

Search OpenBooks for Payroll Data

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The most often question we are asked about OpenBooks is how to research payroll.

- Go to www.openbooks.ok.gov.
- From the top menu, click on the link that says “Search Open Books.”



- Select “Payroll details for current and prior calendar year.”

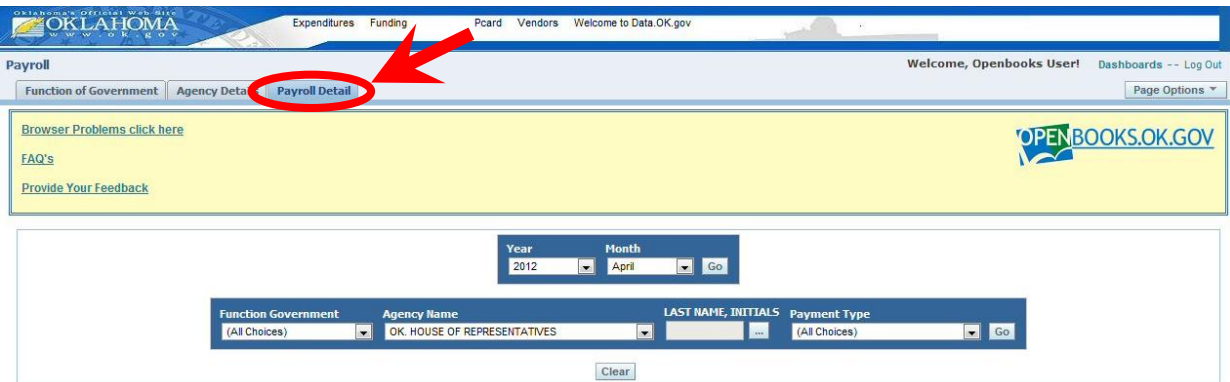
SEARCH AND DOWNLOAD FROM OPENBOOKS

> Financial Data by Fund Type, Function of Government or Agency (all links below open in new window)

- Expenditures for current and 4 prior fiscal years
- Funding for current and 4 prior fiscal years
- [Payroll details for current and the prior calendar year](#)
- Pcard payment details for current and 2 prior fiscal years
- Vendor “checkbook” details for current and the prior fiscal year



- Select the “Payroll Detail” tab.



- From the drop down menus, select your search criteria.
- Select the Year and Month (note that you may select “All Choices” if you wish).
- Be sure to read the agency list carefully as they are listed in different ways (eg. OK. House of Representatives, Oklahoma State Senate, etc.)
- Choosing Function Government is not necessary; but may speed your search.
- Omitting a last name will bring up an alphabetical list of all employees.
- Press “Go.”