

Workday Report Writer Practice Test (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. In a matrix report, what determines the detail data shown when drilling into a summarization?**
 - A. The detail data defined in Detail Data that the user has access to**
 - B. The number of row groupings**
 - C. The date range**
 - D. The report's filters**

- 2. You can create a custom report if you have access to what security domain?**
 - A. HR Security Domain**
 - B. Security Domain for the Report Field**
 - C. Data Source Security Domain**
 - D. User Access Domain**

- 3. Which shows all delivered, calculated, and custom fields for the business object?**
 - A. Business Object Details: Data Sources Tab**
 - B. Class Report Fields**
 - C. Business Object Details: Fields Tab**
 - D. Report Data Source**

- 4. Which report allows you to combine several existing matrix reports into one report, with each sub-report having its own data source?**
 - A. Trending Report**
 - B. nBox Report**
 - C. Temporary Report**
 - D. Composite Report**

- 5. Which feature lets you easily search for custom reports?**
 - A. PBO**
 - B. Starting dataset**
 - C. Report Tags**
 - D. Share permissions**

- 6. When Workday applies report filters, which logic runs first?**
- A. Data Source precedence**
 - B. User-defined order**
 - C. Filter name order determines**
 - D. Value specified in this filter**
- 7. What is the process called for copying a standard report and creating a custom report in Workday?**
- A. All Custom Reports**
 - B. Custom Report Creation**
 - C. Report Tag Management**
 - D. Report Data Source**
- 8. In Workday reporting, what is the term for the data structure that defines where data comes from for a report?**
- A. Report Definition**
 - B. Security Domain**
 - C. Data Source**
 - D. Result Set**
- 9. To filter a custom report to show only regular employees, which comparison type should you use?**
- A. Contains**
 - B. Is Equal To**
 - C. Starts With**
 - D. Is Not Equal To**
- 10. Which concept represents multiple data sources delivered for the same business object, each providing a different view?**
- A. Report Writer**
 - B. Standard Data Sources**
 - C. Simple Report**
 - D. Advanced Report**

Answers

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

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Explanations

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1. In a matrix report, what determines the detail data shown when drilling into a summarization?

- A. The detail data defined in Detail Data that the user has access to**
- B. The number of row groupings**
- C. The date range**
- D. The report's filters**

Drill-down shows the underlying record-level fields that you've explicitly designated as detail data, and it only shows those fields you're allowed to view. In other words, the data that appears when you drill into a summarized cell is driven by what is defined as detail data and by the user's access rights. The structure of the summary (how many row groupings you have) or the current date range and filters influence what data exists in the summary, but they don't determine which specific detail fields are surfaced when you drill.

2. You can create a custom report if you have access to what security domain?

- A. HR Security Domain**
- B. Security Domain for the Report Field**
- C. Data Source Security Domain**
- D. User Access Domain**

In Workday, being able to build a custom report hinges on having access to the specific security domain that governs the fields you want to include. This is known as the Security Domain for the Report Field. Data in a report is protected at the field level, and the report writer only lets you select or view fields you have access to through their security domain. So, having access to the Security Domain for the Report Field lets you see those fields in the report builder and use them to create your custom report. The other options aren't the mechanism that controls this particular capability: a general HR security domain is broader, data source security domain governs whole data sources rather than individual fields, and user access domain isn't the field-level permission used for report creation.

3. Which shows all delivered, calculated, and custom fields for the business object?

- A. Business Object Details: Data Sources Tab**
- B. Class Report Fields**
- C. Business Object Details: Fields Tab**
- D. Report Data Source**

The Fields tab on the Business Object Details page shows the complete set of fields for that object, including delivered (standard) fields, calculated fields (those defined to compute values), and custom fields (tenant-created). This tab consolidates all field definitions in one place, so you can see every attribute you can report on for that object. The Data Sources tab, by contrast, focuses on where data comes from rather than listing all fields. The Class Report Fields area is specific to a particular report type and may show a subset relevant to that report. The Report Data Source item deals with configuring how data is sourced for reporting, not with enumerating the object's fields.

4. Which report allows you to combine several existing matrix reports into one report, with each sub-report having its own data source?

- A. Trending Report**
- B. nBox Report**
- C. Temporary Report**
- D. Composite Report**

Composite reports let you merge several existing reports into one output, with each subreport keeping its own data source. This directly fits the scenario of combining multiple matrix reports into a single view while preserving their separate data sources. The other types serve different purposes: Trending Reports analyze changes over time, nBox Reports follow a specific visualization style, and Temporary Reports are for quick, short-term needs. They don't offer the same capability to integrate multiple pre-built reports with independent data sources.

5. Which feature lets you easily search for custom reports?

- A. PBO**
- B. Starting dataset**
- C. Report Tags**
- D. Share permissions**

Tagging reports with descriptive keywords lets you find custom reports quickly. Report Tags provide a flexible labeling system you attach to a report, turning it into a searchable keyword that travels with the report. When you need to locate a specific report, you can search by a tag you've assigned or filter the list by that tag, making discovery fast as your library grows. Other options don't help with finding reports: the starting dataset determines the data the report pulls and isn't about search; share permissions control who can access the report; and PBO relates to something other than locating reports.

6. When Workday applies report filters, which logic runs first?

- A. Data Source precedence**
- B. User-defined order**
- C. Filter name order determines**
- D. Value specified in this filter**

In Workday, the first step when applying report filters is to resolve the actual values specified in each filter. The system needs to turn prompts, constants, or dynamic expressions into a concrete set of values before applying any logic to combine filters. Once those values are established, the filters' relationships (such as data source precedence or any user-defined ordering) determine how the criteria are combined, and filter naming is mainly for display. So the initial action is evaluating the value specified in the filter.

7. What is the process called for copying a standard report and creating a custom report in Workday?

- A. All Custom Reports**
- B. Custom Report Creation**
- C. Report Tag Management**
- D. Report Data Source**

In Workday, turning a standard report into your own tailored version is done by creating a custom report. This process copies the existing standard report into a new custom report that you can modify—adding or removing fields, adjusting filters, prompts, and layout—without changing the original. That makes the option labeled Custom Report Creation the best fit, as it explicitly describes creating a new custom report from an existing one. The other terms refer to different ideas: All Custom Reports suggests a collection, Report Tag Management is about categorizing reports, and Report Data Source is about what data the report pulls from.

8. In Workday reporting, what is the term for the data structure that defines where data comes from for a report?

- A. Report Definition**
- B. Security Domain**
- C. Data Source**
- D. Result Set**

The data source is the structure that defines where data comes from for a Workday report. It specifies which business objects and fields are available and how they're related, effectively mapping the data lineage the report will pull from. This is distinct from the Report Definition, which is the design of the report; the Security Domain, which controls who can access it; and the Result Set, which is the actual data rows and columns produced after the report runs. So the data source is what determines the origin of the data used in the report.

9. To filter a custom report to show only regular employees, which comparison type should you use?

- A. Contains**
- B. Is Equal To**
- C. Starts With**
- D. Is Not Equal To**

To show only regular employees, you need an exact match on the status value. Using the Is Equal To comparison type compares the field (such as Employee Status or Employee Type) to the exact value you specify, like "Regular." This returns only rows where the status is exactly Regular. Other options would broaden the result: Contains would pull any row whose status includes the word, which could include unintended values; Starts With might capture multiple statuses that begin with the same prefix; Is Not Equal To would exclude only the exact match and still include many non-regular cases. So exact equality ensures you select only the regular employees.

10. Which concept represents multiple data sources delivered for the same business object, each providing a different view?

A. Report Writer

B. Standard Data Sources

C. Simple Report

D. Advanced Report

The idea here is that a single business object can be exposed through several data sources, each giving a different view of that object. Standard Data Sources are predefined, object-specific data sources that deliver those multiple views for the same object. They let you pull different facets—such as core employee details in one view and compensation details in another—without duplicating data or building new sources from scratch. Report Writer is the tool used to create reports, while Simple Report and Advanced Report are report types; they don't describe the mechanism of providing multiple views of the same object.

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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.

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

<https://workdayreportwriter.examzify.com>

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

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