

WorkdayProRecord-to-Report (R2R)Certification Exam

Workday Workday-Record-to-Report

Version Demo

Total Demo Questions: 7

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QUESTION NO: 1

What security group can enter a supplier invoice?

- A. Supplier Administrator
- B. Accounts Payable Manager
- C. Accounts Payable Data Entry Specialist
- D. Accounts Payable Analyst

ANSWER: C

Explanation:

Accounts Payable Data Entry Specialist is the delivered role-based security group intended for entering supplier-account transactions, including supplier invoices and supplier invoice adjustments, for the organizations to which the role is assigned. In Workday, role assignment supplies the organizational context, such as the company or companies in which the worker performs accounts-payable activity. The security group must also be granted the applicable task and domain permissions and permission to initiate the Supplier Invoice Event business process. This combination lets the user create the invoice, enter supplier, invoice, line, tax, and accounting details, and submit the transaction into the configured business process for validation, approval, and posting.

This reflects Workday's segregation-of-duties model: invoice entry is a defined operational responsibility that can be allocated independently from approval, payment, supplier maintenance, and reporting activities. Delivered security can be adjusted during implementation, so a customer might grant invoice-entry access to an additional group through its own security policy configuration. For the standard functional responsibility tested in Record-to-Report training, however, Accounts Payable Data Entry Specialist is the security group associated with entering supplier invoices. Workday's Financial Management overview describes the integrated accounting and transaction-processing framework in which these supplier-account processes operate: [Workday Financial Management](#). Workday also outlines its role-based approach to protecting access to business data and processes: [Workday Security](#).

QUESTION NO: 2

What task will you use to specify a bank account's usage?

- A. Set Up New Bank Account
- B. Edit Bank Account
- C. Define Bank Account Usage
- D. Modify Bank Account Information

ANSWER: B

Explanation:

Edit Bank Account is the task used to specify a bank account's usage because bank-account usage is maintained as part of the existing bank account record. After a bank account has been created, this task provides access to its configuration details, including the business purposes for which the account can be selected. Maintaining usage on the account record helps Workday apply the correct account in applicable financial processes and supports controlled cash-management operations.

This is an ongoing configuration activity rather than a one-time creation step: organizations may need to revise an account's permitted usage when banking arrangements, payment methods, or operational requirements change. Using the edit task preserves the existing account identity and banking details while allowing authorized finance users to maintain its operational setup. This approach aligns with Workday Financial Management's centralized management of financial and cash-related

configuration data. See Workday's [Financial Management overview](#) and its [Accounting and Finance information](#) for broader context on managing financial operations and controls in Workday.

QUESTION NO: 3

A company has closed the March ledger period. During an April close review, the accounting team identifies a material March accrual that was omitted. The company must record the correction in March while preventing ordinary operational transactions from posting to that period.

What should the accounting manager do?

- A. Update the March ledger period to Adjustments Only and process an accounting adjustment journal.
- B. Reopen the March ledger period and enter the accrual as a supplier invoice.
- C. Enter the accrual as an operational journal in April and change its accounting date to March.
- D. Leave March closed and record the omitted accrual as a reversing journal in April.

ANSWER: A

Explanation:

Update the March ledger period to Adjustments Only and process an accounting adjustment journal. This status provides controlled access for authorized adjusting activity in a closed period while continuing to prevent regular operational transactions from posting there.

Posting the accrual in April would place the expense in the wrong accounting period. Fully reopening the period would permit broader activity than the stated requirement allows. The original omission is not an operational journal error that can be fixed by changing an operational transaction.

QUESTION NO: 4

A company needs to comply with both ASC 842 and IFRS 16 leasing standards.

When creating an alternate supplier contract to comply with IFRS 16, what will determine the appropriate accounting for the installment expense recognition?

- A. The alternate supplier contract's accounting method
- B. The alternate supplier contract's interest rate
- C. The original supplier contract's accounting method
- D. The original contract's contract type and contract accounting method

ANSWER: D

Explanation:

The original contract's contract type and contract accounting method determine the appropriate accounting for installment expense recognition. In Workday, an alternate supplier contract supports an additional accounting treatment for the same underlying contractual arrangement, such as maintaining IFRS 16 reporting alongside ASC 842 reporting. The alternate contract is linked to, and derives its structural accounting context from, the original supplier contract. Consequently, the original contract's configured contract type and contract accounting method establish the accounting framework used to evaluate and recognize installment-related lease expense in the alternate-contract scenario. This preserves a controlled relationship between the source agreement and its alternate accounting representation while allowing the organization to produce accounting appropriate to its required reporting basis. The lease standards require recognition patterns that reflect the applicable lease accounting model, and Workday's supplier-contract accounting configuration provides the operational structure for that treatment. Workday describes its Financial Management capabilities, including accounting and financial

reporting controls, at [Workday Financial Management](#). For the underlying IFRS lease-recognition requirements, see [IFRS 16 Leases](#).

QUESTION NO: 5

You submit a journal entry.

What journal status proves Workday recorded it in the ledger?

- A. Approved
- B. Posted
- C. Submitted
- D. Completed

ANSWER: B

Explanation:

Posted is the status that establishes that the journal entry has been recorded in the applicable Workday ledger. Posting is the accounting action that updates ledger balances using the journal's accounting date, company, ledger account, and worktag values. Once the journal is posted, its debit and credit lines are available for ledger inquiry and financial reporting, subject to the organization's reporting configuration and period controls.

Submission starts the Accounting Journal business process and routes the journal through any configured validation, review, and approval steps. Those workflow actions can occur before the accounting impact is recorded, so the journal document's posting status—not merely its submission or workflow history—is the relevant evidence for ledger recognition. When verifying that an entry affected the books, accountants should open the journal and confirm that its status is Posted, then review the journal lines and accounting details as needed.

Workday's public product information describes its financial-management platform as maintaining real-time financial data and reporting: [Workday Financial Management](#). For additional official Workday financial-management resources, see the [Workday Resources library](#).

QUESTION NO: 6

In what order are account posting rule conditions assessed?

- A. Account posting rule conditions from bottom to top, then default account.
- B. Default account, then account posting rule conditions from top to bottom.
- C. Default account, then account posting rule conditions from bottom to top.
- D. Account posting rule conditions from top to bottom, then default account.

ANSWER: D

Explanation:

Account posting rule conditions from top to bottom, then default account is correct because Workday evaluates the ordered condition rows sequentially, beginning with the condition positioned first in the rule. The first condition whose criteria are satisfied supplies the account-posting result, so the row order is a meaningful part of the rule design. This lets an organization place the most specific or highest-priority accounting logic before broader logic that might also match the same transaction. If none of the configured condition rows applies to the transaction, Workday uses the rule's default account as the fallback. The default therefore supports complete accounting coverage while preserving the precedence of explicitly configured conditions. When configuring or auditing an account posting rule, review the condition sequence carefully and ensure that the default account is appropriate for transactions not captured by a condition. This processing model is

consistent with Workday's financial-management approach of using configurable business rules and accounting logic to derive posting outcomes. See Workday's [Financial Management overview](#) and [Accounting Center overview](#).

QUESTION NO: 7

Your company reports profit and loss under different accounting standards. Under US GAAP, prepaid expenses are recorded as a current asset. However, under IFRS, the company must expense immediately. Someone posted an operational transaction resulting in the use of a prepaid expense account in line with US GAAP.

What should the next step be?

- A. Unpost and then edit the original transaction to include the book code for IFRS.
- B. Unpost the original transaction and create two manual journals for each accounting treatment.
- C. Enter an accounting journal to adjust by selecting the IFRS book code and the appropriate ledger accounts to expense the costs.
- D. Enter an accounting journal to adjust by selecting the IFRS book code as a balancing worktag.

ANSWER: C

Explanation:

Enter an accounting journal to adjust by selecting the IFRS book code and the appropriate ledger accounts to expense the costs. In a multi-book Workday configuration, the operational transaction can retain its common accounting treatment while a book-specific journal records the accounting-basis adjustment needed for IFRS reporting. The adjustment journal is assigned to the IFRS book at the journal header and uses the applicable prepaid-expense asset and expense ledger accounts. This produces the required IFRS expense recognition without changing the original operational event.

This approach preserves a clear audit trail: the source transaction remains the record of the underlying activity, while the IFRS-coded accounting journal documents the reporting-basis difference. Reporting for the common or US-GAAP basis can continue to use the original accounting, and IFRS reporting incorporates the adjustment posted to its specific book. Workday's financial-management capabilities support maintaining accounting and reporting for multiple accounting requirements within the same business process and transaction framework. See [Workday Financial Management](#) and [Workday Accounting solutions](#).