Running the DOC CD52 Form Report

The purpose of this job aid is to explain how to run the DOC CD52 Form Report:

Sunflower Enterprise Reports → User Defined Reports → DOC Reports → DOC CD52 Form → Enter the Request Number → Click Submit

1. Select **Sunflower Enterprise Reports**.

To enter, click one of the links below.

- Sunflower Enterprise Forms
- **Sunflower Enterprise Reports**
- Sunflower Enterprise HTML Transaction Pages
- Search Attachments and Comments
- CD 50 / 52 Transaction Menu

2. Select **User Defined Reports**.

To access a report menu, click one of the links below.

- **User Defined Reports**
- Previously Run Report
3. Select **DOC Reports**.

- **NOAA Financial Reports**
- **DOC Financial Reports**
- **NOAA Specific Transaction Reports**
- **NOAA Specific CD50/52 Reports**
- **NOAA Specific Organization Performance Reports**
- **NOAA Reports**
- **NOAA Line Office Slides**
- **NOAA Specific UPR Reports**
- **Heritage Assets Reports**
- **DoC Reports**
- **Census Reports**
- **Reports Main Menu**
4. Select **DOC CD52 Form**.

- Asset History (Legacy)
- Financial Report
- Assets with Excess/Inactive Requests
- Assets with Final Event Requests
- User Hand Receipt Report
- **DOC CD52 Form**
- EPEAT Final Event Detail Report
- EPEAT Final Event Summary Report
- EPEAT Purchase Detail Report
- EPEAT Purchase Summary Report
- EPEAT New Catalog Report
- Application Status Report
- Signature for Parking Application Report
- Cost-Avoidance

- Previously Run Report
- Reports Main Menu
5. Enter the **Request Number** and click **Submit**.

![Image of the request number input field]

6. Click “**Execute**” or “**Run in Background**” to generate the report.

![Image of the report generation options]

**End of Activity**