

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

## Study Guide



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

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# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>16</b>

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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. When financial transactions are entered, what accounting detail cannot be changed?**
  - A. Account type**
  - B. Company currency**
  - C. Transaction date**
  - D. Transaction amount**
  
- 2. Do supplier invoice work queue tags help improve AP efficiency?**
  - A. Yes, they allow for better invoice tracking**
  - B. No, they do not affect efficiency**
  - C. Yes, they help prioritize processing**
  - D. No, they complicate the process**
  
- 3. Which feature assists in the processing of supplier invoices as they are received?**
  - A. Mass Processing Tool**
  - B. Supplier Invoice Work Queue Tags**
  - C. Invoice Consolidation**
  - D. Procurement Tracking System**
  
- 4. What is the purpose of the Supplier Event business process?**
  - A. Enables control and approval over suppliers before processing transactions**
  - B. Tracks supplier performance metrics**
  - C. Facilitates payment processing for suppliers**
  - D. Automates the supplier onboarding process**
  
- 5. What is a common use of worktags in financial systems?**
  - A. To automate transactions**
  - B. To group financial data for analysis**
  - C. To generate invoices**
  - D. To manage user access**

- 6. What tasks are used to create and edit purchase items in Workday?**
- A. Create Purchase Item and Edit Purchase Item**
  - B. Add Purchase Item and Remove Purchase Item**
  - C. Import Purchase Item and Delete Purchase Item**
  - D. Generate Purchase Item and View Purchase Item**
- 7. Which type of journals does Workday create automatically for operational transactions?**
- A. Financial journals**
  - B. Operational journals**
  - C. Manual journals**
  - D. External journals**
- 8. Which of the following is NOT a status of a journal in Workday?**
- A. Created**
  - B. Finalized**
  - C. In progress**
  - D. Posted**
- 9. What is the first step in creating a supplier in Workday?**
- A. Create Supplier task**
  - B. Request supplier approval**
  - C. Define supplier categories**
  - D. Establish supplier payment terms**
- 10. How can you create and review requisitions?**
- A. Using the Workday Requisitions application in the Apps tab**
  - B. Through the Finance Dashboard**
  - C. Via the Employee Self-Service portal**
  - D. In the Procurement Analytics tool**

## Answers

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

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## **Explanations**

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**1. 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.

**2. Do supplier invoice work queue tags help improve AP efficiency?**

- A. Yes, they allow for better invoice tracking
- B. No, they do not affect efficiency
- C. Yes, they help prioritize processing**
- D. No, they complicate the process

Supplier invoice work queue tags play a significant role in enhancing accounts payable (AP) efficiency by helping prioritize processing. When invoices are tagged, it enables teams to easily identify urgent or high-priority invoices that need immediate attention. This prioritization ensures that payments are processed on time, thereby improving cash flow management and maintaining good supplier relationships. By categorizing invoices through tagging, AP teams can streamline their workflow, reduce the time spent on evaluating the urgency of various invoices, and ensure that critical financial obligations are met promptly. This organized approach fosters a more efficient operation overall, as it minimizes delays and optimizes resource allocation. Thus, the utilization of work queue tags directly contributes to better overall AP efficiency through prioritization and enhanced workflow management.

**3. Which feature assists in the processing of supplier invoices as they are received?**

- A. Mass Processing Tool**
- B. Supplier Invoice Work Queue Tags**
- C. Invoice Consolidation**
- D. Procurement Tracking System**

The feature that assists in the processing of supplier invoices as they are received is the Supplier Invoice Work Queue Tags. This feature allows users to categorize and prioritize incoming supplier invoices effectively. By using specific tags, organizations can automate the sorting of invoices based on various criteria such as urgency, invoice type, or supplier relationship, facilitating a more efficient review and approval process. These tags enhance visibility into the status of invoices, enabling team members to quickly identify which invoices need immediate attention and which can be processed later. This leads to improved workflow management and helps ensure timely payments to suppliers, ultimately strengthening supplier relationships. While other options, such as the Mass Processing Tool or Invoice Consolidation, do play important roles in the overall procurement process, they do not specifically focus on the immediate handling and organization of supplier invoices as they are received. The Procurement Tracking System also serves a broader function that encompasses various procurement activities beyond just invoice processing.

**4. What is the purpose of the Supplier Event business process?**

- A. Enables control and approval over suppliers before processing transactions**
- B. Tracks supplier performance metrics**
- C. Facilitates payment processing for suppliers**
- D. Automates the supplier onboarding process**

The purpose of the Supplier Event business process is to ensure that there is control and approval over suppliers before any transactions are processed. This process involves several steps, including evaluating potential suppliers, assessing their qualifications, and obtaining necessary approvals. By incorporating controls in the supplier approval process, organizations can mitigate risks associated with working with unverified or unsuitable suppliers. This adds a layer of security and compliance within the procurement function, ensuring that only qualified suppliers are engaged for transactions. This focus on approval and control helps maintain the integrity of the organization's procurement activities and fosters stronger relationships with reliable suppliers. It is essential for organizations to have a structured approach to vetting suppliers to avoid potential issues in service delivery, quality, or compliance down the line.

**5. What is a common use of worktags in financial systems?**

- A. To automate transactions**
- B. To group financial data for analysis**
- C. To generate invoices**
- D. To manage user access**

Worktags play a crucial role in financial systems by categorizing and organizing financial transactions, which enhances the ability to perform data analysis. By assigning worktags to various financial elements such as transactions, projects, or expenses, organizations can group related financial data in a meaningful way. This grouping facilitates reporting, budgeting, and forecasting, allowing stakeholders to easily analyze financial performance across different dimensions. In many financial systems, users can leverage worktags to create detailed reports that drill down into specific categories, making it easier to track spending patterns, project costs, and other key financial metrics. The structured data resulting from the use of worktags allows for more informed decision-making, supporting strategic planning and financial management. While other choices might seem related to financial processes, they do not capture the primary role of worktags in organizing data for analytical purposes as effectively as the use described in the correct answer.

**6. What tasks are used to create and edit purchase items in Workday?**

- A. Create Purchase Item and Edit Purchase Item**
- B. Add Purchase Item and Remove Purchase Item**
- C. Import Purchase Item and Delete Purchase Item**
- D. Generate Purchase Item and View Purchase Item**

The correct choice focuses on the specific actions associated with managing purchase items within Workday. The tasks "Create Purchase Item" and "Edit Purchase Item" are precisely the actions needed to establish new purchase items and make modifications to existing ones. Creating a purchase item involves defining details such as the item description, pricing, and any associated categories, which lays the groundwork for item availability within the procurement process. Meanwhile, editing an existing purchase item allows users to update information to reflect changes in pricing, descriptions, or specifications, ensuring that the data remains accurate and relevant. Other options mention actions that are either not part of the standard procurement management vocabulary in Workday or do not relate directly to the process of establishing and modifying purchase items. For instance, "Add Purchase Item" suggests bringing in new items but lacks the clarity of the 'create' terminology, which is the standard term used within the system. Similarly, options that include "Remove," "Import," or "Delete" pertain to different aspects of item management and do not specifically address the task of both creating and editing items as directly as the preferred choice.

**7. 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.

**8. Which of the following is NOT a status of a journal in Workday?**

- A. Created**
- B. Finalized**
- C. In progress**
- D. Posted**

In Workday, journal statuses are essential for tracking the lifecycle of financial transactions. The status "Finalized" typically refers to a state where a journal has undergone necessary reviews and approvals, ensuring it can be processed for accounting purposes. "Created," "In progress," and "Posted" are recognized stages in the journal lifecycle. "Created" indicates that a journal has been initiated but not yet finalized. "In progress" suggests that the journal is currently being worked on and may still be edited or updated. "Posted" signifies that the journal has been successfully recorded in the financial system, thereby affecting the financial statements and records. Therefore, "Finalized" is indeed a valid status in Workday, reflecting that a journal has reached its final state after all necessary processing. Understanding these statuses is crucial as it aids users in navigating the financial processes effectively and ensures accurate reporting and accountability in financial management within Workday.

## 9. What is the first step in creating a supplier in Workday?

- A. Create Supplier task**
- B. Request supplier approval**
- C. Define supplier categories**
- D. Establish supplier payment terms**

The first step in creating a supplier in Workday is initiating the "Create Supplier" task. This task serves as the foundational action that allows users to begin the supplier setup process. Through this task, necessary information about the new supplier can be collected, such as their name, address, and various other pertinent details essential for managing procurement activities. In Workday, the workflow for supplier creation is structured to ensure that all critical components of supplier management are addressed systematically. Beginning with the "Create Supplier" task activates the process that may lead to subsequent actions such as requesting supplier approval, defining supplier categories, and establishing payment terms, but these steps come after the initial supplier creation. By starting with this task, users can follow through the required steps and ensure that the supplier is successfully added into the system, which is crucial for any future transactions or engagements with that supplier.

## 10. How can you create and review requisitions?

- A. Using the Workday Requisitions application in the Apps tab**
- B. Through the Finance Dashboard**
- C. Via the Employee Self-Service portal**
- D. In the Procurement Analytics tool**

Creating and reviewing requisitions in Workday is primarily done through the Workday Requisitions application found in the Apps tab. This application is specifically designed to facilitate the requisition process, allowing users to efficiently create new requisitions, modify existing ones, and review their status in one centralized location. The interface is tailored to guide users through the necessary steps for requisition management, ensuring compliance with procurement policies and procedures. While other options may offer related functionalities or insights, they do not serve as the primary method for the requisition process. For example, the Finance Dashboard may provide overall financial visibility, but it is not specifically focused on the creation and management of requisitions. The Employee Self-Service portal allows employees to access various services, but it does not provide the comprehensive requisition functionalities that the Requisitions application does. Similarly, the Procurement Analytics tool is focused on data analysis and reporting rather than the hands-on creation and review of requisitions. Thus, utilizing the Workday Requisitions application is the most effective and appropriate choice for managing requisitions within the Workday environment.

## 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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