

WORKDAY REPORT WRITER PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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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 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

- 2. Which option describes how you reuse an existing report in a new report?**
 - A. It is not possible to reuse existing reports.
 - B. Copy the data source schema into the new report.
 - C. Include the existing report as a subreport.
 - D. Reuse requires exporting and re-importing data.

- 3. What is a common symptom of improper join relationships?**
 - A. Duplicates in results
 - B. Increased query latency only
 - C. Data becomes more precise
 - D. No effect on result shape

- 4. Which component provides an overview of the object model by showing relationships among business objects?**
 - A. Business Object Details
 - B. Report Tag Management
 - C. All Custom Reports
 - D. Report Data Source

- 5. Besides including it as a subreport, what is another way to reuse an existing report in a new report?**
 - A. Reference its published data within the new report.
 - B. Import the entire dataset as a CSV.
 - C. Copy the report definition manually.
 - D. Reuse is not allowed if the report is published.

- 6. What kinds of data sources are available for Workday Report Writer?**
- A. External database tables and flat files.
 - B. Only Worker and Position data.
 - C. Core Workday business objects (e.g., Worker, Position, Time Entry, Absence) and related or derived data sources.
 - D. Calculated fields only.
- 7. Which report type is used to analyze trends in worker data over time?**
- A. Temporary Report
 - B. Composite Report
 - C. nBox Report
 - D. Trending Report
- 8. Which report type provides straightforward design options for beginners with limited options?**
- A. Transposed Report
 - B. Matrix Report
 - C. Advanced Report
 - D. Simple Report
- 9. Which approach helps ensure consistent aggregation behavior across a matrix's contexts?**
- A. Use different aggregations for each cell
 - B. Disable aggregations for performance
 - C. Aggregate only at the final total level
 - D. Use a consistent measure with the same aggregation across contexts
- 10. What is the search prefix used to search for custom report definitions?**
- A. Rd
 - B. Cr
 - C. Rpd
 - D. Def

Answers

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

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Explanations

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1. 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.

2. Which option describes how you reuse an existing report in a new report?

- A. It is not possible to reuse existing reports.
- B. Copy the data source schema into the new report.
- C. Include the existing report as a subreport.**
- D. Reuse requires exporting and re-importing data.

Reusing an existing report in a new report is accomplished by including the existing report as a subreport. This embeds the entire report into the new one, so you can reuse its data retrieval logic and formatting without rebuilding it from scratch. In Workday Report Writer, adding a subreport lets the new report display the subreport's results as part of its own output, which promotes consistency and reduces maintenance because updates to the shared report propagate wherever the subreport is used. The other ideas don't fit how reuse works here: you don't copy a data source schema to reuse logic, and exporting and re-importing data isn't how you connect or reuse reports within Workday.

3. What is a common symptom of improper join relationships?

- A. Duplicates in results**
- B. Increased query latency only
- C. Data becomes more precise
- D. No effect on result shape

When two data sets are joined, the relationship between them determines how rows combine. If the join uses keys that aren't unique or the wrong type of join for the data's real relationship, rows multiply. A single row from one side can match several rows on the other side, so the same item appears multiple times in the results—duplicates become the clear symptom. For example, joining a customer to their orders on customer_id will naturally produce multiple rows for customers with multiple orders, which is expected; but when the intention is a single-row view per entity, those extra rows signal an improper join. Latency might increase as data volume grows, but that isn't the defining symptom, and the result shape will change (duplicates surface) rather than staying the same.

4. Which component provides an overview of the object model by showing relationships among business objects?

- A. Business Object Details**
- B. Report Tag Management
- C. All Custom Reports
- D. Report Data Source

Understanding how business objects relate to each other is essential for building accurate reports. The component that presents an overview of the object model by displaying relationships among business objects is the Business Object Details. This view shows the specific object's attributes and, importantly, how it connects to other objects—revealing parent-child relationships, cross-object links, and available navigation paths. With this perspective, you can quickly see which objects can join together in a report and how data is structured across the model, guiding proper joins and data lineage. The other options serve different purposes: tagging and organizing reports, listing created reports, or defining where a report's data comes from, none of which provide the holistic view of the object relationships.

5. Besides including it as a subreport, what is another way to reuse an existing report in a new report?

- A. Reference its published data within the new report.**
- B. Import the entire dataset as a CSV.
- C. Copy the report definition manually.
- D. Reuse is not allowed if the report is published.

Reusing a report by referencing its published data inside a new report lets you pull the original report's dataset into another report without duplicating the report itself. This approach treats the published report as a data source, so you can build on its existing logic and security, and ensure data consistency across reports. It's preferable to other options because you're using live Workday data already defined by that report, rather than importing external files or recreating the definition. Importing a CSV would bring in static data outside Workday's live data framework; copying the report definition manually creates duplication and drift from the original; reuse is allowed and designed to work even when the source report is published.

6. What kinds of data sources are available for Workday Report Writer?

- A. External database tables and flat files.
- B. Only Worker and Position data.
- C. Core Workday business objects (e.g., Worker, Position, Time Entry, Absence) and related or derived data sources.**
- D. Calculated fields only.

Data sources in Workday Report Writer come from the Workday data model: you start with core business objects (for example, Worker, Position, Time Entry, Absence) and you can bring in related objects through relationships, plus use derived data sources created from calculations or aggregations. This structure lets you pull exactly the information you need by navigating the built in objects and their connections, and by using fields that are computed within Workday. External databases or flat files aren't directly queried by Report Writer, and calculated fields are part of the report logic rather than the sole data source. That combination—core objects plus related and derived data sources—best fits how Workday Report Writer sources data.

7. Which report type is used to analyze trends in worker data over time?

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

Tracking changes in worker metrics over time requires a report type that organizes data by time periods and highlights how values evolve. Trending reports are built for this purpose—they summarize a metric across successive time periods and often provide trend indicators or charts. This makes it the best fit for analyzing trends in worker data over time. You can define a time dimension (such as month or pay period) and a metric (like headcount, hires, terminations, or payroll cost), and the report will show how those values change across the periods. It also supports comparing periods or calculating percentage changes, which helps you spot upward or downward patterns, seasonality, or shifts in the data. Other report types serve different needs. Temporary reports are designed for one-off data extracts, not long-term trend analysis. Composite reports combine results from multiple sources, which is powerful for cross-cutting analysis but doesn't inherently focus on time-series trends. An nBox report provides a compact, broad view of many records and isn't focused on illustrating trends over time.

8. Which report type provides straightforward design options for beginners with limited options?

- A. Transposed Report
- B. Matrix Report
- C. Advanced Report
- D. Simple Report**

When you're starting with Workday Report Writer, you want a design that's easy to pick up and doesn't overwhelm you with features. A Simple Report is built for that. It offers a clean, straightforward design surface with essential options only, so you can quickly drag in the fields you need, set basic filters and sorting, and generate readable output without diving into more complex capabilities. This keeps the process intuitive and accessible for beginners. The other report types introduce more layers of complexity. A Transposed Report changes how data is laid out by swapping axes, which can be confusing for someone new. A Matrix Report adds cross-tab and multi-dimensional grouping, requiring a deeper understanding of how data cells and summaries interact. An Advanced Report brings in prompts, sophisticated calculations, and conditional logic, which can be intimidating and time-consuming to configure. Because of these added features, they're less suited for someone who needs straightforward design options with limited choices. So, Simple Report best matches the need for a straightforward, beginner-friendly design experience.

9. Which approach helps ensure consistent aggregation behavior across a matrix's contexts?

- A. Use different aggregations for each cell
- B. Disable aggregations for performance
- C. Aggregate only at the final total level

D. Use a consistent measure with the same aggregation across contexts

In a matrix, the same measure is shown across different row and column contexts. To keep results reliable and comparable, define one measure and apply the same aggregation everywhere. If you mix different aggregations in different cells, some parts may sum values while others average or count them, leading to totals and comparisons that don't align and can be misleading. Disabling aggregations stops calculations altogether, which hides important insights. Aggregating only at the final total level removes context-specific detail from the matrix. Using a consistent measure with the same aggregation across contexts keeps behavior predictable and interpretable across all parts of the matrix.

10. What is the search prefix used to search for custom report definitions?

- A. Rd**
- B. Cr
- C. Rpd
- D. Def

In Workday search, prefixes help you narrow results to a specific object type. For custom report definitions, the designated prefix is Rd, which stands for Report Definition. Using Rd before your search term filters the results to the report definition objects, making it quick to find, edit, or clone a custom report's blueprint. Other prefixes don't specifically target report definitions, so they would bring up different items or broader definitions, not the exact object you're after.

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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