

# Basic Search Instructions

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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:



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.

Please note: 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 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.

Figure 2: Previous Tab/Start New Search

State of New Hampshire  
Total = \$3,085,779,983.55

Departments	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
LEGISLATIVE BRANCH					6,286,940.17
LIQUOR COMMISSION					267,409,197.90
LOTTERY COMMISSION					139,592,938.29
MILITARY AFFRS & VET SVCS DEPT					15,434,546.31
NATURAL & CULTURAL RESRCS DEPT					16,265,695.35
PEASE DEVELOPMENT AUTHORITY					554,151.86
POLICE STDS & TRAINING COUNCIL					1,089,537.05
PROF LICENSURE & CERT OFFICE					2,985,464.24
PUBLIC EMPLOYEE LABOR REL BRD					163,945.10
PUBLIC UTILITIES COMMISSION					9,248,529.76
RETIREMENT SYSTEM					3,261,816.39
REVENUE ADMINISTRATION DEPT					69,712,829.06
SAFETY DEPT					53,255,631.94
STATE DEPT					5,226,915.15
TAX & LAND APPEALS BOARD					298,151.87
TRANSPORTATION DEPT					278,287,371.61
TREASURY DEPT					27,489,928.09
UNIVERSITY SYSTEM OF NH					29,529,903.31
VETERANS HOME					11,229,380.79

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## Getting Started:

To begin, you can either click on [Download Fiscal Year Transactions](#) to download all of the State's financial transactions as an Excel file (15.5 MB):

[Basic Search Instructions](#)

[Advanced Search Instructions](#)

[Expenditure Glossary Terms](#)

[Download Fiscal Year Transactions](#)

or you can browse for specific transactions by selecting one of the tabs: [Departments](#), [Classes](#), [Accounts](#), [Vendors](#), [Activity Proj. Desc.](#), or [Transactions](#) as illustrated in figure 3 below:

Figure 3:

State of New Hampshire  
Total = \$3,085,779,983.55

Departments	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
LEGISLATIVE BRANCH					6,286,940.17
LIQUOR COMMISSION					267,409,197.90

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 or Activity Proj. Desc. tab to find all of the transactions for the entire state related to a specific vendor or activity.

Or, you can find specific expenditure transactions for a single department. For example, in order to find the transactions within the Department of Health & Human Services to one vendor, such as Absolute Data Destruction, you click on HHS: COMMISSIONER'S OFFICE on the left column. All HHS agencies will appear on the right column as illustrated in Figure 4a, below. These are the agencies which make up the budget for the Department of Health & Human Services. Then click on Vendors to see a list of all vendors within HHS, see figure 4b.

Figure 4a:

State of New Hampshire Total = \$3,085,779,983.55					
Departments	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
ADMINISTRATIVE SERV DEPT					151,270,133.15
AGRICULT, MARKETS & FOOD DEPT					3,998,693.72
BANKING DEPT					1,817,306.58
BUS & ECON AFFAIRS DEPT					8,191,416.04
COMMUNITY COLLEGE SYSTEM OF NH					19,266,647.37
CORRECTIONS DEPT					47,217,641.66
DEVELOPMENT DISABILITIES CNCL					170,540.91
EDUCATION DEPT OF					372,540,291.62
EMPLOYMENT SECURITY DEPT					52,297,795.27
ENVIRONMENTAL SERV DEPT					64,061,491.10
EXECUTIVE COUNCIL					80,410.47
EXECUTIVE DEPT					247,408,013.88
FISH AND GAME DEPT					9,702,331.95
<b>HHS: COMMISSIONER'S OFFICE</b>					<b>1,065,888,191.79</b>

  

HHS: COMMISSIONER'S OFFICE Total = \$1,065,888,191.79					
Agencies	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
HHS: HUMAN SERVICES					102,661,669.23
HHS: BEHAVIORAL HEALTH DIV					27,070,514.57
HHS: COMMISSIONER'S OFFICE					109,862,067.51
HHS: DEVELOPMENTAL SVCS DIV					107,867,528.68
HHS: ELDERLY & ADULT SVCS DIV					141,882,775.65
HHS: GLENCLIFF HOME					5,813,824.93
HHS: NH HOSPITAL					24,128,050.52
HHS: OFC MEDICAID SERVICES					471,727,123.93
HHS: PUBLIC HEALTH DIV					44,260,230.89
HHS: TRANSITIONAL ASSIST DIV					30,614,405.88

Figure 4b:

State of New Hampshire Total = \$3,085,779,983.55					
Departments	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
ADMINISTRATIVE SERV DEPT					151,270,133.15
AGRICULT, MARKETS & FOOD DEPT					3,998,693.72
BANKING DEPT					1,817,306.58
BUS & ECON AFFAIRS DEPT					8,191,416.04
COMMUNITY COLLEGE SYSTEM OF NH					19,266,647.37
CORRECTIONS DEPT					47,217,641.66
DEVELOPMENT DISABILITIES CNCL					170,540.91
EDUCATION DEPT OF					372,540,291.62
EMPLOYMENT SECURITY DEPT					52,297,795.27
ENVIRONMENTAL SERV DEPT					64,061,491.10
EXECUTIVE COUNCIL					80,410.47
EXECUTIVE DEPT					247,408,013.88
FISH AND GAME DEPT					9,702,331.95
<b>HHS: COMMISSIONER'S OFFICE</b>					<b>1,065,888,191.79</b>
INFORMATION TECHNOLOGY DEPT					35,694,678.37
INSURANCE DEPT					3,635,258.27

  

HHS: COMMISSIONER'S OFFICE Total = \$1,065,888,191.79					
Agencies	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
Absolute Data Destruction					1,154.99
Absolute Standards Inc					1,303.50
Academy of Nutrition & Dieteti					195.00
Accela Inc					26,749.60
Accessibility for New England					2,108.00
Acme Supply Co.					12,654.60
ACORN BROWNS TURTLE TOWN					7,645.00
Acorn School Inc					31,650.00
Action Kids Summer Camp					95,000.00
ACV Environmental Services Inc					81,675.72
Adam Graphic Corp					1,391.26
Adams Lock & Safe Co Inc					.00
Administrative Serv, Dept Of					4,794,681.15
Adult Day Health Inc.					180,945.60
Adv Diagnostic Imaging PLLC					1,398.86
AdvoWaste Medical Services;LLC					9,766.00

If you want to keep all HHS agencies in your search, click on the Vendors tab. If you want to include ONLY New Hampshire Hospital and none of the others, you would click once on “HHS: NH HOSPITAL.” Then this selection will move to the left column, and in the right column you will have options for various categories within New Hampshire Hospital (see Figure 5, below).

Figure 5:

HHS: COMMISSIONER'S OFFICE		HHS: NH HOSPITAL			
Total = \$1,065,888,191.79		Total = \$24,128,050.52			
Agencies	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
HHS: HUMAN SERVICES					102,661,669.23
HHS: BEHAVIORAL HEALTH DIV					27,070,514.57
HHS: COMMISSIONER'S OFFICE					109,862,067.51
HHS: DEVELOPMENTAL SVCS DIV					107,867,528.68
HHS: ELDERLY & ADULT SVCS DIV					141,882,775.65
HHS: GLENCLIFF HOME					5,813,824.93
<b>HHS: NH HOSPITAL</b>					<b>24,128,050.52</b>
HHS: OFC MEDICAID SERVICES					471,727,123.93
HHS: PUBLIC HEALTH DIV					44,260,230.89
HHS: TRANSITIONAL ASSIST DIV					30,614,405.88

  

Bureau/Div	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
New Hampshire Hospital					24,128,050.52

To search activities within all of HHS, click on HHS: COMMISSIONER'S OFFICE on the left column and then Activity Proj. Desc. on the right (see Figure 6 below).

Figure 6:

State of New Hampshire		HHS: COMMISSIONER'S OFFICE			
Total = \$3,085,779,983.55		Total = \$1,065,888,191.79			
Departments	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
ADMINISTRATIVE SERV DEPT					151,270,133.15
AGRICULT, MARKETS & FOOD DEPT					3,998,693.72
BANKING DEPT					1,817,306.58
BUS & ECON AFFAIRS DEPT					8,191,416.04
COMMUNITY COLLEGE SYSTEM OF NH					19,266,647.37
CORRECTIONS DEPT					47,217,641.66
DEVELOPMENT DISABILITIES CNCL					170,540.91
EDUCATION DEPT OF					372,540,291.62
EMPLOYMENT SECURITY DEPT					52,297,795.27
ENVIRONMENTAL SERV DEPT					64,061,491.10
EXECUTIVE COUNCIL					80,410.47
EXECUTIVE DEPT					247,408,013.88
FISH AND GAME DEPT					9,702,331.95
<b>HHS: COMMISSIONER'S OFFICE</b>					<b>1,065,888,191.79</b>
INFORMATION TECHNOLOGY DEPT					35,694,678.37

  

Agencies	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
(S)FMNP FOOD COST					18,986.00
100 % PRVS					43,543.86
100% GF NOT PROGRAM SPECIFIC					1,278.61
ABD MEDICAID - 50/50					7,960,080.83
ACR IV B SUBPART 1					44,098.38
ACUTE PYSCH SERVICES ADMIN					35,746.81
ADMIN BUR OF PH-PP					50,932.55
ADMIN BUR OF PREVENTION					23,938.06
ADMIN CD AND SCREENING					34,463.46
ADMIN CHILDHOOD LEAD					666.35
ADMIN GOVERNOR'S COMMISSION					43,480.64
ADMIN LICENSING REGULATION					3,675.67
ADMIN PUBLIC HEALTH					60,100.00
ADMIN PUBLIC HEALTH LAB					5,807.68
ADMIN RADIOLOGICAL HEALTH					75,416.28

If you want to include ONLY New Hampshire Hospital and none of the others, you would click once on “HHS: NH HOSPITAL.” Then this selection will move to the left column, and in the right column you will have options to choose Activity Proj. Desc. within New Hampshire Hospital (see Figure 7 below).

Figure 7:

HHS: COMMISSIONER'S OFFICE Total = \$1,065,888,191.79						HHS: NH HOSPITAL Total = \$24,128,050.52					
Agencies	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions	Bureau/Div	Classes	Accounts	Vendors	Activity Proj. Desc.	Transactions
HHS: HUMAN SERVICES					102,661,669.23	ACUTE PSYCH SERVICES ADMIN					35,746.81
HHS: BEHAVIORAL HEALTH DIV					27,070,514.57	APC					191,521.38
HHS: COMMISSIONER'S OFFICE					109,862,067.51	APS - EQUIPMENT					53,866.15
HHS: DEVELOPMENTAL SVCS DIV					107,867,528.68	APS - UNIT I					716,177.70
HHS: ELDERLY & ADULT SVCS DIV					141,882,775.65	APS - UNIT J					1,273,074.79
HHS: GLENCLIFF HOME					5,813,824.93	APS ACTIVITIES THERAPY					321,868.88
<b>HHS: NH HOSPITAL</b>					<b>24,128,050.52</b>	APS CAFÉ					20,122.13
HHS: OFC MEDICAID SERVICES					471,727,123.93	APS CAFÉ½					42,429.38
HHS: PUBLIC HEALTH DIV					44,260,230.89	APS MED SERVICES					233,605.57

To drill down into an activity, click on the activity. For this example we'll click on ACUTE PSYCH SERVICES ADMIN, and a list of all the items that make up the activity total of \$35,746.81 will display (see figure 8 below)

Figure 8:

ACUTE PSYCH SERVICES ADMIN Total = \$35,746.81			
Account	Transaction Date	Transaction ID	Amount
Supplies (Consumable)	10/29/2020	4794204	20.21
Supplies (Consumable)	10/28/2020	4791832	50.00
Supplies (Consumable)	10/27/2020	4791451	110.35
Supplies (Consumable)	10/20/2020	4784405	40.00
Medical Costs	10/14/2020	150	31,695.56
Supplies (Consumable)	10/09/2020	4776261	147.11
Supplies (Consumable)	10/09/2020	4776260	60.00
Supplies (Consumable)	10/09/2020	4776416	35.46
Supplies (Consumable)	10/08/2020	87	30.42
Supplies (Consumable)	10/08/2020	87	-30.42
Supplies (Consumable)	10/01/2020	4769663	137.88
Supplies (Consumable)	10/01/2020	4769664	40.00
Supplies (Consumable)	10/01/2020	4769662	30.00
Supplies (Consumable)	10/01/2020	4769665	10.00
Supplies (Consumable)	09/25/2020	4765499	40.00
Medical Costs	09/18/2020	152	1,774.04
Supplies (Consumable)	09/17/2020	4757419	40.00
Supplies (Consumable)	09/14/2020	4752758	14.19
Supplies (Consumable)	09/11/2020	4752382	40.00
Supplies (Consumable)	09/08/2020	61	232.32

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**Important:** To get more detailed search results, click on the "Export Data" icon. The data will then be exported into an Excel file, which you can open and/or save. It will include detailed information such as name of the accounting unit, expenditure class, account name, transaction date, and dollar amount (partial display of available fields shown in Figure 9, below).

Figure 9:

Accounting Unit Code	Accounting Unit	Expenditure Class Code	Expenditure Class	Account Code	Account	Amount
29610000	FOSTER CARE HEALTH PROGRAM	41	AUDIT FUND SET ASIDE	500801	Audit Fund Set Aside	30.00
79050000	JUVENILE FIELD SERVICES	80	OUT OF STATE TRAVEL REIMB	500712	Meals (Out-Of-State)	7.97
29720000	ADOLESCENT PURCHASED SERV	41	AUDIT FUND SET ASIDE	500801	Audit Fund Set Aside	7.70
29600000	ORG'N L EARNING&QUALITY IMPRVMT	41	AUDIT FUND SET ASIDE	500801	Audit Fund Set Aside	18.80