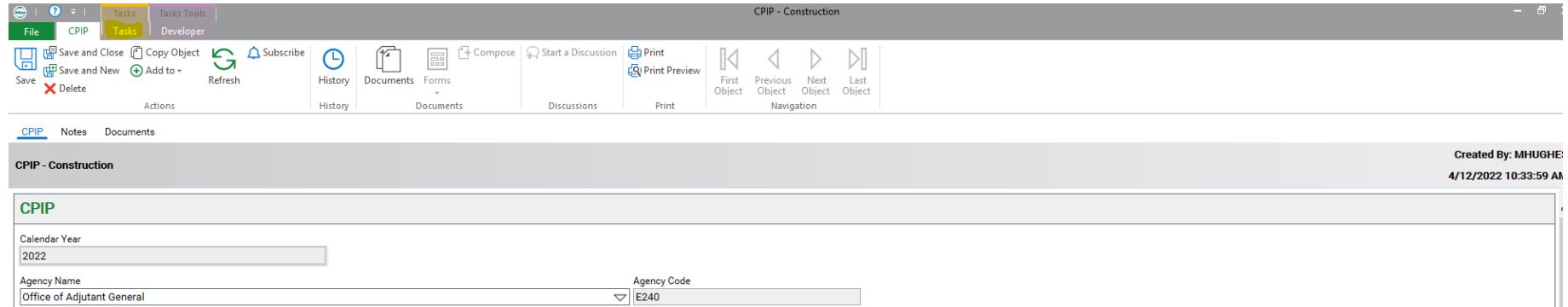


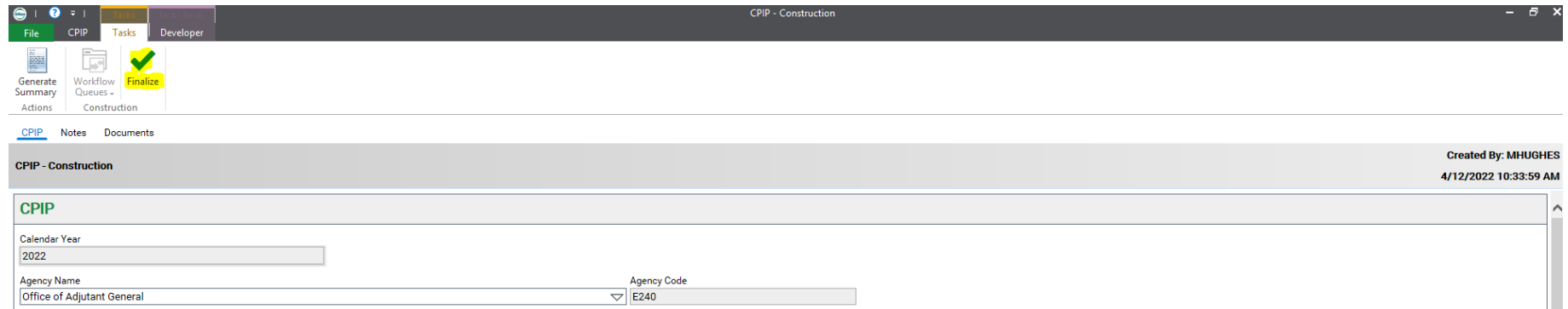
Finalizing the CPIP:

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

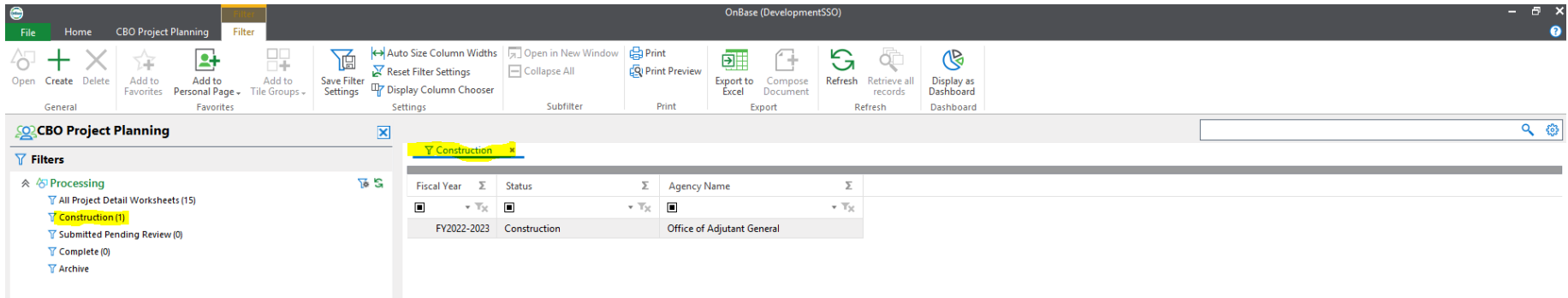


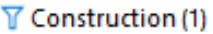
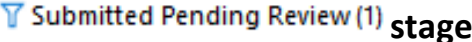
Then, at the top, click the **Finalize** button

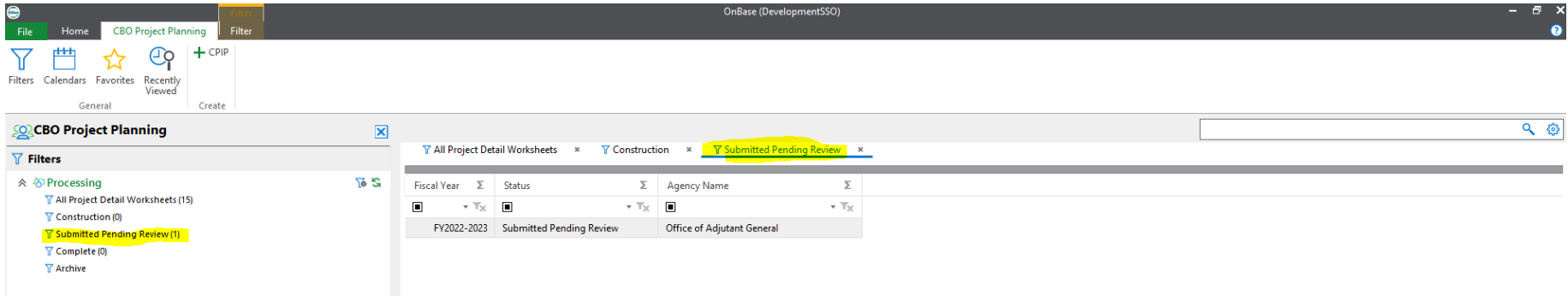


Finally, at the top, Exit  out of the screen

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



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



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