

Ron Nawrocki

From: Ron Nawrocki
Sent: Monday, June 20, 2011 1:19 PM
To: Agency COBS Users
Subject: COBS News #1 - FY2013 Capital Outlay Submittals - Preliminary Information
Attachments: COBS-FY13-UserGuide-v9.0.pdf

To: Capital Outlay Budget System (COBS) Agency Users

1. COBS will be available for agency use to enter project funding submittals for the FY2013 budget process about mid-July. The **Support Tools** documents and files are updated and uploaded for the new budget cycle and are accessible without system log-in. A copy of the updated **FY2013 COBS Agency User Guide** is attached to this email for your reference. Please review the COBS User Guide for important information.
2. COBS overview session for new and occasional agency users is scheduled for **Wednesday, July 13, from 1:30 to 3:00 PM**, at OPB, Room 8137, Trinity/Washington Building. Please reply via email to JamiyaWallace@opb.state.ga.us if you plan to attend. It is advisable to bring a printed copy of the COBS User Guide to the training session for reference.
3. The **Project Schedule Update** function will again be used this summer. Agencies will use COBS to update the schedule of funded projects (FY2012 and prior) for projects of "Specific Project" type. For bond funded projects the identification of the GSFIC Project # is essential, and agencies are advised to coordinate with GSFIC regarding the schedule of GSFIC managed activities and projects by contacting their GSFIC Project Manager. **Project Schedule Update is now functional** for agencies to begin updating project schedules using the **Proj List – Schedule** menu item to access the list of projects. All projects shaded yellow in the far-right Update" column require updating this budget submittal cycle. **Agencies should complete their update of project schedules by September 9.**
4. COBS Agency Coordinators can view staff with access to COBS using the **System Maint / Users** menu item. Coordinators should review current users and notify OPB if any deletions or updates are needed. Coordinators that have not recently confirmed users to OPB may see that access is "on hold" for agency staff pending confirmation of all agency users to OPB by the Agency Coordinator.
5. FY2012 project submittal and appropriation information is archived under **Agency Project Lists / Archived Projects**. Project information on COBS is available for eight budget cycles (FY2005 through FY2012).
6. OPB anticipates issuing FY2013 bond planning amounts in July to agencies with large ongoing capital programs. For those agencies that have smaller and/or infrequent capital project requests, bond planning amounts will not be established, and capital requests will be evaluated on a project by project basis.
7. The COBS homepage remains <http://cobs.opb.state.ga.us/Main.asp>

Please let me know if you have any comments, questions, or suggestions regarding COBS, or the upcoming FY2013 capital budget submittal process. Thank you for your continued cooperation in the use of COBS for your capital outlay submittals.

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