

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:

The screenshot shows a search interface titled "Get Started". It includes fields for Level (State), Entity (State of NH), Type (Expense), and a dropdown for Fiscal Year (2021 (7/1/2020 – 10/31/2020)). Below the form are two red arrows pointing to links: "Basic Search Instructions" and "Advanced Search Instructions". A third red arrow points to the "Download Fiscal Year Transactions" link.

| Get Started | |
|--|---|
| Level: | State |
| Entity: | State of NH |
| Type: | Expense |
| Fiscal Year: | 2021 (7/1/2020 – 10/31/2020) <input type="button" value="▼"/> |
| Advanced Search <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' page with a 'Start New Search' button at the top. Below it is a section titled 'Select all categories you wish to search by' with several checkboxes. Red annotations and arrows point to specific sections:

- Option 1: Category Search** points to the first checkbox group: Fiscal Year, Agency, Expenditure Class, Account, Category o, Expense C.
- Option 2: Keyword Search** points to the second checkbox group: Fiscal Year and Keyword.
- Option 3: Vendor Search** points to the third checkbox group: Fiscal Year and Vendor.

Below these groups are 'Or' links and a 'Continue' button at the bottom.

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 parameters interface with the following fields:

- Start New Search** button
- Search Options** button
- Search Parameters** section:
 - Fiscal Year**: 2021 (7/1/2020 – 10/31/2020) dropdown
 - Department** (Choose One): A dropdown menu listing various state departments, with "SAFETY DEPT" highlighted.
 - Expenditure Class** (Choose One): A dropdown menu listing various expenditure classes, with "TECHNOLOGY-HARDWARE" highlighted.
 - Transaction Date**:
 - Between: 07/01/2020
 - And: 07/31/2020
 - Get Transactions** button

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:

Advanced Search Results

| 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 |
|--------------------|-----------------------|----------------------|---------------------|-------------|---------------------------|----------------|-------------------|-----------------|---------------|--------|
| 1232000 | 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.”

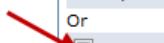
IMPORTANT! Do not search for a vendor with the Keyword search! Use the Vendor Search. For instructions see “How to do a Vendor Search” below.

Start New Search 

Search Options
Select all categories you wish to search by

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> Fiscal Year | <input checked="" type="checkbox"/> Account | <input checked="" type="checkbox"/> Accounting Unit |
| <input type="checkbox"/> Agency | <input type="checkbox"/> Category of Govt | <input type="checkbox"/> Company |
| <input type="checkbox"/> Expenditure Class | <input type="checkbox"/> Expense Category | <input checked="" type="checkbox"/> Transaction Date |

Or

Fiscal Year and Keyword 

Or

Fiscal Year and Vendor

Continue

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 | 07/22/2013 | 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 | U |
|-----------------|---------------|---------------|-------------|-----------|-------------------|-------------|------------|----------------|---------------------|------------|---------|---|
| ivity | Accountin | AccountingUni | Expenditu | Expenditu | AccountC | Account | Transactic | Transactic | TransactionDate | VendorName | Amount | E |
| 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 | 500732 | Legal Services Co | 1697174 AP | | 7/26/2013 0:00 | Secretary Of State | | 15 | |

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 interface titled "Search Options". It includes a section for selecting categories to search by, with checkboxes for "Fiscal Year", "Agency", "Expenditure Class", "Account", "Category of Govt", and "Expense Category". Below this is a "Or" section with checkboxes for "Fiscal Year and Keyword" and "Fiscal Year and Vendor". The "Fiscal Year and Vendor" checkbox is checked and highlighted with a red arrow. At the bottom 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:

| 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 | Accountin | Accountin | Expenditu | Expenditu | AccountC | Account | Transactic | Transactic | TransactionDate | VendorNa | Amount |
| ureau Of | 22290000 | Pharmac | 530 DRUG REB | 500371 | Drug Reba | 1698013 AP | | | 7/29/2013 0:00 | Dartmoutl | 420.18 |
| ureau Of | 22290000 | Pharmac | 530 DRUG REB | 500371 | Drug Reba | 1698008 AP | | | 7/29/2013 0:00 | Dartmoutl | 94.09 |
| ureau Of | 22290000 | Pharmac | 530 DRUG REB | 500371 | Drug Reba | 1698016 AP | | | 7/29/2013 0:00 | Dartmoutl | 48.49 |
| ureau Of | 22290000 | Pharmac | 530 DRUG REB | 500371 | Drug Reba | 1698007 AP | | | 7/29/2013 0:00 | Dartmoutl | 18 |