Workday-Record-to-Report Practice Questions

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Question 1

Question Type: MultipleChoice

There are several companies within a tenant, one of the companies requires a location worktag on supplier invoices.

What task should you use to manage this requirement?

Options:

A- Maintain Related Worktag Usage
B- Maintain Business Process Step Conditions
C- Maintain Custom Validations
D- Maintain Worktag Usage

Answer:

C

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

Maintain Custom Validations is required because the Location worktag requirement applies to only one company. The validation should be configured for the Supplier Invoice transaction type and should test whether the invoice company equals the designated company and the Location worktag is blank. A critical validation will prevent submission until the required Location is entered.

Maintain Worktag Usage is not appropriate for a company-specific requirement. Workday applies the required-worktag configuration for a transaction type throughout the tenant. If Location were marked as required for supplier invoices through Maintain Worktag Usage, every company would receive the same requirement. Workday's official course guidance specifically directs administrators to use custom validations when a worktag is required for one company rather than tenant-wide.

Maintain Related Worktag Usage supports defaulting or requiring worktags associated with another business object, such as deriving a Region from a Cost Center. It does not independently implement the stated company-level condition. Business Process Step Conditions control whether workflow steps execute; they do not perform transaction-level FDM completeness enforcement.

The appropriate configuration is therefore a company-conditioned critical custom validation. This preserves the other companies' existing supplier-invoice behavior while ensuring that the selected company cannot submit an invoice without Location.

Official Workday reference: Workday Education - Accounting Journals; topics: Tenant Wide, Maintain Worktag Usage, and Custom Validation Condition Rules.

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Question 2

Question Type: MultipleChoice

In addition to a unique report name, what must you immediately identify when creating a custom report?

Options:

A- Report fields
B- Data source
C- Related business object
D- Primary business object

Answer:

B

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

When creating a custom report, the report writer must select a data source immediately after providing the unique report name and report type. The data source establishes the population of records available to the report, determines the primary business object, and controls which fields, related business objects, filters, and prompts can subsequently be configured. Selecting the correct data source is therefore a structural decision, not merely a display choice.

Report fields are added only after Workday knows which business objects and field families the data source exposes. The primary business object is derived from or associated with the chosen data source rather than independently selected as the first required input. Related business objects extend the report through relationships from that primary object and likewise cannot be defined before the source population exists. An indexed data source may additionally provide predefined data source filters for performance and security. Consequently, Data source is the required answer. A poorly selected source can cause missing fields, duplicate rows, inefficient processing, or an inappropriate security context, so the report writer should evaluate the business question and expected record grain before continuing with columns, filters, sorting, prompts, and sharing.

Official Workday reference: Workday Education - Workday Reporting; topics: custom report definition, data source, and primary business object.

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Question 3

Question Type: MultipleChoice

Company A and Company B are in the same tenant and are intercompany affiliates. Company A created a customer invoice to record the direct sale of services to Company B. The customer invoice completed successfully, but the corresponding supplier invoice for Company B is in error status.

How will you fix this issue?

Options:

A- Confirm the intercompany profiles are configured to accept only manual payment types.
B- Confirm Company B is configured to automatically record receipts from Company A.
C- Confirm Company A is configured to automatically record receipts from Company B.
D- Confirm Company B's associated supplier object is approved.

Answer:

D

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

A direct intercompany customer invoice created by Company A can generate the corresponding supplier-side document for Company B only when the legal entities are correctly represented as customer and supplier business objects. If Company B's associated supplier object is unapproved, Workday cannot complete the supplier invoice even though the originating customer invoice has successfully completed. The supplier invoice therefore enters error status until the supplier setup is approved and valid for use.

Automatic intercompany receipt settings relate to settlement and receipt generation after an intercompany obligation is paid; they do not control whether the supplier invoice is initially generated from the approved customer invoice. Manual payment-type selections likewise affect settlement configuration rather than supplier-document creation. Because the intercompany transaction already initiated successfully, the relationship and invoice-generation service are substantially in place. The failed downstream document points directly to the status of Company B's supplier representation. The administrator should approve or correct the associated supplier object, confirm its company mapping and required item or category relationships, and then resume or reprocess the supplier invoice event. This preserves the linked direct-intercompany document chain and ensures that Company A's receivable and revenue are matched by Company B's payable and expense.

Official Workday reference: Workday - Setup Considerations: Direct Intercompany Activities; topics: direct intercompany invoices and companies maintained as customers or suppliers.

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Question 4

Question Type: MultipleChoice

When can you view the accounting for a supplier invoice transaction?

Options:

A- After the supplier invoice is submitted, even if it is in progress.
B- After the supplier invoice is approved.
C- At any point by selecting Related Actions and View Accounting.
D- Only when the transaction has a Posted status.

Answer:

A

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

Workday can generate and display provisional accounting after the supplier invoice is submitted, even while the Supplier Invoice Event remains In Progress. The user can access the transaction's related accounting to review the ledger accounts, amounts, taxes, worktags, and balancing entries that the configured account posting rules derive. This early visibility supports review and approval before the invoice completes.

Waiting for final approval or Posted status is unnecessary for viewing the generated accounting. Those later states determine completion and ledger inclusion, not the first point at which derived accounting can be examined. Option C is overly broad because accounting is not necessarily available at every point; a document that has not been submitted may not yet have generated the operational journal representation. Once submitted, the accounting can be inspected and errors or unexpected derivations can be identified while the workflow is still active. If configuration changes or transaction revisions occur, Workday may regenerate the accounting before final posting. Accordingly, the correct timing is after submission, even if the invoice remains in progress. Posted status is the evidence that the operational journal has affected the ledger, whereas View Accounting during workflow is a diagnostic and approval aid.

Official Workday reference: Workday Education - Supplier Accounts; topics: supplier invoice submission and View Accounting.

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Question 5

Question Type: MultipleChoice

A company needs to comply with both ASC 842 and IFRS 16 leasing standards.

When creating an alternate supplier contract to comply with IFRS 16, what will determine the appropriate accounting for the installment expense recognition?

Options:

A- The alternate supplier contract's accounting method
B- The alternate supplier contract's interest rate
C- The original supplier contract's accounting method
D- The original contract's contract type and contract accounting method

Answer:

A

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

The alternate supplier contract's accounting method determines how Workday accounts for its installment expense recognition. Alternate contracts allow the same underlying lease arrangement to be evaluated under different accounting standards, accounting methods, and book codes. Therefore, the IFRS 16 alternate contract must carry the accounting method that represents the IFRS treatment.

The original supplier contract remains the source for supplier invoices, but its accounting method does not override the accounting treatment assigned to the alternate contract. This separation is necessary because ASC 842 and IFRS 16 can produce different expense-recognition patterns. For example, IFRS 16 generally treats long-term operating leases as finance leases, resulting in interest and depreciation or amortization components rather than the single straight-line lease expense commonly associated with an ASC 842 operating lease.

The interest rate is an input used in present-value and interest calculations, but it does not independently select the accounting framework or expense-recognition methodology. Similarly, the original contract's type and accounting method govern the original contract's treatment, not the alternate contract's parallel accounting.

Consequently, Workday evaluates the accounting method assigned directly to the alternate supplier contract when generating the applicable installment expense-recognition accounting.

Official Workday reference: Workday Education - Lease Accounting; topics: Alternate Supplier Contracts, Expense Recognition, and ASC 842 and IFRS 16.

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Question 6

Question Type: MultipleChoice

What security group can enter a supplier invoice?

Options:

A- Supplier Administrator
B- Accounts Payable Manager
C- Accounts Payable Data Entry Specialist
D- Accounts Payable Analyst

Answer:

C

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

The Accounts Payable Data Entry Specialist is the delivered role-based security group designed to perform core supplier-account transaction entry, including creating and maintaining supplier invoices and supplier invoice adjustments for assigned organizations. Its constrained role assignment determines the companies for which the user can enter transactions, while the relevant domain and business-process security policies authorize the task and initiation action.

Supplier Administrator primarily maintains supplier master data and related setup rather than performing routine invoice entry. Accounts Payable Manager and Accounts Payable Analyst may have reporting, review, approval, or broader management responsibilities, but the delivered group explicitly aligned to entering supplier invoices is Accounts Payable Data Entry Specialist. Organizations can extend or modify security policies, so an implementation may grant additional groups access; however, certification questions use the delivered functional responsibility. The administrator should confirm both task-domain permission and the Initiate action on the Supplier Invoice Event business process, along with an appropriate company role assignment. Therefore, Accounts Payable Data Entry Specialist is the correct security group.

Official Workday reference: Workday Education - Supplier Accounts; topics: Accounts Payable Data Entry Specialist and supplier-invoice processing.

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Question 7

Question Type: MultipleChoice

Company B is a standalone company and is not part of a hierarchy.

What must you complete before Company B can enter an operating lease contract in Workday?

Options:

A- Ensure that all supplier contracts are approved for Company B.
B- Include Company B in a hierarchy.
C- Enter a supplier contract for Company B and indicate the specific lease type, accounting method, and book code as contract parameters.
D- Use Maintain Lease Contract Book Code Configuration to configure Company B's lease types, accounting methods, and corresponding book codes.

Answer:

D

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

Before Company B creates an operating lease contract, administrators must establish the relationship among the company's enabled lease type, accounting method, and book code. The Maintain Lease Contract Book Code Configuration task provides this mapping. Workday uses it to determine which accounting basis applies when the lease contract is created and to route generated lease accounting into the correct book code.

Membership in a company hierarchy is not a prerequisite for entering a lease. A standalone legal entity can maintain its own lease configuration and accounting books. Approval of unrelated supplier contracts does not supply the required accounting mapping. Option C reverses the sequence: users should not manually choose an arbitrary lease type, method, and book code on the first contract before the governing configuration exists. Where multiple lease-accounting options are enabled, Workday specifically requires distinct lease contract book code configurations and prevents incompatible codes from being reused across standards. Once the configuration is complete, Company B can create the supplier contract using the appropriate lease contract type, and Workday can generate initial recognition, installments, expense recognition, and multibook accounting consistently. Therefore, Maintain Lease Contract Book Code Configuration is the required setup action.

Official Workday reference: Workday Education - Lease Accounting; topics: lease contract book code configuration and operating lease setup.

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Question 8

Question Type: MultipleChoice

A company organizes various events. They want to report on transactions using an Event Type. This Event Type does not need any members, security or hierarchy.

What should you do?

Options:

A- Enable a custom worktag and add values for each Event Type.
B- Create a custom organization for each Event Type.
C- Use the Maintain Worktag Usage task and set the Event Type to required for customer transactions.
D- Use the Maintain Related Worktag Usage task and set the Event Type to be required for customers.

Answer:

A

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

A custom worktag is appropriate because Event Type is required only as a reporting dimension and does not need organizational members, hierarchy behavior, role assignments, or organization-based security. Enabling a custom worktag type and creating values for each event gives users a lightweight dimension that can be placed on transactions, journal lines, reports, and calculated fields.

A custom organization would introduce unnecessary structural and security capabilities that the requirement explicitly excludes. Maintain Worktag Usage determines whether an already configured worktag type is available or required on a transaction type; it does not create the Event Type dimension or its values. Maintain Related Worktag Usage establishes defaulting or required relationships between a business object and another worktag, such as deriving Region from Cost Center. That task also does not create the requested reporting classification. After enabling the custom worktag, the administrator may use Maintain Worktag Usage to expose it on the relevant customer or financial transactions and may add custom validations if the requirement is conditional. The primary design decision, however, is to model Event Type as a custom worktag. This provides precise reporting without overengineering the FDM with an organization that has no organizational behavior.

Official Workday reference: Workday Education - Accounting Journals; topics: custom worktags, custom organizations, and worktag usage.

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Question 9

Question Type: MultipleChoice

You are a finance administrator and your company is setting up their financials. They want to track all intercompany payables in a new ledger account.

What approach should you take?

Options:

A- Set up a new condition rule for Accounting Journals and include the new ledger accounts to be used for intercompany payables and receivables.
B- Create the new ledger account and then use them accordingly when entering intercompany transactions.
C- Set up a new condition rule for Intercompany and include the new ledger accounts to be used for payables and receivables.
D- Create the new ledger account and then use it as default for the intercompany payables account posting rule.

Answer:

D

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

The new ledger account must be assigned as the default result of the Intercompany Payables account posting rule. Account posting rules are the policy layer Workday uses to derive ledger accounts for system-generated operational and balancing lines. By setting the new account as the rule's default, all intercompany payable lines are directed there unless a more specific condition intentionally produces another account.

Merely creating the ledger account does not cause Workday to use it. End users do not normally select the intercompany payable control account manually on each transaction because that would weaken consistency and reconciliation. A custom validation condition on Accounting Journals can check transaction data, but it does not replace the account derivation rule. Similarly, creating a generic condition rule for Intercompany without attaching it to the applicable account posting rule does not determine the journal result. Administrators should confirm that the new account belongs to the company's account set, supports the required currency and worktag behavior, and is included in appropriate ledger-account summaries. The corresponding Intercompany Receivables rule must remain separately configured for due-from balances. Assigning the new account to the Intercompany Payables posting rule is therefore the controlled and scalable configuration.

Official Workday reference: Workday - Setup Considerations: Direct Intercompany Activities; topics: intercompany payables account posting rule and default ledger account.

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Question 10

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

A company is a global organization that needs to comply with multiple accounting standards. The company has configured their account posting rules so that certain supplier invoices will comply with U.S. GAAP rules but will not comply with IFRS.

What would we need to do to report Based on U.S.GAAP standards?

Options:

A- Create an adjusting journal entry that includes a book code specific to U.S. taxes.
B- Report using the common book, including the blank book code.
C- Create an adjusting journal entry that includes a book code specific to IFRS.
D- Create two adjusting journal entries that include book codes for IFRS and for U.S. GAAP.

Answer:

B

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

The supplier invoices already generate accounting that complies with U.S. GAAP. Supplier invoice accounting is recorded through operational journals, and Workday normally assigns no explicit book code to operational transactions. These blank-book-code journals constitute the Common Book. Consequently, reporting from the Common Book presents the accounting generated by the account posting rules and therefore produces the required U.S. GAAP result in this scenario.

Multi-book functionality is used to record differences between accounting standards rather than unnecessarily duplicating the common operational accounting. If IFRS requires a treatment different from the U.S. GAAP treatment already recorded, an IFRS-specific adjusting journal can be created and assigned an IFRS adjustment book code. An IFRS reporting book may then combine blank-book-code activity with the IFRS adjustment book code.

A tax book code would not address the stated accounting-standard difference. Creating both U.S. GAAP and IFRS adjustments would also duplicate the U.S. GAAP accounting because the operational supplier invoice already represents that basis. Therefore, no additional journal is required merely to report the existing U.S. GAAP result; the report should include the Common Book and its blank book code.

Official Workday reference: Workday Education - Multi-book; topics: Common Book, Operational Journals, Book Codes, and Reporting with Book and Book Codes.

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Question 11

Question Type: MultipleChoice

A company wants to allocate costs from operating expenses ledger accounts with a cost center of Facilities and a location of Chicago. When the current allocation definition is run, all costs posted to the operating expenses ledger accounts are being allocated regardless of cost center or location.

What should you do?

Options:

A- Add the cost center and location to the statistic definition.
B- Add the cost center and location to the source.
C- Add the cost center and location from the source data to the offset.
D- Add the cost center and location from the source data to the target.

Answer:

B

Explanation:

Comprehensive and Detailed 150 to 250 words of Explanation From Workday Record-to-Report/Course Guide/topics:

The allocation source defines the ledger activity that forms the pool to be allocated. Because the requirement is limited to operating-expense activity carrying Cost Center Facilities and Location Chicago, both worktag criteria must be added to the Source section as source filter conditions. Workday will then include only journal activity satisfying the ledger-account criteria and the specified worktags.

Adding the worktags to the statistical definition would change the allocation basis rather than restrict the source pool. The basis determines how the selected amount is distributed, such as by square footage, headcount, ledger activity, or fixed percentage. The Target controls where allocated amounts are recorded, and the Offset determines how the source pool is relieved. Neither target nor offset filtering can correct an overinclusive source calculation. Source worktags of different types are evaluated together, so Facilities and Chicago form the required combined restriction. After updating the definition, the accountant should test the allocation and verify that the source total reconciles to the intended operating-expense lines before running it. Therefore, adding Cost Center and Location to the Source is the technically correct solution.

Official Workday reference: Workday Education - Allocations; topics: allocation source filters and worktag conditions.

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