
Exam Guide

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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 4	• 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 (Q34-Q39):

NEW QUESTION # 34
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. Search
- C. Advanced
- 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 # 35
A user needs to view additional data on the delivered Headcount By Job Profile report.
What should you recommend?

- A. Export the standard report to a data warehouse
- B. Copy and modify the standard report
- C. Create a custom report from scratch
- 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 # 36

A report that uses an indexed data source is running slowly for an HR analyst. The report is sorted by the Worker object field. What can you do to improve the sorting performance?

- A. Sort by the Full Name (text) field instead
- B. Select the Sort by First Accessible Column checkbox
- C. Create a calculated field that only pulls the first name of the worker
- D. Change the data source on the report

Answer: A

Explanation:

When reports use Indexed Data Sources, performance issues can arise if sorting is attempted on fields that are not indexed. In the case of the Worker object, sorting directly by the Worker object field is slower. Workday best practice is to sort by text-based fields such as the "Full Name (text)" field, which improves query performance because it leverages indexed fields.

From the Workday reporting materials:

*"For indexed data sources, performance improves when sorting by text fields such as Full Name (text), instead of object fields. Sorting by object fields causes slower performance, whereas text-based fields use the

NEW QUESTION # 37

You are building a composite report that uses two subreports with different data sources. You are noticing duplicate prompts when you run your composite report.

How can you resolve this problem?

- A. Select the Do Not Prompt at Runtime for one of the duplicate prompts in the Report Settings.
- B. Configure a prompt set on the composite report in the Report Settings.
- C. Select the Do Not Prompt at Runtime checkbox for the overlapping prompts in each subreport.
- D. Configure the same default value for each duplicate prompt.

Answer: B

Explanation:

When using multiple subreports in a composite report, duplicate prompts often occur if both subreports request similar information (e.g., Company, Date, or Supervisory Organization). The best practice in Workday is to configure a Prompt Set at the composite level. Prompt sets allow you to consolidate duplicate prompts into one, mapping the same input across multiple subreports.

From the Workday documentation: "Composite reports allow prompt consolidation through Prompt Sets. Configure prompt sets in the composite report's Report Settings to eliminate duplicate prompts and provide a streamlined user experience." Other answers are less efficient: assigning the same default value does not eliminate duplication, suppressing prompts with "Do Not Prompt at Runtime" removes flexibility for end users, and handling only one duplicate prompt does not consolidate across subreports.

Therefore, the correct solution is A. Configure a prompt set on the composite report in the Report Settings.

NEW QUESTION # 38

You need to create a matrix report that evaluates the effectiveness of recruiters on each region.

How can you ensure the report displays the percentage of hires for each recruiter in relation to all recruiters and regions?

- A. Use a Count summarization to aggregate all data at the row level
- B. Create a calculated field using the Sum function on the Number of Hires summarization

- C. Create a Calculation summarization to show the percentage of hires for each region
- D. Select the Percent of Overall Total option on the Number of Hires summarization

Answer: D

Explanation:
Matrix reports in Workday allow grouping of data, applying summarizations, and drilling into the summaries for deeper analysis . To calculate percentages relative to the overall total, Workday provides a built-in summarization option called "Percent of Overall Total." This option is applied to numeric summarizations like "Number of Hires." From the Workday Reporting Guide:
"Matrix reports allow you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis."
"You can apply different summarizations such as Count, Sum, Average, and Percent of Overall Total on numeric fields." (Matrix Report Options - Workday Module 1 Binder) Therefore, to show the percentage of hires per recruiter relative to the grand total across recruiters and regions, you would select "Percent of Overall Total" on the Number of Hires summarization.

NEW QUESTION # 39
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