



## Saving Your Housing Assistance Payment Ledger to Excel

1. Follow the steps on the SDHC online Landlord Portal to gather the data/information you desire.

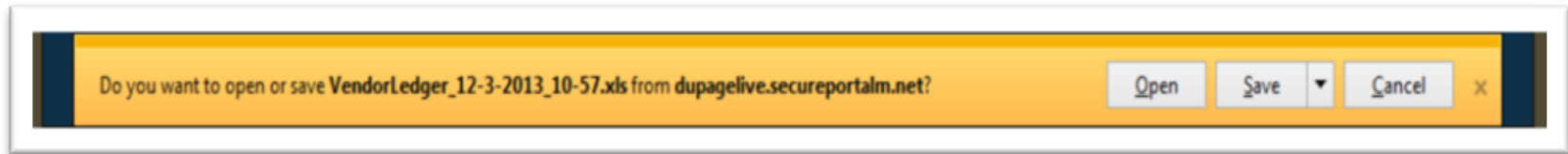
Your data will be pulled from the database and will appear upon completion of the search. Depending on the amount of information you are requesting, this could take a few minutes.

2. Once the sorted data appears, select the Excel button:

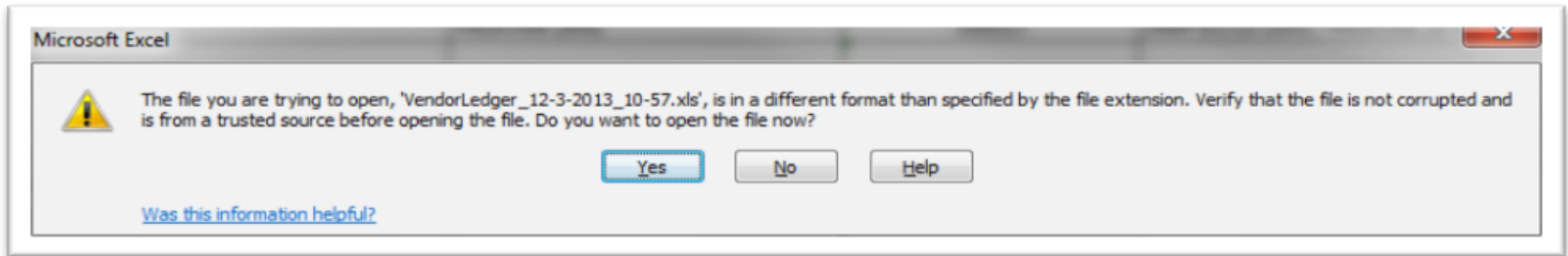
The screenshot shows a web interface titled "My Ledger". On the left is a photo of a woman and two children. To the right of the photo, the text reads "My Ledger" and "Please click here to receive helpful hints on managing your ledger in Excel." Below this, there are two dropdown menus: "Period:" with "Current Month" selected, and "Sort By:" with an empty dropdown. To the right of these menus is a blue button labeled "Excel". A large red arrow points down to this button. Below the "Excel" button is a table with the following columns: "Posted Date", "Unit Address/Description", "Tenant Name", "EFT/Check #/Adj #", "Notes", and "Amount". The table contains one row of data, which is partially obscured by a "Total Amount" label.

3. You will then be prompted to open or save your Excel document.

SDHC suggests that you open the document in Excel, and then save your document using the “Save” function to ensure you select Excel as the type of document for further reference.



4. For newer versions of Microsoft Office, this message may appear when you open the file; it is safe to click “Yes.”



5. Once the Excel document opens, you will see the Header Row (name of each column in Row 1), and you are able to view and work with the data.