

# Workday Pro Procure to Pay Certification Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. Which type of journals does Workday create automatically for operational transactions?**
  - A. Financial journals**
  - B. Operational journals**
  - C. Manual journals**
  - D. External journals**
  
- 2. What is the main goal of supplier monitoring in P2P processes?**
  - A. To evaluate supplier marketing strategies**
  - B. To assess supplier compliance and performance**
  - C. To manage supplier relationships**
  - D. To enhance supplier visibility**
  
- 3. What must be selected to create a reversal journal?**
  - A. Open reversal period checkbox**
  - B. Create reversal checkbox**
  - C. Enable reversal feature checkbox**
  - D. Submit reversal checkbox**
  
- 4. When financial transactions are entered, what accounting detail cannot be changed?**
  - A. Account type**
  - B. Company currency**
  - C. Transaction date**
  - D. Transaction amount**
  
- 5. Which of the following is NOT a component of an EIB?**
  - A. Get Data**
  - B. Process Data**
  - C. Transform**
  - D. Delivery**

- 6. Which security group is relevant for approving journals in Workday?**
- A. Auditing Group**
  - B. Financial Review Group**
  - C. Controller Group**
  - D. Managerial Group**
- 7. Which of the following is NOT a task you perform when creating a company in Workday?**
- A. Edit the reference ID to match organization code**
  - B. Assign roles**
  - C. Create a company task**
  - D. Set employee salary ranges**
- 8. Which of the following is true regarding manual accounting journals?**
- A. They can be automated through external feeds**
  - B. They are tied to specific operational transactions**
  - C. They are not associated with predefined transactions**
  - D. They are created to facilitate system automation**
- 9. Before being able to create an invoice, receipt, or change order, what status must a PO be in?**
- A. Pending**
  - B. Issued**
  - C. Approved**
  - D. Closed**
- 10. What is the significance of a reorganization event?**
- A. It can be ignored in most cases.**
  - B. It is needed when creating an organization or reorganizing an existing company.**
  - C. It is used for regulatory compliance only.**
  - D. It is primarily for financial auditing purposes.**

## Answers

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1. B
2. B
3. B
4. B
5. B
6. C
7. D
8. C
9. B
10. B

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## **Explanations**

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**1. Which type of journals does Workday create automatically for operational transactions?**

- A. Financial journals**
- B. Operational journals**
- C. Manual journals**
- D. External journals**

Workday automatically creates operational journals for various transactions that take place within the system. This type of journal captures the details of daily transactions, such as procure-to-pay activities, and reflects the operational flow of the business. Operational journals are closely tied to day-to-day activities and provide a way to track the financial impact of these operations accurately. By using operational journals, organizations can maintain better visibility over their operational activities, allowing for real-time insights and reporting. This is essential for managing the purchasing process, inventory maintenance, and other transactional functions that are fundamental to the operation of a business. On the other hand, financial journals are primarily designed to summarize the financial results and report on the overall financial position, while manual journals are typically used for adjustments or non-standard entries that do not arise from automatic processing. External journals relate to transactions that come from outside the organization and need to be integrated into Workday, but they are not automatically created by the system for operational transactions. Thus, operational journals are specifically created by Workday to facilitate operational tracking and reporting, making them integral to the procure-to-pay process.

**2. What is the main goal of supplier monitoring in P2P processes?**

- A. To evaluate supplier marketing strategies**
- B. To assess supplier compliance and performance**
- C. To manage supplier relationships**
- D. To enhance supplier visibility**

The main goal of supplier monitoring in Procure to Pay (P2P) processes is to assess supplier compliance and performance. This involves systematically evaluating various aspects of supplier operations, such as delivery times, quality of goods or services, adherence to contract terms, and overall reliability. By focusing on compliance and performance metrics, organizations can ensure that suppliers meet the established standards and expectations, which is essential for maintaining a smooth supply chain and achieving organizational goals. Monitoring supplier performance helps organizations identify areas for improvement, facilitate communication, and foster accountability among suppliers. This proactive approach not only enhances the value received from suppliers but also mitigates potential risks associated with supplier failures or inadequacies. By prioritizing compliance and performance, businesses can make informed decisions about supplier retention, improvement strategies, or necessary changes in their supply base.

### 3. What must be selected to create a reversal journal?

- A. Open reversal period checkbox
- B. Create reversal checkbox**
- C. Enable reversal feature checkbox
- D. Submit reversal checkbox

To create a reversal journal, the appropriate selection is the option that indicates the action of initiating a reversal. This option is specifically designed to trigger the creation of a reversal entry within the journal. By choosing this option, the system recognizes that the user intends to reverse a previous journal entry, thus facilitating the correct processing of that reversal. The focus on effectively managing journal entries, including their reversal, is crucial in maintaining accurate financial records. Selecting the correct option ensures that all necessary data and entries are handled appropriately in accordance with accounting procedures. This creates a seamless transition from the original journal entry to its reversal, helping organizations keep their financial statements up to date.

### 4. When financial transactions are entered, what accounting detail cannot be changed?

- A. Account type
- B. Company currency**
- C. Transaction date
- D. Transaction amount

The correct choice centers around company currency, which is a fundamental parameter in accounting that is established at the organizational level. Once set, the company currency remains fixed for all financial transactions processed within that specific entity. This is crucial for maintaining accurate financial reporting and compliance with accounting standards, as currency impacts all financial operations and reporting metrics. When transactions are recorded in a company's financial system, the accounting software typically uses the designated company currency to ensure consistency across all reports and entries. Changing the company currency post-transaction could lead to significant discrepancies in financial data, making it a non-negotiable parameter. In contrast, other details such as account type, transaction date, and transaction amount are often subject to modification based on organizational policies and accounting practices. For instance, a transaction date may be adjusted to reflect a correction or an update, and transaction amounts can change to correct errors or accommodate additional charges or discounts. Thus, while these aspects of a transaction can be altered, the company currency remains a stable, unchangeable element in the backdrop of financial transactions to preserve the integrity of the accounting system.

**5. Which of the following is NOT a component of an EIB?**

- A. Get Data
- B. Process Data**
- C. Transform
- D. Delivery

In the context of Workday's Enterprise Interface Builder (EIB), the components are designed to facilitate the integration of Workday data with external systems. Each function serves a specific purpose in the data integration process. The correct response identifies "Process Data" as not being a component of an EIB. EIBs focus on three primary activities: getting data from Workday, transforming it as necessary to meet external system requirements, and delivering it to the designated endpoints. - "Get Data" is the component responsible for extracting information from Workday. - "Transform" involves manipulating the retrieved data into the desired format or structure needed for the destination system. - "Delivery" pertains to sending the transformed data to the external application or system, ensuring it is received correctly. Since the processing of data is typically handled outside of the EIB framework, such as during the transformation phase or managed by the receiving system post-delivery, it is not classified as a core component of the EIB itself. Consequently, understanding the roles of these components helps clarify how EIBs function within the Workday ecosystem.

**6. Which security group is relevant for approving journals in Workday?**

- A. Auditing Group
- B. Financial Review Group
- C. Controller Group**
- D. Managerial Group

The Controller Group is specifically relevant for approving journals in Workday due to its defined role in overseeing financial transactions and ensuring compliance with accounting standards. This group typically holds the authority to review and approve journal entries, confirming that all financial data has been accurately recorded. Their responsibility encompasses a comprehensive understanding of the financial implications of journal entries, and they ensure that transactions are justified and appropriately supported. In the context of Workday's security model, each group has specific permissions and responsibilities. The Controller Group is designed to maintain oversight of financial processes, which includes journal approvals, making it the most suitable choice for this responsibility. While the other groups may have their respective roles, they do not typically involve the direct approval of journals. The Auditing Group focuses on reviewing financial practices for compliance and risk management, while the Financial Review Group may participate in higher-level financial analysis rather than direct approval. The Managerial Group typically deals with operational decisions rather than financial oversight. Thus, the Controller Group stands out as the authoritative group for this task in Workday.

**7. Which of the following is NOT a task you perform when creating a company in Workday?**

- A. Edit the reference ID to match organization code**
- B. Assign roles**
- C. Create a company task**
- D. Set employee salary ranges**

When creating a company in Workday, the process involves several key tasks aimed at establishing the company structure within the system. Among these tasks are assigning roles, which are essential for defining the responsibilities and permissions of individuals within the company, and creating a company task itself, which is the foundational step in the configuration. Editing the reference ID to match the organization code is also a crucial activity, ensuring that the identification of the company aligns with other organizational identifiers used in the system. Setting employee salary ranges, however, is not a task typically involved in the initial creation of a company. This task is more related to compensation planning and individual employee records, which come into play after the company structure has been formally established. Therefore, while salary ranges are important in managing employee compensation, they do not directly pertain to the basic process of creating the company in Workday, thus making this option the correct answer to the question about what is not performed during company creation.

**8. Which of the following is true regarding manual accounting journals?**

- A. They can be automated through external feeds**
- B. They are tied to specific operational transactions**
- C. They are not associated with predefined transactions**
- D. They are created to facilitate system automation**

Manual accounting journals are unique in that they are not associated with predefined transactions, allowing for flexibility in recording various financial activities that may not fit into standardized categories or automated processes. This characteristic is crucial because it enables organizations to document atypical or one-off transactions naturally and without conformance to rigid transaction types that automated systems might impose. As a result, manual journals serve an important role in capturing data that might otherwise be overlooked or inaccurately represented in the system. Understanding that manual journals are primarily created for unique and specific transactions, as opposed to standardized processes, highlights their value in allowing accountants and financial teams the ability to capture and report on diverse financial activities accurately. This flexibility supports better financial insight and integrity, ensuring that all relevant transactions are recognized in the accounting records, even those that do not conform to predefined categories or automated methods.

**9. Before being able to create an invoice, receipt, or change order, what status must a PO be in?**

- A. Pending**
- B. Issued**
- C. Approved**
- D. Closed**

In the context of the Procure to Pay process within Workday, a Purchase Order (PO) must be in the "Issued" status before one can create an invoice, receipt, or change order. When a PO is in the Issued status, it indicates that the order has been formally communicated to the supplier and can now be acted upon. This status signifies that all necessary approvals have been obtained and the purchasing details are finalized, allowing for the subsequent steps in procurement, such as invoicing, to occur smoothly. An issued PO ensures that both parties are clear on the specifics of the order, which is crucial for maintaining accurate financial and inventory records. Other statuses like Pending indicate that the PO is still under review and has not yet been confirmed, while Approved means it has received the necessary endorsements but has not yet been sent to the supplier. Lastly, Closed indicates that the PO is completed and no further actions can be taken, including the creation of invoices or receipts. Thus, the Issued status is essential for enabling the transaction processes that follow a purchase order creation.

**10. What is the significance of a reorganization event?**

- A. It can be ignored in most cases.**
- B. It is needed when creating an organization or reorganizing an existing company.**
- C. It is used for regulatory compliance only.**
- D. It is primarily for financial auditing purposes.**

A reorganization event is crucial in the context of managing and structuring organizations within Workday. It signifies a formal change in the structure of an organization, which can include creating new organizational units, modifying existing ones, or realigning resources. The significance of a reorganization event lies in its ability to facilitate effective organizational management. When creating an organization or reorganizing an existing company, a reorganization event helps ensure that all components, such as roles, responsibilities, and reporting lines, are clearly defined and align with the strategic goals of the organization. This process is essential for maintaining clarity and efficiency in the organization's operation, reflecting changes in strategy, market conditions, or business objectives. Additionally, it serves as a foundational step to ensure that the organizational structure is accurately represented in the system, enabling accurate data reporting, analytics, and operational processes. Hence, recognizing and executing a reorganization event is fundamental for any organization looking to adapt and thrive.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://workdayproprocuretopay.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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