



Exam Guide

Workday Pro HCM Reporting Services Certification



This study guide is designed to help you prepare for a Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

Testing Information

The Workday Pro HCM Reporting Services Certification exam consists of approximately 50 questions, selected from several different topics. You will have 120 minutes to complete the exam. You will also have one attempt to successfully complete the exam. Subsequent attempts require a fee of 1 Training Credit. To learn more about the exam, review the [Workday Pro Exam Resources](#) page on the Workday Community.

Workday Pro HCM Reporting Services Certification Exam Details

The [Workday Pro HCM Reporting Services Certification](#) is for individuals who are responsible for planning and executing the reporting strategy for their organization. They should have a strong grasp of the Workday business object model, data sources, and report security to build HCM-related reports using Workday tools, and they should be able to analyze existing reporting resources to make reporting decisions. This certification verifies knowledge in the following:

- Leveraging Workday business objects and data sources via the Report Writer tool.
- Creating calculated fields that manipulate dates and text, evaluate conditions, work with data from related objects, and perform arithmetic calculations.
- Creating HCM reports using advanced analytic features, including matrix reports, composite reports, and custom dashboards.
- Building HCM composite reports using tools such as calculations, repeating column groups, column filters, dynamic data rows, dynamic headers and footers, drill down layout overrides, expansion hierarchies, and prompt sets.
- Using trended worker data to build custom trending reports.

These concepts are covered in the following Workday Education courses:

- [Workday Reporting \(WR\)](#)
- [Advanced Workday Reporting for HCM \(AWRH\)](#)

Below is a list of the topics, along with exam weight by topic, and the tasks related to those topics that will be covered on this exam. For best exam results, we recommend familiarizing yourself with how to perform the tasks listed in each topic area. You will be tested on recalling, applying, and analyzing concepts. The list below is representative of the types of tasks you will be tested on.

Topic	Task Expansion	Course Specific Content
Report Writer = 40%		
Determine existing delivered and custom reports	Examinees can find, run, and hide Workday-delivered reports, find and run custom reports, and leverage report tags.	WR: Chapter 1 AWRH: Chapter 1
Given a business case, determine business objects and data sources	Using resources such as contextual reporting and business object details, examinees can identify the appropriate business objects, fields, and standard and indexed data sources for a report.	WR: Chapter 1 AWRH: Chapter 1
Create a custom report	Examinees can create a custom report and choose the appropriate objects, fields, and data source. Also, examinees can use sort, filter, outline, group, and prompt options; demonstrate filter and sub filter logic; and configure an outline and total.	WR: Chapters 1-2 AWRH: Chapter 1

Topic	Task Expansion	Course Specific Content
Create a matrix report	Using the matrix report type, examinees can group, summarize, and drill into data. They can also demonstrate matrix configurations, such as a field value group and detail data override.	WR: Chapter 4 AWRH: Chapter 1
Determine security access of report users	Examinees can consider Report Writer security for creating, sharing and transferring ownership of custom reports. Additionally, they can troubleshoot report access issues.	WR: Chapter 3 AWRH: Chapter 1
Schedule a report	Examinees can schedule a report on a recurring basis and demonstrate the scheduling options.	WR: Chapter 9
Apply report performance principles	Using report performance logs, examinees can describe the factors that impact report performance and apply best practices for building reports that perform well.	WR: Chapters 1-7 AWRH: Chapter 1-4
Calculated Fields = 20%		
Create and use a calculated field in a report	Examinees can demonstrate an understanding of Workday calculated field functions through creating and copying fields; understanding how to organize and find existing calculated fields in the tenant; and considering security in the creation of and access to calculated fields.	WR: Chapter 5 AWRH: Chapter 1
Create date and text string calculated fields	Examinees can demonstrate format date, increment decrement date, date difference, and substring text. They can also convert text to number functions to manipulate date and string data.	WR: Chapter 5 AWRH: Chapter 1
Evaluate conditions using calculated fields	Examinees can create a true/false condition for boolean data. Examinees can create groupings of data and compare Evaluate Expression, Lookup Range Band, and Evaluate Expression Band options.	WR: Chapter 5 AWRH: Chapter 1
Perform mathematical calculations with calculated fields	Examinees can perform mathematical calculations using calculated fields, like count related instances, sum related instances, convert currency, and arithmetic calculation.	WR: Chapter 5 AWRH: Chapter 1
Retrieve data from related objects	Examinees can use the Extract Single Instance function to return a single instance from a related business object. They can also use the Multi-Extract function to return multiple instances from a related business object. Additionally, they can use the	WR: Chapter 5 AWRH: Chapter 1

Topic	Task Expansion	Course Specific Content
	Lookup Related Value function to return a value on a related business object	
Use lookup-type calculated fields in reports	Using hierarchy structures in Workday, examinees can use the Lookup Hierarchy and Lookup Hierarchy Rollup calculated fields.	WR: Chapter 5 AWRH: Chapter 1
Create calculated fields that detect and track organizational changes	Examinees can create a calculated field that determines the value of a field as of a specified point in time, using the Lookup Value as of Date function. They can also use this function for change detection and to report on HCM business process events.	WR: Chapter 5 AWRH: Chapter 1
Advanced Reporting and Analytics = 10%		
Create data visualization	Examinees can visualize report data using analytic indicators and various advanced charting options.	WR: Chapter 6 AWRH: Chapter 3
Configure worklets and dashboards	Examinees can create and manage custom and delivered dashboards and landing pages. They can also create and display a custom worklet that aligns with worklet design considerations.	WR: Chapter 7 AWRH: Chapter 1
Administer reports throughout Workday	Examinees can configure reports for mobile, for business process steps, and for use in the alert framework. Examinees can configure and schedule a report group and burst while using an Excel template.	WR: Chapter 9
Trended Workers = 10%		
Maintain the trended workers data source	Examinees can configure the trended workers data source by adding calculated fields and creating and purging trending worker data.	AWRH: Chapter 2
Create reports using trended workers data	Examinees can create and use reports on trended data, considering specific trending metrics as well as time period groupings.	AWRH: Chapter 2
Composite Reports = 14%		
Plan composite reports	Examinees can make appropriate design decisions for the composite report type such as the control field or fields, summarize groupings, drill downs, and prompts.	AWRH: Chapter 3
Build subreports for composite reports	Examinees can create subreports as matrix, trending, and advanced report types by selecting a data source, data	WR: Chapters 2 + 4 AWRH: Chapters 1-4

Topic	Task Expansion	Course Specific Content
	source filter, and fields to accommodate the composite report design.	
Build composite reports	Examinees can create a new composite report based on subreports; identify appropriate column, row, and cell types; and identify unique composite configurations, such as expansion hierarchies and unique formatting options.	AWRH: Chapters 3-4
Additional Tools = 6%		
Create a visual data analysis using discovery boards and share with users	By understanding the visualization types Workday offers, examinees can create a visualization on a discovery board by curating drillable fields, formatting, and controls. They can also share with others to view and edit.	WR: Chapter 8
Locate resources to identify and migrate preconfigured content into the production tenant	Using WDSetup, customer central, the configuration catalog, and other migration tools, examinees can understand the ways in which to migrate content into the production tenant.	AWRH: Chapter 5

Next Steps: Take the Exam

When you are ready to take the exam, you will access the Workday Pro HCM Reporting Services Certification Exam from your [transcript](#) in the Workday Learning Center.

1. If you are not already enrolled, enroll in the certification program in the Workday Learning Center.
2. Once enrolled in the program, access the exam course. The lessons in this course will explain how to book your proctored exam appointment.
3. Log in to Questionmark to book your proctored exam appointment.

After you complete your exam, your results will display immediately in Questionmark and in the Workday Learning Center within one hour. For more information about the exam experience and system requirements, visit the [Exams for Training](#) page on the Workday Community.

Additional Resources

- [Workday Reporting: Refresher Training](#)
- [Advanced Workday Reporting for HCM: Refresher Training](#)

Questions

Visit the [Workday Pro Exam Resources](#) page or the [Services Training Certifications](#) page for additional resource support. For direct support, work with your Training Coordinators to submit a training case.