

# Advanced Search Instructions

Prior to starting your search, please note the menu on the left-hand side of the Transparent NH home page. You can familiarize yourself with “How Government Finances Work,” “FAQs”, and a “Glossary” of terms to help you understand your search results (see Figure 1, below).

Figure 1:



The Glossary will include:

[General Terms](#) | [Funding Terms](#) | [Pay Category Terms](#) | [Revenue Terms](#) | [Expenditure Terms](#)


Most of the terms needed in order to conduct your search will be in the Expenditure Terms section.


## Getting Started:

To begin, you can either click on [Download Fiscal Year Transactions](#) to download all of the State's financial transactions as a .zip file, or you can browse for specific transactions by using the Advanced Search function (Figure 2 below).

Figure 2:

Get Started	
Level:	State
Entity:	State of NH
Type:	Expense
Fiscal Year:	2021 (7/1/2020 – 10/31/2020) ▼
<a href="#">Advanced Search</a>	<input type="button" value="Start"/>

[Basic Search Instructions](#) 

[Advanced Search Instructions](#) 

[Expenditure Glossary Terms](#)

[Download Fiscal Year Transactions](#)

Under Advanced Search > Search Options there are three ways to conduct an Advanced Search (see Figure 3 below):

- You can select certain categories to search within (*Category Search*)
- You can search by State fiscal year (July 1 to June 30) and a keyword (*Keyword Search*)
- You can search by State fiscal year and vendor (*Vendor Search*)

Note: do not use your browser's back button. You can click the [+] signs next to Search Options or Search Parameters to expand those sections and change your selections. Or you can click "Start New Search" to delete your selections and start fresh.

Figure 3:

The screenshot shows a 'Search Options' dialog box with a 'Start New Search' button at the top. Below the title, it says 'Select all categories you wish to search by'. There are two columns of checkboxes: 'Fiscal Year' (checked), 'Agency' (checked), and 'Expenditure Class' (checked) in the left column; 'Account' (unchecked), 'Category of Government' (unchecked), and 'Expense Category' (unchecked) in the right column. Below these are two 'Or' sections. The first 'Or' section has a checkbox for 'Fiscal Year and Keyword' (unchecked). The second 'Or' section has a checkbox for 'Fiscal Year and Vendor' (unchecked). A 'Continue' button is at the bottom. Three red arrows point to the 'Fiscal Year' checkbox (labeled 'Option 1: Category Search'), the 'Fiscal Year and Keyword' checkbox (labeled 'Option 2: Keyword Search'), and the 'Fiscal Year and Vendor' checkbox (labeled 'Option 3: Vendor Search').

### How to do a **Category Search**

Under the “Search Options” function you can select categories to narrow your search by clicking in the boxes and clicking the Continue button.

**IMPORTANT!** To avoid searching on overlapping search areas, you may want to limit the number of categories you select for your search. We recommend:

You can choose one of the *areas of government* to narrow your search. There are four areas of government to choose from:

- Accounting Unit
- Agency
- Department
- Category of Government

If you wish, you can choose one *type of expenditure* to narrow your search. There are three expenditure types to choose from:

- Account
- Expenditure Class
- Expense Category

In addition, you can choose up to three of the following to narrow your search:

- Dollar Amount
- Transaction Date
- Activity Project Description
- Company (source of funds, such as “General Fund,” “Highway Fund,” “Fish and Game Fund,” etc.)

Example 1: You can choose to search by Department (*area of government*), Account (*type of expenditure*), and Dollar Amount and Company.

Example 2: You can choose to search by Accounting Unit (*area of government*), Expenditure Class (*type of expenditure*), and Dollar Amount, Transaction Date, and Company.

Example 3: Perhaps you wish to find all of the transactions related to Technology-Hardware by the Department of Safety between July 1, 2019 and December 31, 2019. You would select “Department” “Expenditure Class” and “Transaction Date.” Then you would see the following screen and click on Safety Dept Of and Technology-Hardware. Then you would put the dates under “Transaction Dates” in the format MONTH/DAY/YEAR as shown in Figure 4, below.

**IMPORTANT!** You must change the Fiscal Year dropdown menu to reflect the fiscal year for the transaction dates you are specifying. Fiscal years go from July of the previous year to June of that year (e.g., State fiscal year 2020 goes from July 1, 2019 to June 30, 2020).

In the below example Figure 4 Fiscal Year, Department, Expenditure Class, and Transaction Date were selected as the search criteria.

Figure 4:

The screenshot shows a search interface with the following elements:

- Start New Search** button
- Search Options** header
- Search Parameters** section:
  - Fiscal Year**: 2021 (7/1/2020 - 10/31/2020) [dropdown]
  - Department (Choose One)**: SAFETY DEPT (highlighted in blue)
  - Expenditure Class (Choose One)**: TECHNOLOGY-HARDWARE (highlighted in blue)
  - Transaction Date**: Between 07/01/2020 and 07/31/2020
- Get Transactions** button

Red arrows in the image point to the Fiscal Year dropdown, the Department list, the Expenditure Class list, and the Transaction Date input fields.

Highlight the Expenditure Class (in this example Technology Hardware) and click Get Transactions. Your search results will be listed as shown in Figure 5 below.

Figure 5:

Account	Transaction Date	Transaction ID	Amount
Pc Desktop Hardware - New	07/29/2020	4696635	259.00

**Important:** The results shown on the webpage show minimal detail. To get a more detailed search result you must click on the “Export Data” icon. The data will be exported into an Excel file, which you can then open and/or save. It will include additional fields including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 6, below).

Figure 6:

AccountingUnitCode	AccountingUnit	ExpenditureClassCode	ExpenditureClass	AccountCode	Account	Transaction_ID	TransactionSource	TransactionDate	VendorName	Amount
12320000	DECLARED DISASTERS PA	37	TECHNOLOGY-HARDWARE	500173	Pc Desktop Hardware - New	4696635	AP	7/29/2020 0:00	Red River LLC	259

### How to do a **Keyword Search**

If you were doing a Category or Vendor search before, first click “Start New Search” to clear your selections. Then click the box next to “Fiscal Year and Keyword” and click “Continue.”

**IMPORTANT!** Do not search for a vendor with the Keyword search! Use the Vendor Search. For instructions see “How to do a Vendor Search” below.

Under Search Parameters select the Fiscal Year you wish to search in the drop-down menu and enter your search terms in the Keyword box (as shown in Figure 7 below). Your keyword must exactly match the word or phrase in the State’s accounting system. For example, you will get two different search results if you enter similar terms. “Child welfare” will NOT return the same search results as “children welfare”.

Figure 7:

Start New Search

+ Search Options

▣ Search Parameters

**Fiscal Year**  
2021 (7/1/2020 - 10/31/2020) ▼

**Keyword**  
child welfare

Get Transactions

Do not use quotes, asterisks, and, or, or other Boolean search terms.

A Keyword search for child welfare will return all transactions for the accounting unit called CHILD WELFARE SERVICE IV-B, as shown in Figure 8, below.

Figure 8:

Start New Search

+ Search Options

+ Search Parameters

**Advanced Search Results**

Account	Transaction Date	Transaction ID	Amount
Legal Services Contracts	07/31/2013	1699652	25.00
Contracts For Program Services	07/30/2013	4213072632	-39.43
Contracts For Program Services	07/26/2013	1697013	2,014.83
Legal Services Contracts	07/26/2013	1697174	15.00
Legal Services Contracts	07/25/2013	1696158	25.00
Legal Services Contracts	07/25/2013	1696152	15.00
Contracts For Program Services	07/23/2013	1698605	250.00

There may be other State expenditures related to the welfare of children, but those **WILL NOT** appear in the search results because they do not have the exact search term child welfare in any part of the transaction in the State’s accounting system.

**Important:** The results shown on the webpage show minimal detail. To get a more detailed search result you must click on the “Export Data” icon. The data will be exported into an Excel file, which you can then open and/or save. It will include additional fields including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 9, below).

Figure 9:

I	J	K	L	M	N	O	P	Q	R	S	T
ivity	Accountin	AccountingUni	Expenditu	Expenditu	AccountC	Account	Transactic	Transactic	TransactionDate	VendorName	Amount
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500732	Legal Services Co	1699652	AP	7/31/2013 0:00	Secretary Of State	25
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500731	Contracts For Pro	1698831	AP	7/30/2013 0:00	Bridges Pymt Btch M	5328.2
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500731	Contracts For Pro	1698868	AP	7/30/2013 0:00	Bridges Pymt Btch M	3395.7
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500731	Contracts For Pro	4.21E+09	CB	7/30/2013 0:00	NOT APPLICABLE	-39.43
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500731	Contracts For Pro	1697013	AP	7/26/2013 0:00	Bridges Pymt Btch M	2014.83
LD PRC	29670000	CHILD WELFARI	102	CONTRAC	500731	Legal Services Co	1697174	AP	7/26/2013 0:00	Secretary Of State	1E

### How to do a Vendor Search

If you were doing a Category or Keyword search before, first click “Start New Search” to clear all of your selections. Then click the box next to “Fiscal Year and Vendor” and click “Continue” as shown in Figure 10, below.

Figure 10:

The screenshot shows a 'Search Options' dialog box. At the top left, there is a button labeled 'Start New Search' with a red arrow pointing to it. Below this is a section titled 'Search Options' with the instruction 'Select all categories you wish to search by'. There are several search options, each with a checkbox: 'Fiscal Year' (checked), 'Agency', 'Expenditure Class', 'Account', 'Category of Govt', and 'Expense Category'. Below these are three 'Or' sections. The first 'Or' section has 'Fiscal Year and Keyword' (unchecked). The second 'Or' section has 'Fiscal Year and Vendor' (checked), with a red arrow pointing to its checkbox. At the bottom of the dialog is a 'Continue' button.

Select the letter of the vendor or vendors you wish to search for start with. You can select up to 10 vendors within a single letter. **Important** – if you click on a vendor within a letter and then click on a different letter, your selections in the previous letter will be lost. You can only search within one letter at a time.

Some vendors may have two or more entries which are slightly different. To find all of the expenditures to that vendor you would click on both entries. Then click “Get Transactions.”

Your results will appear as shown in Figure 11 below.

Figure 11:

Search Parameters			
Advanced Search Results			
Account	Transaction Date	Transaction ID	Amount
Drug Rebates	07/29/2013	1698013	420.18
Drug Rebates	07/29/2013	1698008	94.09
Drug Rebates	07/26/2013	1697242	153.92
Drug Rebates	07/26/2013	1697105	48.49
Drug Rebates	07/26/2013	1697145	40.32
Drug Rebates	07/26/2013	1697103	22.85
Medical Providers	07/24/2013	1692183	796.45
Medical Providers	07/24/2013	1693240	126.71
State Fund Match	07/23/2013	1689654	2,870.00

**Important:** The results shown on the webpage show minimal detail. To get a more detailed search result click on the “Export Data” icon. The data will be exported into an Excel file, which you can then open and/or save. It will include additional fields including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in Figure 12, below).

Figure 12:

I	J	K	L	M	N	O	P	Q	R	S	T	
Activity	Account	Account	Expenditu	Expenditu	Account	Account	Transacti	Transacti	Transaction	Date	VendorNa	Amount
Bureau Of	22290000	Pharmace	530	DRUG REB	500371	Drug Reba	1698013	AP	7/29/2013	0:00	Dartmout	420.18
Bureau Of	22290000	Pharmace	530	DRUG REB	500371	Drug Reba	1698008	AP	7/29/2013	0:00	Dartmout	94.09
Bureau Of	22290000	Pharmace	530	DRUG REB	500371	Drug Reba	1698016	AP	7/29/2013	0:00	Dartmout	48.49
Bureau Of	22290000	Pharmace	530	DRUG REB	500371	Drug Reba	1698007	AP	7/29/2013	0:00	Dartmout	18