

COMMISSION AGENDA ITEM

Item 8(a) – Workiva Wdesk Software Subscription Extension



Date: November 21, 2024

To: California State Lottery Commission

From: Harjinder K. Shergill Chima *HKC*
Director

Prepared By: Nicholas Buchen
Deputy Director, Finance Division

Subject: **Item 8(a) – Workiva Wdesk Software Subscription Extension**

ISSUE

The California State Lottery (Lottery) seeks approval to exercise the second of two one-year Agreement extensions and to add \$163,656 to the Agreement with Ablegov, Inc. for the Workiva Wdesk software subscription. The Amendment would extend the term from December 28, 2024 to December 28, 2025 and increase the agreement total to \$482,696.

BACKGROUND

For nearly nine years, the Lottery's Finance Division (Finance) has used the Workiva WDesk software subscription to produce financial reports such as the Annual Comprehensive Financial Report, the annual budget, and various associated reports and backup material. WDesk's productivity tools include a word processor, spreadsheet application, and presentation application, each of which link directly to underlying financial data entered and stored in the application. These productivity tools solved many challenges in Finance by:

- Allowing for immediate updates across numerous document types using one data entry point when inevitable last-minute changes occur. This lessens staff time spent on reviewing documents for data inconsistencies and document layout issues.
- Reducing the number of manual entries across numerous reports and in differing formats by using data linking. This enabled greater efficiency in developing sustainable reports and has increased productivity, data accuracy, and integrity.
- Minimizing inconsistencies with formatting, rounding, cross-footing, and other various errors that occurred prior to implementing WDesk by enabling simultaneous collaborative controls.

In addition to the Wdesk software subscription, Finance implemented the latest subscription feature, Wdata, which further increases control, accuracy, and confidence in various financial reports. Wdata connects, consolidates, and compiles datasets from multiple sources, such as uploaded files, Wdesk spreadsheets, and application integration. Additional Wdata tools include

COMMISSION AGENDA ITEM

Item 8(a) – Workiva Wdesk Software Subscription Extension

the ability to create queries and data chains. Finance worked with Workiva specialists and the Lottery's application development team to integrate the Workiva platform and the financial system.

Wdata integration connected the Lottery's financial system and Workiva to allow financial data to be shared between the two applications. This created a centralized source of information needed for reporting. Wdata queries and chains are used to apply calculations and filter source data, create data relationships, and automate processes and data workflows by retrieving data on a routine basis.

This integration replaced the previous process which entailed Finance staff retrieving data from the financial system, entering data into Wdesk, and manipulating data manually within the Wdesk financial reports. This process was time consuming and risky, with many opportunities for data inaccuracy. The chance of stale data, data entered incorrectly, or data accidentally being missed when making updates has been eliminated using this integration and it also has reduced formatting issues within reports.

DISCUSSION

Exercising the second one-year extension will enable the Lottery to continue to expand its use of the recent financial system and Workiva integration across more financial reports. Maintaining this integration reduces manual entries of data from the financial system and more time can be spent analyzing the details of the data, without sacrificing data integrity. Continued use of Workiva reduces risk, improves final outputs, and allows for greater financial reporting. Workiva provides truly connected, sustainable reporting with greater data integrity for users across Finance.

Exercising the second one-year extension would bring the total amount of the Agreement to \$482,696.

RECOMMENDATION

Lottery Staff recommends that the California State Lottery Commission approve the one-year Agreement extension with Ablegov, Inc. to amend the Workiva Wdesk software subscription agreement, and add \$163,656. The term of the Agreement will be December 29, 2024 through December 28, 2025, totaling \$482,696 for the three (3) year subscription.