Workday-Adaptive-Planning Practice Questions

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Question 1

Question Type: MultipleChoice

You are building a Sales cube sheet that plans by Product dimension. It references another cube sheet for assumption values by Product. You write a formula: ACCT.Sales.Units * ACCT.Lookups.Rate[Level=TopLevel(-)]. When you test the formula, your results are significantly higher than expected. What is the corrected formula?

Options:

A- ACCT.Sales.Units * ACCT.Lookups.Rate

B- ACCT.Sales.Units * ACCT.Lookups.Rate[Level=TopLevel(-), Product=this]

C- ACCT.Sales.Units[Level=TopLevel(-)] * ACCT.Lookups.Rate[Level=TopLevel(-)]

D- ACCT.Sales.Units[Product=this] * ACCT.Lookups.Rate[Level=TopLevel(-)]

Answer:

B

Explanation:

The issue in the original formula is that ACCT.Lookups.Rate[Level=TopLevel(-)] retrieves the rate for all Product dimension values aggregated at the top level, rather than the rate specific to each individual Product dimension value being calculated. When the rate reference does not specify the Product dimension modifier, it pulls the aggregate (summed or unfiltered) rate value, resulting in inflated multiplication results. The corrected formula ACCT.Sales.Units * ACCT.Lookups.Rate[Level=TopLevel(-), Product=this] adds the 'Product=this' modifier, which instructs Adaptive Planning to look up the rate for the same Product dimension value as the current row being calculated. The 'this' keyword is a dynamic reference that matches the current dimension context. Level=TopLevel(-) correctly retrieves the globally-entered assumption rate (entered once at the top level), while Product=this ensures the rate corresponds to the specific product being evaluated. Without the Product=this modifier, the formula aggregates across all product rates, causing inflated results. Reference: Workday Adaptive Planning --- Cube Sheet Formulas, Dimension Modifiers, 'this' Keyword, Level Modifiers.

Question 2

Question Type: MultipleChoice

Scenario: A financial planner is responsible for ensuring the accuracy and structure of the Adaptive Planning model. This includes maintaining formulaic accounts on the Income Statement and establishing a logical hierarchy for the General Ledger accounts to facilitate effective financial reporting and analysis.

The accounting team needs to incorporate a new General Ledger account for Prepaid Advertising into the Adaptive Planning model. Under which primary account category can you create the new Prepaid Advertising account?

Options:

A- Contra account
B- System account
C- Root account
D- Assumption account

Answer:

C

Explanation:

In Workday Adaptive Planning, General Ledger accounts are created under Root accounts, which are the primary account categories forming the top level of the Chart of Accounts hierarchy. Root accounts represent the major financial statement categories --- such as Assets, Liabilities, Equity, Revenue, and Expenses --- and serve as the parent containers under which all user-created GL accounts are organized. Prepaid Advertising is an asset or operating expense account in standard accounting classifications, and the new GL account would be created as a child of the appropriate Root account category (e.g., under Assets for a prepaid classification, or under Operating Expenses). The navigation path is Modeling > Model Management > Accounts, where the administrator selects the relevant Root account and creates the new GL account beneath it. System accounts are pre-configured accounts managed internally by Adaptive Planning for system-level processing and cannot be created by users. Assumption accounts are reserved for global planning constants such as rates and percentages, not transactional GL accounts. Contra accounts are a sub-classification used to offset specific account balances (e.g., Accumulated Depreciation offsetting Fixed Assets) and are not a primary creation category for new accounts. Reference: Workday Adaptive Planning --- Chart of Accounts, Root Accounts, GL Account Creation, Model Management.

Question 3

Question Type: MultipleChoice

The finance team wants to create a sub-account for the Inventory General Ledger account. What will happen to the existing balance in the Inventory General Ledger account once the sub-account is created?

Options:

A- The formulas and data are deleted for all versions and all levels.
B- Data and any formulas move to the new child account.
C- The formulas and data are duplicated.
D- Data and any formulas stay in the Inventory account.

Answer:

B

Explanation:

In Workday Adaptive Planning, when a sub-account (child account) is created beneath an existing General Ledger account, the system converts the parent account into a rollup account. As part of this structural transformation, all existing data and any formulas that were previously stored in the parent Inventory account are automatically migrated to the newly created child account. The parent then becomes a rollup that aggregates the values of its children. This behavior ensures no data loss during model restructuring. The rationale is that rollup accounts do not hold direct data --- only leaf accounts (bottom-level accounts without children) can contain input values or formulas. Therefore, the system must relocate the data to maintain model integrity. Administrators should be aware of this behavior before creating sub-accounts in live environments, as it directly affects reporting and formula references. Existing reports may need to be updated to reflect the new account reference. Reference: Workday Adaptive Planning --- Chart of Accounts, Account Hierarchy, Sub-Account Creation Behavior.

Question 4

Question Type: MultipleChoice

How can you set the time stratum for modeled sheets?

Options:

A- Choose the time stratum for the version.
B- Select any time stratum available in the calendar.
C- Choose a quarterly time stratum.

D- Select the default time stratum defined for the instance.

Answer:

B

Explanation:

In Workday Adaptive Planning, modeled sheets offer flexibility in time stratum configuration, allowing administrators to select any time stratum that is defined and available in the instance's calendar --- including Month, Quarter, Year, or any custom stratum configured for the instance. This flexibility distinguishes modeled sheets from some other sheet types that may be bound to the default instance time stratum. For example, a Personnel modeled sheet might be set to a monthly stratum for per-pay-period tracking, while a Capital Projects modeled sheet might use an annual or quarterly stratum. The available strata are determined by the time calendar setup in the instance. The time stratum for a modeled sheet is not determined by the version's time stratum (versions inherit the instance default). It is not limited to quarterly only. It is not restricted to the instance default --- the key advantage of modeled sheets is the ability to choose from all available strata. Reference: Workday Adaptive Planning --- Modeled Sheet Configuration, Time Stratum Selection, Sheet Design.

Question 5

Question Type: MultipleChoice

The financial analyst is updating the formula for the Office Supplies account and needs to incorporate the full year office supplies expenses from the previous fiscal year. What formula should the analyst implement to retrieve last year's value?

Options:

A- ACCT.OfficeSupplies[time=last.year]
B- ACCT.OfficeSupplies[time=this.year-1]
C- ACCT.OfficeSupplies[year=previous]
D- ACCT.OfficeSupplies[time=this-12]

Answer:

B

Explanation:

In Workday Adaptive Planning formula syntax, [time=this.year-1] is the correct and officially supported modifier to retrieve the full prior fiscal year value of an account. This modifier navigates to the year period that is one year before the current year context, returning the annual total for the previous fiscal year --- which is the precise requirement for incorporating full-year prior year expenses into a formula. Option A uses [time=last.year], which is not standard Adaptive Planning formula syntax and would result in a formula error. Option C uses [year=previous], which is also not valid Adaptive Planning formula notation. Option D uses [time=this-12], which shifts back 12 months --- for a monthly formula, this returns the same month from the prior year, not the full prior year total. When a formula needs the full prior year annual amount (sum of all 12 prior months), [time=this.year-1] retrieves the aggregated annual value. This is the authoritative time modifier syntax for annual prior year references in Adaptive Planning. Reference: Workday Adaptive Planning --- Time Modifiers, Prior Year Reference, Formula Syntax Guide.

Question 6

Question Type: MultipleChoice

What action creates an (Only) level?

Options:

A- Adding children under a level to create a rollup.
B- Creating a formula on a level.
C- Importing data to a parent level.
D- Creating multiple versions.

Answer:

A

Explanation:

In Workday Adaptive Planning, an (Only) level is automatically created when child levels are added beneath an existing parent level, converting it into a rollup. The (Only) designation refers to a system-generated virtual level that represents the data entered directly at the parent level, independent of its children's data. For example, when child accounts are created under 'Total Marketing,' the system creates a 'Total Marketing (Only)' level to capture any topside adjustments or entries made directly at the parent level. This prevents the double-counting of data that would occur if parent-level entries were included in child rollup totals. The (Only) level is not manually created --- it is a structural byproduct of the rollup relationship. Planners who need to enter data at a rollup level must do so through the (Only) level, which requires specific permission settings in the user's permission set. Reference: Workday Adaptive Planning --- Level Hierarchy, Rollup Levels, (Only) Level Behavior, Data Entry at Parent Levels.

Question 7

Question Type: MultipleChoice

You want to include financial results from an OfficeConnect report in a PowerPoint presentation. What must you define in Excel to link the report to the presentation?

Options:

A- Labels
B- Chart
C- Workbook Properties
D- Named Range

Answer:

D

Explanation:

In Workday Adaptive Planning OfficeConnect, when embedding financial results from an OfficeConnect Excel report into a PowerPoint presentation, the data connection between the two Office applications is established through a Named Range defined in Excel. A Named Range assigns a descriptive name to a specific cell range containing the OfficeConnect report data in Excel. PowerPoint then references this Named Range to pull the linked financial data into the presentation, enabling the presentation to display live or refreshable Adaptive Planning data sourced from the Excel workbook. This mechanism is a standard Microsoft Office integration pattern that OfficeConnect leverages for cross-application data sharing. Labels are used within OfficeConnect for dynamic period headers within Excel. Charts are visual representations of data and are not the linking mechanism themselves. Workbook Properties store metadata about the Excel file but do not establish the data link to PowerPoint. The Named Range is the definitive connection element that bridges the OfficeConnect Excel report to the PowerPoint presentation, ensuring financial results can be maintained in one place and referenced consistently across both documents. Reference: Workday Adaptive Planning --- OfficeConnect, Named Range, PowerPoint Integration, Cross-Application Reporting.

Question 8

Question Type: MultipleChoice

Scenario: A financial planner is responsible for ensuring the accuracy and structure of the Adaptive Planning model. This includes maintaining formulaic accounts on the Income Statement and establishing a logical hierarchy for the General Ledger accounts to facilitate effective financial reporting and analysis.

The planner needs to display the profit margin ratio on the Income Statement, calculated as Operating Income divided by Revenue and presented as a percentage. What type of account should the planner create and configure?

Options:

A- Custom
B- General Ledger
C- Calculated
D- Metric

Answer:

D

Explanation:

In Workday Adaptive Planning, a Metric account is the designated account type for displaying calculated Key Performance Indicators and financial ratios on the Income Statement and other financial reports. The profit margin ratio --- Operating Income divided by Revenue, expressed as a percentage --- is a derived KPI, not a transactional ledger balance. Metric accounts are formula-driven and read-only, meaning they calculate and display a result but cannot receive direct data entry. They support percentage formatting and can be configured to reference any combination of GL accounts, rollup accounts, or Assumption accounts within their formula. Metric accounts appear inline on financial statements alongside GL accounts, providing contextual performance visibility for planners and executives. A Custom account serves structural or supplementary roles not covered by standard account types. A General Ledger account stores transactional financial data such as actual or budgeted monetary amounts and is not appropriate for ratio display. A Calculated account is not a distinct, standard account type in the Adaptive Planning account classification framework for this use case. Metric is the authoritative, purpose-built account type for financial ratios and KPI display. Reference: Workday Adaptive Planning --- Metric Accounts, KPI Configuration, Income Statement Design, Financial Ratios.