

Search Instructions

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

Figure 1: Left-Hand Menu Options



The Glossary will include:

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

Most of the terms you will need to conduct your search will be in the Expenditure Terms section.

Figure 2: Previous Tab/Start New Search

Please note: We ask that you do not use your browser's back button. You can click the "Previous" tab on the side of the left-hand column to go back just one step (as illustrated in *Figure 2*, to the right). Or you can click the "Start New Search" above the columns to delete all of your selections and start fresh.

State of New Hampshire					
Total = \$387,197,909.30					
Departments	Classes	Accounts	Vendors	Transactions	Agencies
Adjutant General				2,009,438.20	Agriculture Board of V
Administrative Serv Dept Of				27,743,695.44	
Agriculture Dept Of				226,374.58	
Bank Commission				358,333.96	
Boxing And Wrestling Comm				.73	
Comm College System of NH				3,333,418.68	
Comm Development Finance Auth				179,550.00	
Corrections Dept Of				7,938,682.77	
Cultural Resources Dept Of				585,744.37	
Development Disabilities Council				39,555.01	
DHHS Admin Attached Boards				214,001.27	
Education Dept Of				24,546,274.32	
Employment Security Dept Of				3,894,574.79	
Environmental Serv Dept Of				9,014,058.33	
Executive Council				14,397.55	

Getting Started:

To begin with, you can either click on [Download Fiscal Year Transactions](#) to download all of the State's financial transactions as a zip file (15.5 MB) or you can browse for specific transactions by selecting one of the tabs: [Departments](#), [Classes](#), [Accounts](#), [Vendors](#), or [Transactions](#) (see *Figure 3*, below).

Figure 3: Where To Start

State of New Hampshire						
Total = \$6,043,305,869.66						
Departments	Classes	Accounts	Vendors	Transactions	Agencies	Classes
Adjutant General				25,429,224.54		
Administrative Serv Dept Of				386,649,198.89		

If you want to find expenditures for the ENTIRE State (not just one Department), then you can click on the Classes (higher-level) or Accounts (more detailed grouping) tab to select specific types of expenditures. Similarly, you can click on the Vendors tab, to find all of the transactions for the entire State related to a specific Vendor. Or you can find specific expenditure transactions for a single Department:

For example, in order to find the transactions within the Department of Agriculture to one vendor, such as the University of New Hampshire, you click on **Agriculture Dept Of** in the left column. Two agencies will appear on the right column, **Agriculture Dept Of** and **Board of Veterinary Medicine**, as illustrated in *Figure 4*, below. These are the two “agencies” which make up the budget for the Department of Agriculture.

Figure 4: Drilling Down

State of New Hampshire		Agriculture Dept Of		
Total = \$387,197,909.30		Total = \$226,374.58		
Departments	Classes	Accounts	Vendors	Transactions
Adjutant General				2,009,438.20
Administrative Serv Dept Of				27,743,695.44
Agriculture Dept Of				226,374.58
Bank Commission				358,333.96
Boxing And Wrestling Comm				.73
Comm College System of NH				3,333,418.68
Comm Development Finance Auth				179,550.00

Agriculture Dept Of		Agriculture Dept Of		
Total = \$226,374.58		Total = \$225,504.81		
Agencies	Classes	Accounts	Vendors	Transactions
Agriculture Dept Of				225,504.81
Board of Veterinary Medicine				869.77

If you want to keep both of these agencies in your search, just click on the Vendors tab. If you want to include ONLY the Department of Agriculture and NOT Board of Veterinary Medicine, you would click once on “**Agriculture Dept Of.**” Then this selection will move to the left column and in the right column you will have options for various activities within the Department of Agriculture, as illustrated in *Figure 5*, below.

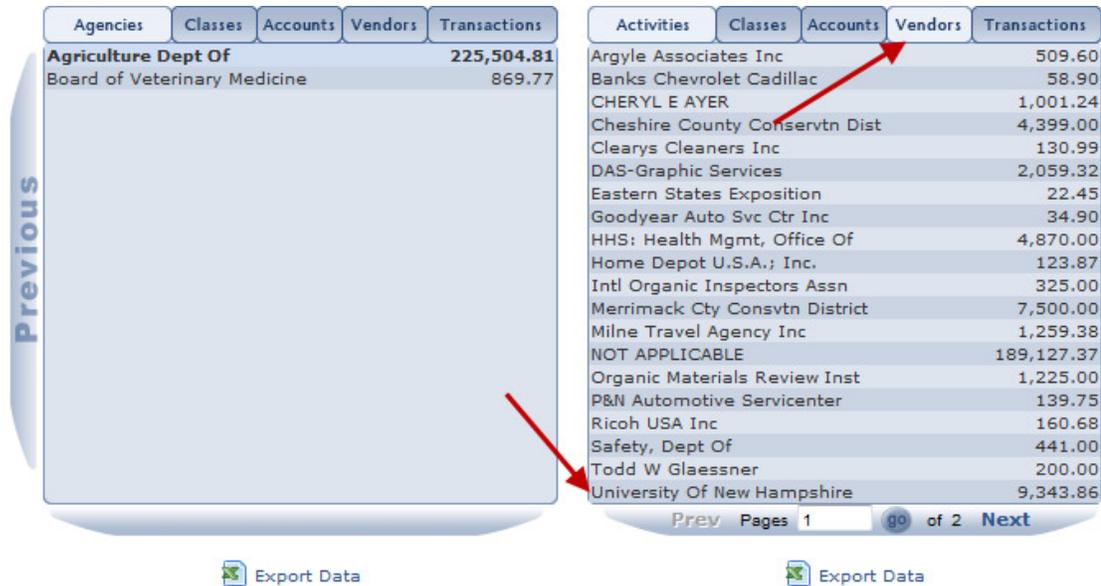
Figure 5: Drilling Down Further

Agriculture Dept Of		Agriculture Dept Of		
Total = \$226,374.58		Total = \$225,504.81		
Agencies	Classes	Accounts	Vendors	Transactions
Agriculture Dept Of				225,504.81
Board of Veterinary Medicine				869.77

Agriculture Dept Of		Agriculture Dept Of		
Total = \$226,374.58		Total = \$225,504.81		
Activities	Classes	Accounts	Vendors	Transactions
Agricultural Development				29,450.63
Animal Population Control				4,992.57
BOARD OF VETERINARY MEDICINE				26.60
Caps Program				10,314.19
Div Animal Industry				30,283.42
Div Of Regulatory Services				25,507.15
Div Of Weights & Measures				20,514.20
Division Of Plant Industry				14,242.29
Office Of The Commissioner				21,500.70

You can either click on an activity to search ONLY within that activity, or, if you want to search on the entire Department of Agriculture, you would click on the Vendors tab in the right-hand column and find **University of New Hampshire** (see *Figure 6*, below).

Figure 6: Selecting Vendors



At this point your search results are available. They will be listed as shown in *Figure 7* below.

Important: The results shown on the webpage are not detailed!! To get detailed search results you must click on the “Export Data” icon. The data will be exported in an Excel file, which you can open and/or save. It will include detailed information, including name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (as shown in *Figure 8*, below).

Figure 7: Search Results

Account	Transaction Date	Transaction ID	Amount
Dev. Training	07/25/2013	1696340	2,544.31
Dev. Training	07/25/2013	1696340	991.39
Grants To Schools - Federal	07/12/2013	1678746	5,808.16

Export Data

Figure 8: Data download

Accounting Unit	Expenditure Class	Account	Transaction Date	Amount
Specialty Crop State Grant	GRANTS FEDERAL	Grants To Schools - Federal	7/12/2013 0:00	5808.16
Forest Pests Outreach	CURRENT EXPENSES	Dev. Training	7/25/2013 0:00	991.39
Forest Pests Outreach	CURRENT EXPENSES	Dev. Training	7/25/2013 0:00	2544.31