Workday Pro Procure-to-Pay Certification Exam

Workday Workday-Procure-to-Pay

Version Demo

Total Demo Questions: 7

Total Premium Questions: 70

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QUESTION NO: 1

A purchase order line was issued for 100 chairs. The supplier delivered and invoiced 80 chairs, then confirmed that it will not deliver the remaining 20 chairs.

What should the buyer do to prevent further receiving and invoicing against the undelivered quantity?

A. Create a Receipt Adjustment for 20 chairs

B. Create a Return to Supplier for 20 chairs

C. Close the purchase order line for receiving and invoicing

D. Submit the original requisition again

ANSWER: C

Explanation:

Close the purchase order line for receiving and invoicing. The supplier has confirmed that no additional fulfillment is expected, so the remaining quantity should not remain available for downstream activity. Closing the line updates the operational status of the commitment while preserving the record of the original order, receipts, and invoices.

Creating a receipt adjustment would correct an error in an existing receipt, but the receipt of 80 chairs is not described as incorrect. Returning goods is also unsuitable because the organization is not returning chairs that it received.

QUESTION NO: 2

You are a supplier contract specialist. One of your approved supplier contracts lists an incorrect contract amount.

How can you correct the amount on the contract?

A. Change the catalog associated with the contract.

B. Add an attachment listing the correct amount.

C. Create an invoice to replace the contract.

D. Create an amendment with the corrected amount.

ANSWER: D

Explanation:

Create an amendment with the corrected amount. In Workday Procure-to-Pay, an approved supplier contract is a controlled business document, so changes to substantive terms—including the total contract amount—are made through the contract amendment process rather than by directly changing the approved contract record. Creating an amendment produces a revised version of the agreement that records the updated amount and retains the relationship to the original approved contract. This provides the traceability needed for contract governance, auditing, and downstream purchasing activity. The amendment can also be routed through the organization's configured approval workflow, ensuring the revised financial commitment receives the appropriate review before it becomes effective. Maintaining this version history is especially important when a contract supports purchase orders, spend monitoring, supplier obligations, or compliance reporting, because users can identify both the original terms and the approved change. Workday describes its contract-management capabilities as supporting centralized contract records, controls, and visibility across procurement processes. See Workday Procurement and Workday Financial Management. Using an amendment therefore corrects the contractual value while preserving a formal, auditable record of the revision.

QUESTION NO: 3

What is the first task to set up financial accounting for a company?

A. Edit Company Accounting Details

B. Create Ledger Year and Ledger Periods

C. Create Ledger

D. Mass Update Ledger Period Status

ANSWER: C

Explanation:

Create Ledger is the foundational first task because the ledger is the core accounting record structure that receives and organizes a company's financial transactions. In Workday, a ledger establishes the accounting framework used to support subsequent financial-accounting configuration, including the fiscal calendar structure, ledger years and periods, posting rules, and the company's accounting setup. Creating this object first ensures there is an established ledger available when configuring the company and defining the periods in which transactions can be posted.

The initial setup sequence is important because financial activity must be associated with a valid ledger before Workday can consistently record balances and support period-based reporting. Once the ledger exists, administrators can configure its periods and associate the appropriate accounting configuration with the company. This sequencing also supports sound control of transaction processing: the accounting framework is defined before open periods and operational posting activities are maintained. Workday's public Financial Management overview describes the ledger-centric foundation of its accounting capabilities, while its product documentation portal provides customer access to detailed task guidance and tenant-specific configuration instructions. See Workday Accounting Center and Workday Community.

QUESTION NO: 4

A requisition contains two lines for the same supplier. One line is for a contract-backed catalog item, and the other is an ad hoc item with no supplier contract or source identified.

After the requisition business process completes, which line requires buyer sourcing before it can become a purchase order line?

A. The contract-backed catalog item

B. The ad hoc item with no supplier contract or source identified

C. Both lines, because all approved requisitions require sourcing

D. Neither line, because the requisition has completed

ANSWER: B

Explanation:

The ad hoc item with no supplier contract or source identified requires buyer sourcing. A contract-backed catalog item already has supplier and commercial information available through the supplier contract, allowing Workday to create the related purchase order line automatically after requisition completion. The ad hoc line does not have that sourcing context.

The buyer must determine the supplier and purchasing details for the unsourced line before Workday can create the purchase order. The fact that both lines are on the same requisition does not cause an unsourced line to inherit the contract relationship of the other line.

QUESTION NO: 5

You received all the items from your request.

To create a receipt, what must the status of your purchase order be?

A. Closed

B. In Progress

C. Issued

D. Approved

ANSWER: C

Explanation:

Issued is the required purchase-order status for creating a receipt. In Workday's procure-to-pay lifecycle, issuing the purchase order signifies that the purchasing process has completed the required internal approvals and that the order has been formally released to the supplier. The issued order is therefore the active commercial document against which the supplier fulfills goods or services, and against which the receiving organization records delivery.

Creating a receipt performs an important control function: it documents that the requested items or services were received and supports later matching and payment activities. Recording the receipt against an issued purchase order maintains the connection among the original request, the supplier commitment, the delivered quantity, and the invoice that may subsequently be processed. This provides visibility into outstanding commitments and supports accurate three-way matching when that control is configured.

Workday Procurement is designed to manage the end-to-end purchasing process, including purchase orders, receiving, and supplier invoices. See Workday's Procurement overview and its Financial Management product information for the broader procure-to-pay and financial-control context.

QUESTION NO: 6

What type of spend can you track in Procure to Pay?

A. Customer refunds

B. Employee payroll

C. Expense reports

D. Goods

ANSWER: D

Explanation:

Goods is correct because Procure to Pay supports the purchasing lifecycle for tangible items that an organization buys from suppliers. A goods purchase can begin with a requisition, proceed through approval and purchase-order processing, and then be matched with receipt activity and the supplier invoice before payment is issued. Tracking these transactions in the same process provides visibility into what was requested, ordered, received, invoiced, and paid, while maintaining the purchasing controls and audit trail associated with supplier spend.

In Workday, procurement capabilities are designed to manage purchasing across the requisition-to-payment cycle and give organizations spend visibility through a unified system. Goods are a fundamental purchasing category because they can be ordered in quantities, received physically, and evaluated through receiving and invoice-matching processes. The ability to record receipt of goods is particularly important for confirming that the organization obtained the items before paying the supplier and for supporting accurate financial accounting. Workday describes its procurement solution as connecting sourcing, purchasing, supplier invoicing, and spend management in a unified workflow. See Workday Procurement and Workday Spend Management.

QUESTION NO: 7

What function do custom worktags support?

A. Accounting Routing

B. Security Assignments

C. Worker Assignments

D. Hierarchical Structure

ANSWER: A

Explanation:

Accounting Routing is correct because custom worktags extend Workday Financial Management's delivered worktag framework with organization-specific transaction attributes. A custom worktag can identify a business-relevant dimension that is not represented by a delivered worktag, such as a program, initiative, project classification, funding characteristic, or internal reporting category. When users and integrations apply those values to spend, supplier-invoice, journal, or other financial transactions, Workday can use the values as conditions in accounting configuration. In particular, account posting rules can evaluate worktag values and direct the resulting accounting to the appropriate ledger account or accounting treatment. This allows an organization to consistently derive accounting from the business purpose of a transaction while retaining the additional dimension for reporting, audit analysis, and downstream financial processes. The key function is therefore routing the accounting associated with transactions based on the custom worktag value. Workday describes its Financial Management capabilities, including configurable accounting and financial reporting, at Workday Financial Management. Workday also explains its approach to a unified finance data foundation and real-time reporting at Workday Accounting Center.