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Workday Pro HCM Reporting Certification Exam

Workday Workday-Pro-HCM-Reporting

Version Demo

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QUESTION NO: 1

You would like to create an advanced report that contains information about employees and their dependents.

Where can you go to identify the field that links the two business objects, Worker and Dependent?

A. The Columns tab of a report definition

B. The Related Business Object column of the Report Fields report

C. The Related Business Objects tab of the Business Object Details report

D. The business object's Related Actions > Reporting > Report Fields and Values

ANSWER: C

Explanation:

The Related Business Objects tab of the Business Object Details report is the appropriate place to identify the field relationship between Worker and Dependent. In Workday, business objects represent related sets of data, and advanced reporting depends on understanding the available relationship paths from the report's primary business object. The Business Object Details report provides metadata for a selected business object, including its related business objects and the fields used to navigate to them. Reviewing the Related Business Objects tab for Worker lets the report writer locate the Worker field that returns associated Dependent instances, or otherwise confirm the relationship available for the selected reporting context. This relationship information is essential when choosing fields from a related business object in an advanced report, because it establishes how Workday traverses from worker data to dependent data. The report is designed specifically for examining business-object structure and relationships before or while building a report. For general background on Workday reporting capabilities and report-data concepts, see Workday Analytics and Reporting and Workday Human Capital Management.

QUESTION NO: 2

You are creating a report that groups workers by the month and year of their original hire date. The grouping label must display values such as Jan 2024 and Feb 2024, while the original hire date remains unchanged.

What calculated field function should you use?

A. Build Date

B. Format Date

C. Increment or Decrement Date

D. Date Difference

ANSWER: B

Explanation:

Format Date is appropriate because the requirement is to transform a date into a readable month-and-year display value. Configure the formatting pattern to return the abbreviated month and four-digit year, then use the resulting formatted value as the grouping field.

Build Date would create a new date from component values rather than format the existing hire date. Increment or Decrement Date changes a date by an interval, and Date Difference returns a numeric duration rather than a month-and-year label.

QUESTION NO: 3

An HR analyst has many visualizations in different discovery boards that use the Workers for HCM Reporting data source on the Worker primary business object. The analyst wants to drill into one of the visualizations by Worker. Upon drilling, the analyst notices that Worker is not a listed Drill By field option. They want to drill by Worker without editing the Drill By list of the other visualizations.

How would the analyst configure this?

A. Add Worker as a Drill By field from the Maintain Field Lists for Discovery Boards report.

B. Drag and drop the Worker field in one of the dimensions of this visualization in the Builder Panel.

C. Create a control from a sheet filter and filter the data by Worker from the Control Panel.

D. Override the Drill By field list and add Worker in the Configuration Panel for this visualization.

ANSWER: D

Explanation:

Override the Drill By field list and add Worker in the Configuration Panel for this visualization. Discovery Boards support visualization-level configuration, allowing an analyst to tailor the available drill path for a specific chart or table rather than changing a shared or default field-list configuration. In this case, the visualization uses the Worker primary business object, so Worker is an appropriate field to make available as a drill target. The analyst should open the visualization's Configuration Panel, override its Drill By field list, and add Worker. The override is scoped to that visualization, which satisfies the requirement to retain the current drill behavior of the other visualizations across the analyst's Discovery Boards. This configuration separates the visualization's drill interaction from any broader reusable field-list setup while preserving the existing data source and visual design. Workday's reporting and analytics capabilities are designed to let users interactively explore workforce data through configurable visualizations and drill paths; see Workday Analytics. Configuration guidance and tenant-specific documentation are available to authorized customers through the Workday Community.

QUESTION NO: 4

You configured a trending report for an HR analyst that shows headcount by country trends by quarter. The HR analyst has asked for the data to display for each month, rather than each quarter.

How can you fulfill these requirements?

A. Edit the field on the Column Grouping grid in the report definition.

B. Edit the Group by Time Period field in the report definition.

C. Add a report prompt that uses the Trending Period field.

D. Run the Maintain Trended Workers task and modify the Trending Period.

ANSWER: B

Explanation:

Edit the Group by Time Period field in the report definition. In a Workday trending report, this setting controls the temporal granularity used to group the trended results. Changing its value from a quarterly period to a monthly period causes the report to present the headcount trend as separate monthly data points while retaining the report's existing business-object context, such as headcount by country. This is the appropriate report-level configuration because the request concerns how the trend is aggregated and displayed, rather than the report layout or a user-supplied filter value. After the report definition is updated and saved, the analyst can run the same trending report and view monthly results, including monthly chart and table groupings where configured. Workday reporting is designed to let report writers configure grouping and presentation behavior in the report definition, supporting flexible analysis without recreating the underlying report. For an overview of Workday's reporting and analytics capabilities, see Workday Reporting and Analytics. Workday also describes how its platform supports adaptable business processes and data analysis at Workday Platform and Product Extensions.

QUESTION NO: 5

Refer to the following scenario to answer the question below.

You have prepared the following matrix report for a recruiting manager.



The recruiting manager wants the rows to sort by Total Count, rather than Total Average Base Pay.

How can you adjust the report definition to address this requirement?

A. Reorder the rows in the Define the Field(s) to Summarize grid.

B. Add a new row to the grid on the Filter tab.

C. Add a new row to the grid on the Sort tab.

D. Adjust the Maximum Number of Rows value.

ANSWER: C

Explanation:

Add a new row to the grid on the Sort tab. In a Workday matrix report, the Sort tab controls the order in which grouped row or column results are displayed. To change the row ordering from a calculated aggregate such as Total Average Base Pay to Total Count, add a sort definition for the relevant summarized count field and select the required direction, typically descending when the manager wants the largest counts first. This changes presentation order without changing the report's underlying data set, grouping structure, or summarized values. Matrix reports are intended to compare measures across grouped dimensions, and sorting on an aggregate lets report consumers prioritize the groups with the highest or lowest result for the selected measure. The report definition can therefore retain both Total Count and Total Average Base Pay as summarized fields while using Total Count as the governing sort value. After saving the revised definition, run the report to confirm that the row groups appear in the requested count-based order. Workday describes its reporting capabilities, including configurable reporting and analytics, at Workday Analytics and Reporting. Additional official reporting resources are available through the Workday Resource Center.

QUESTION NO: 6

You have created a composite report and are trying to add a matrix report as a subreport. However, when trying to configure a Data column, the matrix report is not available to select in the Sub Report Name field.

What can you check to identify the cause of this issue?

A. Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report.

B. Check that the prompt defaults in the matrix report align with the prompt defaults defined in the composite report's Report Settings.

C. Check that the configurations on the Filter Data in Sub Report grid also exist in the Filter tab of the matrix report definition.

D. Check that the summarization fields in the matrix report also match the selections in the Field to Aggregate field in the Data column settings.

ANSWER: A

Explanation:

Check that every field in the composite report's set of fields that are enabled for filtering and grouping also exists as a group-by field in the matrix report. Workday evaluates whether a matrix report can be used in a composite report by comparing the composite report's available filtering and grouping context with the matrix report's grouping structure. The matrix must have group-by fields that support the fields exposed by the composite for filtering and grouping, so that Workday can pass the relevant context from each composite row or grouping to the matrix subreport. When the required field relationship is absent, the matrix report is not eligible for the *Sub Report Name* selection list while configuring the composite Data column.

This check should be performed in the composite report definition and in the matrix report's Group By configuration. Confirm that the matrix includes each applicable composite filtering/grouping field with compatible business-object context and field definition. After the grouping alignment is corrected and both reports are saved, return to the composite Data column configuration and select the matrix report as the subreport. This reflects Workday's report-composition model, in which related reports must share a usable contextual relationship to support grouped and filtered output. See Workday's overview of its reporting capabilities at Workday Analytics and Reporting and the Workday Community access point for tenant-specific reporting documentation at Workday Community.

QUESTION NO: 7

An HR business partner needs a report that lists individual workers, their current job profiles, their managers, and their most recent completed performance review rating. The business partner needs row-level detail and does not need aggregated measures or cross-tab summaries.

What report type is most appropriate?

A. Advanced Report

B. Composite Report

C. Matrix Report

D. Trending Report

ANSWER: A

Explanation:

Advanced Report is correct because the requirement is for row-level detail across Worker and related business objects. An advanced report can return individual worker records and related values, such as job profile, manager, and performance review rating, without requiring summarized output.

A matrix report is appropriate when the principal requirement is grouped and summarized analysis. A trending report is intended for time-based comparisons, and a composite report is used to assemble output from separate subreports into a combined layout.