Workday

Workday-Procure-to-Pay

Workday Pro Procure-to-Pay Certification Exam

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Question: 1

You are a supplier contract specialist. One of your approved supplier contracts lists an incorrect contract amount.
How can you correct the amount on the contract?

A. Change the catalog associated with the contract.
B. Add an attachment listing the correct amount.
C. Create an invoice to replace the contract.
D. Create an amendment with the corrected amount.

Answer: D

Explanation:
Supplier contracts in Workday are formal, approved agreements that govern terms such as pricing, dates, and total contract amount with a supplier. Once a contract reaches Approved status, its terms are locked and cannot simply be overwritten through direct editing. Per the Official Workday Pro Procure-to-Pay Guide, the correct mechanism for changing approved contract data, such as the contract amount, is to initiate a Create Contract Amendment business process. The amendment creates a new version of the contract with the corrected amount while preserving the original document and a full audit trail of the change, including any required re-approval. Option A is incorrect because catalogs hold pricing for items, not the overall contract amount, and changing a catalog does not alter the contract record itself. Option B is incorrect because an attachment is purely supplementary documentation; it does not update the actual data field driving contract value or downstream processing. Option C is incorrect because invoices are transactional documents created against POs or contracts during the procure-to-pay cycle and cannot be used to replace or modify a contract record.

Question: 2

You are creating a new purchase item. You must define a default tax applicability.
Where can you assign default tax applicability?

A. On the purchase item
B. On the supplier
C. In the Edit Company Procurement Options task
D. In the Edit Tenant Setup - Financials task

Answer: A

Explanation:
Tax applicability determines whether tax is calculated on a transaction line and is one of several attributes configured during procurement setup to streamline requisition, purchase order, and supplier invoice entry. The Official Workday Pro Procure-to-Pay Guide identifies the purchase item record as the location where a default Tax Applicability value is assigned, so that whenever the item is added to a transaction, the correct default tax treatment automatically populates, reducing manual entry and errors. Option B is incorrect because suppliers do not carry a tax applicability default for items; tax treatment depends on what is being purchased, not who it is purchased from. Option C is incorrect because Edit Company Procurement Options governs company-wide procurement behaviors such as defaults for shipping, sourcing, and requisition settings, not item-specific tax defaults. Option D is incorrect because Edit Tenant Setup - Financials configures tenant-level financial settings such as currencies, fiscal calendars, and general ledger options, and does not provide a mechanism for setting tax applicability on individual purchase items.

Question: 3

What is the first task to set up financial accounting for a company?

A. Edit Company Accounting Details
B. Create Ledger Year and Ledger Periods
C. Create Ledger
D. Mass Update Ledger Period Status

Answer: C

Explanation:
Setting up financial accounting for a company in Workday follows a defined sequence, beginning with the creation of the ledger that will record the company's financial transactions. According to the Official Workday Pro Procure-to-Pay Guide, Create Ledger is the foundational task because every subsequent accounting configuration, including ledger years, ledger periods, and company accounting details, depends on an existing ledger to which it can be attached. Option B is incorrect because ledger years and periods are time segments defined within a ledger; without a ledger already created, there is nothing to attach these periods to. Option A is incorrect because Edit Company Accounting Details assigns accounting details such as the ledger, fiscal calendar, and posting rules to a company, all of which require a ledger to already exist. Option D is incorrect because Mass Update Ledger Period Status is a maintenance task used during ongoing accounting operations, such as closing periods at month-end, and is only relevant once ledger periods have already been created and the accounting structure is operational, not during initial setup.

Question: 4

What types of messages can a custom validation display to users?

A. Only warning messages
B. Warning and error messages
C. Only error messages
D. No messages display

Answer: B

Explanation:
Custom validations allow administrators to enforce business rules on transactions beyond standard system requirements by evaluating condition rules and displaying a message when conditions are or are not met. The Official Workday Pro Procure-to-Pay Guide explains that custom validations can be configured to display either a Warning message, which alerts the user but allows them to continue, or an Error message, which blocks the user from proceeding until the issue is corrected. This dual capability gives administrators flexibility to either guide users with soft reminders or enforce hard stops for critical business rules. Option A is incorrect because restricting custom validations to warnings only would prevent administrators from enforcing mandatory rules that must block submission. Option C is incorrect because limiting to errors only would remove the ability to provide non-blocking guidance, which is a commonly used and valuable feature. Option D is incorrect because the entire purpose of a custom validation is to communicate a message to the user when a defined condition is triggered; a validation that displays no message would serve no functional purpose.

Question: 5

What task do you use to view and modify allowed worktags?

A. Maintain Worktag Usage
B. Maintain Custom Validations
C. Maintain Spend Categories
D. Maintain Related Worktag Usage

Answer: D

Explanation:
Worktags are the dimensions, such as cost center, fund, project, and custom worktags, used throughout Workday for accounting, reporting, and security. Because some worktag values should only be usable in combination with certain other worktags or organizations, Workday provides a configuration layer to control these allowed combinations. The Official Workday Pro Procure-to-Pay Guide identifies Maintain Related Worktag Usage as the task used to view and

modify which worktag values are allowed together on a transaction, effectively defining the permitted, or allowed, worktag relationships across the tenant. Option A, Maintain Worktag Usage, is incorrect because that task controls whether a worktag type is Required, Optional, Primary, or Not Used on a given business object, rather than which specific values are allowed in combination. Option B is incorrect because Maintain Custom Validations creates conditional messages for transactions, not allow-lists of worktag values. Option C is incorrect because Maintain Spend Categories manages the spend category hierarchy and its attributes, and has no role in defining allowed combinations of worktags across the tenant.