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Workday-Pro-HCM-Reporting

Workday Pro HCM Reporting Certification Exam

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Latest Version: 6.1

Question: 1

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

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

A report writer needs to create a report and wants to ensure they are using a data source that provides optimized performance on large volumes of data they will generate.
What type of data source should the report writer use for the required data set?

A. Indexed
B. Targeted
C. Trended
D. Standard

Answer: A

Explanation:
Workday provides multiple types of data sources when creating reports. Among them, Indexed Data Sources are specifically designed for performance optimization on large data volumes. They allow faster retrieval and better scalability when working with high record counts, because they are pre-optimized for reporting and queries.
From the Workday Reporting guide:
“Indexed data sources provide optimized performance for large data volumes. These data sources are indexed on commonly used fields and are specifically designed to support high-performance queries.”
Thus, the correct choice is A. Indexed for ensuring performance with large datasets.

Question: 3

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

Answer: B

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

Question: 4

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. Select the Percent of Overall Total option on the Number of Hires summarization
B. Create a Calculation summarization to show the percentage of hires for each region
C. Use a Count summarization to aggregate all data at the row level
D. Create a calculated field using the Sum function on the Number of Hires summarization

Answer: A

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.

Question: 5

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. Search
B. Advanced
C. Matrix
D. nBox

Answer: C

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

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