



Workday

Workday-Pro-HCM-Reporting Exam

Workday Pro HCM Reporting Certification Exam

Exam Latest Version: 6.0

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Question 1. (Single Select)

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: Edit the standard report
- C: Export the standard report to a data warehouse
- D: Copy and modify the standard report

Correct Answer: D

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.

Question 2. (Single Select)

You need to filter a custom report to only return data on part-time employees.

To achieve this, what comparison type should you use when creating the filter?

A: Prompt the user for the value

B: Prompt the user for the value and ignore the filter condition if the value is blank

C: Value specified in this filter

D: Value from another field

Correct Answer: C

Explanation:

When creating a custom report, filters restrict which data records are returned. Workday allows different comparison types for filters. The option “Value specified in this filter” lets you hard-code a condition (for example, Time Type = Part-Time), so the report consistently returns only part-time employees without requiring user input.

From the Workday Reporting documentation:

“Filter – Add conditions to filter the primary business object.”

“Prompts – You can further narrow and refine your report results by having the user complete prompt fields before they run the report... or use value specified in this filter for fixed filtering.”

Therefore, the correct answer is C. Value specified in this filter.

Question 3. (Single Select)

The Chief Learning Officer wants you to build a report that lists all current learning content and any information you have relating to ratings and popularity.

How should you find the relevant fields and data sources that are available for you to create this report?

A: View the Learning dashboard

- B: Run the Business Object Details report
- C: Run the Workday Standard Reports report
- D: Access the View Custom Report task

Correct Answer: B

Explanation:

To locate the correct fields and data sources for a custom report, Workday provides the Business Object Details report. This report displays all available fields, relationships, and related business objects that can be included in reporting. It ensures report writers can confirm which fields (e.g., Learning Content, Ratings, Popularity) are accessible for use.

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.”

“The Business Object Details report is used to view which fields are available for reporting.”

Therefore, the correct answer is B. Run the Business Object Details report.

Question 4. (Single Select)

The benefits manager position has recently been filled by a different worker. The previous benefits manager has transferred ownership of the report schedules to the new manager. Month end is coming up and the new manager is wondering which reports are scheduled to be run automatically.

Where can the manager view this information?

- A: The Process Monitor report
- B: My Reports Library
- C: My Tasks
- D: The Scheduled Future Processes report

Correct Answer: D

Explanation:

Workday provides the Scheduled Future Processes report to review which reports are scheduled to run automatically. This report displays the recurrence details and execution times of all scheduled reports, allowing managers to confirm upcoming automated report runs.

From the Workday Reporting documentation:

“Workday provides scheduling options to run reports at set frequencies. You can confirm upcoming scheduled report runs in the Scheduled Future Processes report.”

Therefore, the correct answer is D. The Scheduled Future Processes report.

Question 5. (Single Select)

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

Correct Answer: D**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.



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