Getting sensitive inventory report through Peoplesoft

Getting the Library's sensitive inventory report
Log in to my.umbc.edu
Click on Guide, then on Financial Services & Accounting
Click on Peoplesoft Finance
Click on Campus Work Center icon
Click on Main Menu pull down
Click on Reporting
Then click on Query, then Query Viewer
This should give you a display showing

| UM_FR_AM_SENSITIVE_INVENTORY | Sensitive Inv |

To the right of this click on Excel under Run to Excel
This should then give you an Excel spreadsheet with the report.