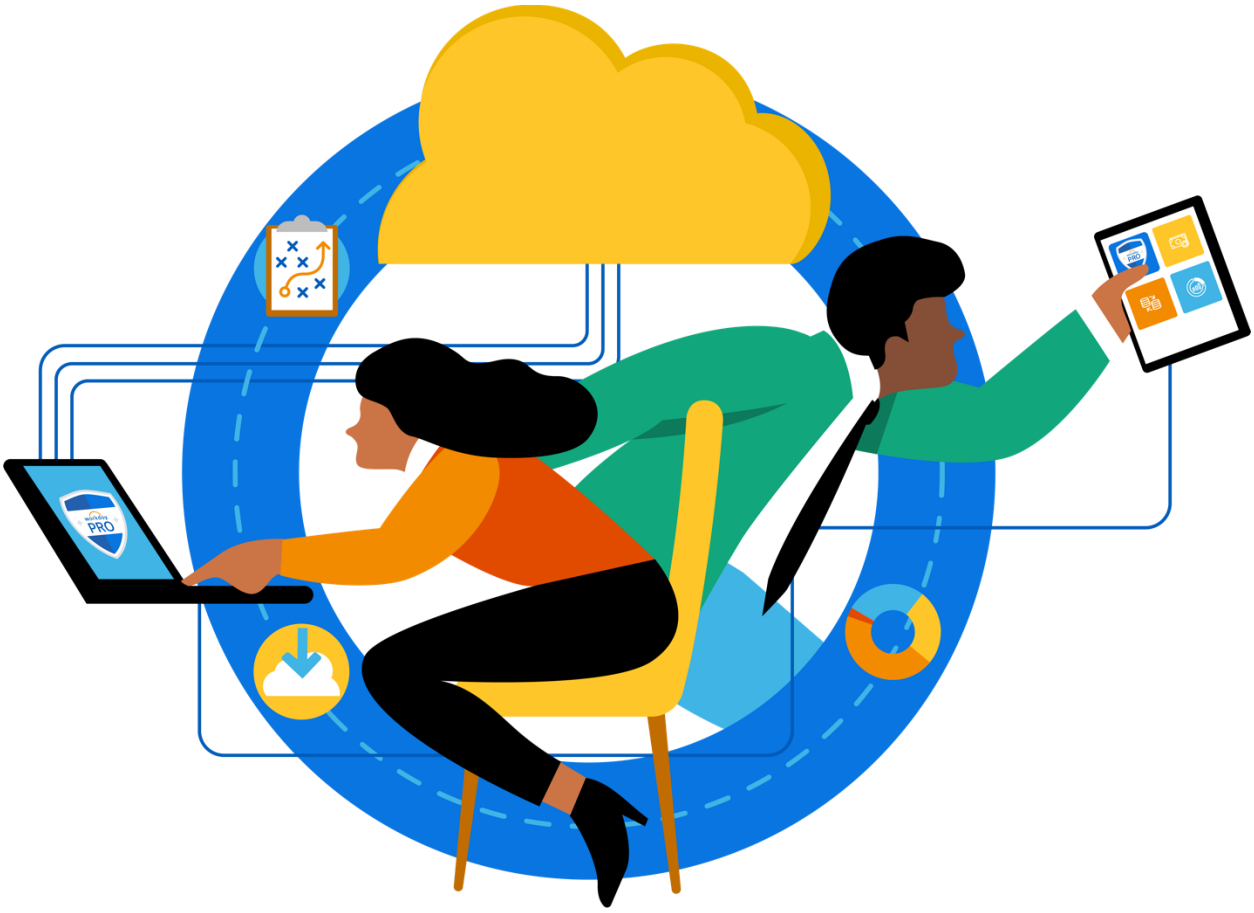
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Workday Pro Record-to-Report

Exam Guide

Congratulations on making it this far in your Workday Pro journey. You're one test away from the benefits of being a Workday Pro, including access to the Workday Touchpoints Kit and membership to an exclusive Workday Pro collaboration group on Workday Community.

This study guide is designed to help you prepare for the 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 exam consists of 50 questions. To pass the exam and become a Workday Pro, you must achieve a score of at least 80% (40 out of 50 questions). You will have 100 minutes to complete the exam. You will also have two attempts to successfully complete the exam. Subsequent attempts require a fee of 0.5 Training Credits. To learn more about the exam, review the Workday Pro FAQ on Workday Community.

Courses Included in the Track	Number of Related Questions
Financial Fundamentals	15 questions
Financial Accounting	15 questions
Business Process Fundamentals	10 questions
Report Writer	10 questions

The exam topics covered in each course are listed below. For best exam results, we recommend being familiar with how to perform the tasks listed in each topic area. You will be tested on some or all of these tasks.

Financial Fundamentals Exam Details

Topic	Task
Organizations and Worktags	• Understand worktags and worktag types • Manage a company hierarchy • Maintain a cost center • Track and organize data using worktags • Define delivered worktags, custom worktags, and basic worktags
Security	• Add all appropriate roles for basic accounting transactions • Manage and maintain security roles • Maintain appropriate security groups
Business Process	• Troubleshoot transactions in error due to business process issues • Explain basic process step types and importance of the order of execution • Explore current security configuration to identify the authority of a group, role, or user
Financial Accounting Setup	• Understand the basic types of fiscal schedules available

	• Identify my company's currency, reporting schedule, rules for posting transactions, tax options, translations, and chart of accounts • Understand how to select my company's currency rates • Understand ledger period status options, period activity groups, the tasks that align to each group, and what actions are available in each status • Update ledger period status • Understand the process flow of a period close in Workday
Accounting Posting Rules	• Understand the two basic types of transactions in Workday and how account posting rules apply differently to each • Identify the importance of sequence in an account posting rule • Describe the dimensions and values used to create account posting rules
Accounting Journals	• Describe possible statuses for journals and what actions are possible under each status • Describe how each journal type posts to the ledger
Settlement	• Understand the functionality of the Workday Settlement engine

Financial Accounting Exam Details

Topic	Task
Intercompany	• Establish the relationship between companies • Record and settle intercompany transactions • Manage and reconcile intercompany balances
Allocations	• Create an allocation definition and group sets • Test and run an allocation • Create a statistics definition • Identify three allocation methods and explain when each one should be used
Multibook	• Configure book codes • Record multi-book adjustments • Run financial reports using various books
Account Certifications	• Maintain Account Certification Sets

	• Run the Account Certification business process
Alternate Account Set	• Create an alternate account set • Configure mapping rules for an alternate account set
Journal Sequencing	• Create sequence generator rules • Edit sequence generator rule configuration
Lease Accounting	• Create and maintain lease accounting contracts • Maintain lease contract book code configuration • Complete the required configuration to comply with ACS842 and IFRS16 • Identify key requirements of ACS842 and IFRS16

Business Process Fundamentals Exam Details

Topic	Task
Business Process Framework	• Explain the high-level relationships between organizations, security, and business processes • Identify rule-based, organization-specific, and default business process definitions • Define business process terminology, such as definition, type, event, and step
Business Process Steps	• Complete tasks within Workday during business processes with actions and subprocesses • Require approval of information with approvals and approval chains
Business Process Configuration: Step-Level	• Create and test a condition rule to modify business process behavior in certain situations • Control who interacts with a business process using advanced routing • Provide more information to users with step label overrides and help text • Create and test custom notifications with business process triggers
Business Process Configuration: Definition-Level	• Use letters to order and insert steps • Apply a validation condition to require certain information before a user submits a process

Business Process Management	• Use mass and individual tasks to manage business processes
Business Process Security	• Describe how business processes interact with other parts of configurable security

Report Writer Exam Details

Topic	Task
Reporting Overview	• Use Workday Standard Reports/Leverage Standard Reports/View all • Copy Standard Report and modify columns
Building Custom Reports	• Create a custom report by starting with/copying a delivered report • Decide on Index vs. Standard data source • Add fields from business object and related business objects • Enable as a web service when required
Sorting and Filtering	• Sort and subsort • Create filters (Navigate and use And/Or, Parentheses, Field, Operator, Comparison Type, and Comparison Value) with performance in mind
Prompting	• Configure prompts on a report definition • Identify a built-in prompt
Report Security	• Design a report that considers security access of report users • Select the sharing option for use case • Transfer report ownership
Scheduling Reports	• Run the Scheduling Report task • Configure report criteria; specify value or calculate at runtime
Introduction to Matrix Reports	• Describe the capabilities of the Matrix report type • Create a matrix report that groups the data by rows and columns • Configure the drillable fields and detail data in a matrix report • Create a Discovery Board visual

	• Use prompts on Discovery Board • Apply Filters on Discovery Board
Working with Calculated Fields	• Create a calculated field
Report Performance	• Describe the factors that impact report performance

Next Steps: Take the Exam

After completing the required training, you'll be able to access the Workday Pro Exam lesson. You can access this lesson from your transcript in the Workday Learning Center. This lesson contains information on how to access your exam, as well as a practice exam.

View Learning Transcript