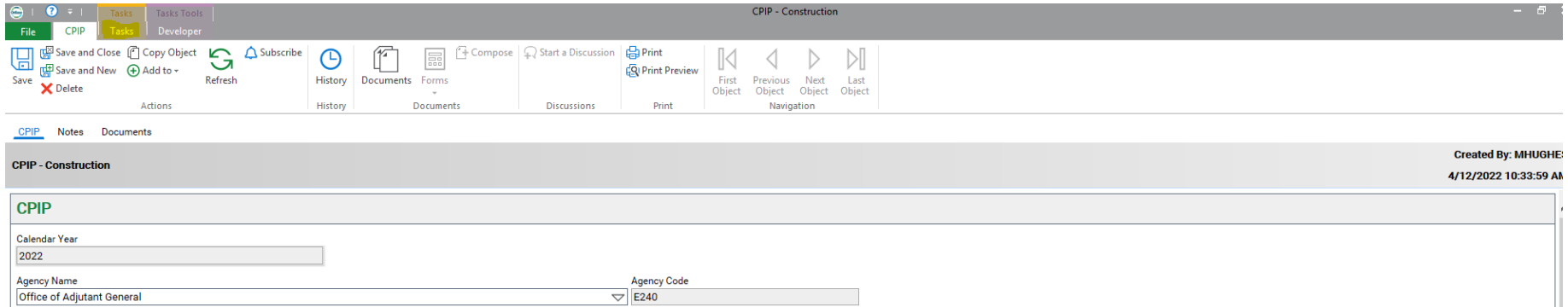


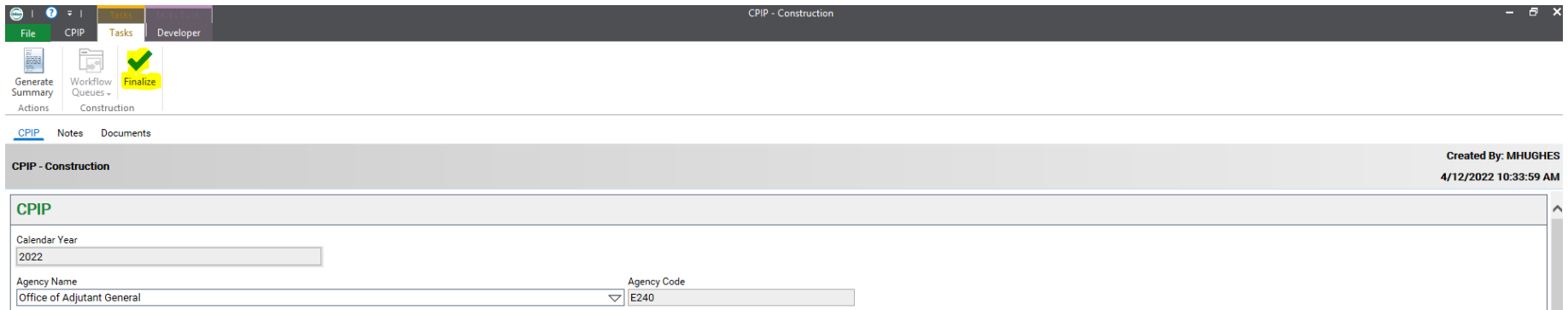
Finalizing the CPIP:

After all the Project Detail Worksheets have been created, the next step will be to submit the CPIP to the Executive Budget Office through the OnBase workflow process. This step will “Finalize” your agency’s CPIP.

At the top, click the **Tasks** tab

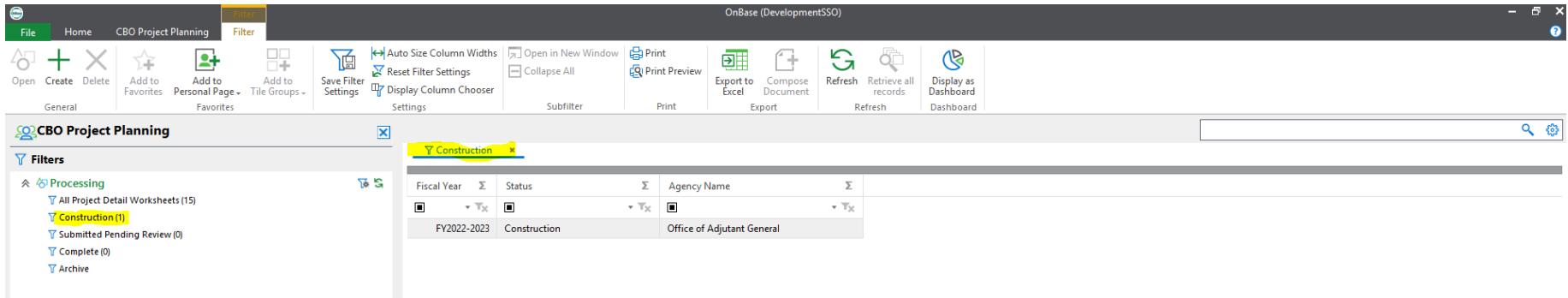


Then, at the top, click the **Finalize** button



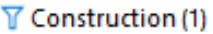
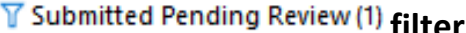
Finally, at the top, Exit  out of the screen

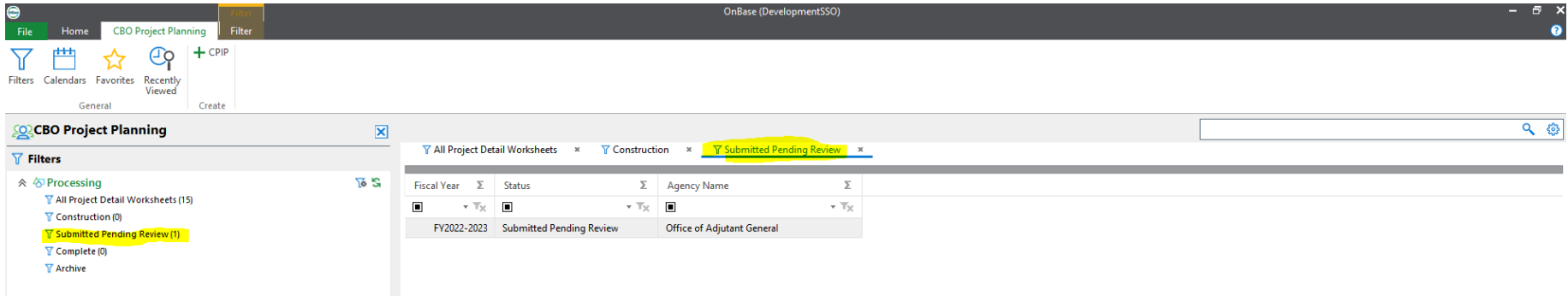
In the Processing  area, click Refresh  (Selecting Refresh will update your view of the status of the CPIP.)



The screenshot shows the OnBase (DevelopmentSSO) interface for CBO Project Planning. The left sidebar shows a tree view under 'Processing' with 'Construction (1)' selected. The main table displays the following data:

Fiscal Year	Status	Agency Name
FY2022-2023	Construction	Office of Adjutant General

The CPIP will be moved from the Construction  filter to the Submitted Pending Review  filter



The screenshot shows the OnBase (DevelopmentSSO) interface for CBO Project Planning. The left sidebar shows a tree view under 'Processing' with 'Submitted Pending Review (1)' selected. The main table displays the following data:

Fiscal Year	Status	Agency Name
FY2022-2023	Submitted Pending Review	Office of Adjutant General

Note: Once the CPIP has been Finalized, it can no longer be edited unless the Executive Budget Office returns it to Construction status through the Changes Required process.