

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
DISBURSEMENT REPORT — EXCEL SPREADSHEET INSTRUCTIONS
2026-27

Note: Additional information regarding reporting requirements is presented following this table.

Col	Column Name	Allowable Values	Action
A	Update Indicator	Blank Y = Update Record	Enter "Y" if updating any column
B	SSN (number OTAG record is held under)	SSN	Informational — no update
C	Last Name	Alpha name	Enter correction if applicable
D	First Name	Alpha name	Enter correction if applicable
E	Middle Name	Alpha name	Enter correction if applicable
F	Scheduled Disbursement Amount	Whole dollar amount	Informational — no update
G	Adjusted Disbursement Amount	Whole dollar amount Cannot be under \$100	Enter adjusted amount disbursed to student Enter 0 if full disbursement is being cancelled Enter the amount disbursed if entering a Disbursement Adjustment Reason Code in Column H even if the disbursement amount has not changed (e.g., enrollment status changed to PT or LT but the amount is the same for FT, PT and LT) Be sure to enter supporting data for the adjustment in the appropriate column(s) Contact OTAG for assistance in recalculating disbursement amounts
H	Disbursement Adjustment Reason Codes	01 = Not enrolled at least part-time 02 = Recalculated for part-time 03 = Recalculated for full-time 04 = Already received 1st bachelor's degree 05 = Change UG to GR status (GR students cannot receive OTAG funds) 06 = Withdrew / not attending 07 = Not making SAP 08 = Not an OK resident or not eligible for in-state status due to military affiliation 09 = Not enrolled in a Title IV eligible program 10 = Overaward adjustment 11 = Ineligible due to Pell LEU 12 = (not currently used) 13 = (not currently used) 14 = Title IV loan default status 15 = Title IV grant payback status 16 = Change in SAI 17 = Compliance with general Title IV requirements not met	Enter all applicable codes Separate multiple two-digit codes with a semi-colon (;)

Col	Column Name	Allowable Values	Action
		18 = School scholarship conflict 19 = Funds not claimed by student 20 = Refund for a reason not listed above (written explanation required)	
I	Enroll Status	Reflects the enrollment status for which the Scheduled Disbursement Amount is calculated, or attendance status for non-standard term programs. FT = Full-time PT = Part-time (at least ½ time) LT = Less than ½ time	Informational — no update Report changes in FT/PT/LT status with the appropriate code in Column H and amount in Column G if necessary
J, K, L	BLANK		No update Not used. These columns are hidden and should remain blank.
M	SAI	0 ... 999999	Enter correct SAI if applicable
N	School's Student ID	Text	Informational — no update If the institution supplies this on the Award Claim Form, it appears here for the institution's use

Disbursement Report

- Once an institution has submitted an Award Claim, and OTAG has processed it, OTAG will generate a Disbursement Report (Excel spreadsheet) for the institution.
- The Disbursement Report spreadsheet consists of two worksheets, “Disbursement” and “Institution Accounting of Funds.”
- The Disbursement worksheet contains records for all students who have been awarded OTAG funds in the disbursement, as well as the amount requested for each student. It provides the institution with a means to report adjustments and updates made to students’ OTAG eligibility or award amounts.
- The Institution Accounting of Funds worksheet calculates the new amount of funds disbursed if adjustments are entered that change the total. It also lets the authorized institutional representative confirm the amount of funds issued to eligible students and any amount being returned to OTAG for cancellations.
- Authorized Institutional Representative: The Disbursement Report must be submitted by an authorized institutional representative who has been designated by the president or chief executive officer of the institution to submit eligibility information to the OTAG program.
- The institution must return the completed Disbursement Report to OTAG after funds are disbursed to students, confirming the disposition of the funds. The completed Disbursement Report, along with any adjustments and unissued funds, is due to be returned to OTAG within 30 days of receiving the OTAG funds.

Download:

- OTAG will put the Disbursement Report spreadsheet file on the OSRHE Secure Access File Exchange (O-SAFE) site at (<https://vita.okhighered.org/O-SAFE/default.aspx>.) for the institution to download. OTAG will notify the institution by e-mail when their Disbursement Report file is available.
- Files posted to O-SAFE are automatically deleted after 20 days. Please download your Disbursement Report promptly.

- The Disbursement Report file will be named xxxMMDDYYYYdsbo.xlsx, where xxx is the institution's 3-letter code, and MMDDYYYY is the date the Award Claim Form was processed and the Disbursement Report was created. The "dsbo" in the name represents that the Disbursement Report is outbound to the institution from OTAG.

Disburse Funds and Update Disbursement Report Worksheet:

- The names on the Disbursement worksheet are sorted alphabetically.
- The Disbursement Report is limited to the names appearing in the report. It is not permissible for institutions to add or delete names from the Disbursement Report.
- Only changes are reported on the Disbursement Report. If funds were delivered to students in the amounts issued by OTAG (report already reflects correct enrollment status and level, etc.) no entry is required.
- The Update Indicator field (Column A) must be set to "Y" if the institution is reporting any updated information for a student.
- Allowable Values: Allowable values for each column must be strictly adhered to. If a column is updated with a value not specified in the Allowable Values table for that column, OTAG's automated processing system will not be able to read it correctly, and the institution will be asked to submit a corrected report.
- Be sure to enter all codes applicable in Column H Disbursement Adjustment Reason Codes. If more than one code applies to the adjustments you are reporting for a student, enter all codes that are applicable. Enter a semi-colon (;) following each code reported in Column H if more than one code is reported.
- Fields are updateable unless identified with "No Update." Also, an * appears in the heading of the report for all fields that are NOT updateable, and if you attempt to enter data in the column, you will receive an error message.
- Student Identifier (Column N) is optional. If you added your school-assigned student identifier to the Award Claim Form, it will appear in this column for your use. No update is allowed here. This data is not maintained in the OTAG system.
- As adjusted disbursement amounts are entered, the spreadsheet assists in calculating the amount of OTAG funds finally disbursed to eligible students in this disbursement (Adjusted Disbursement Amount). Any funds not disbursed to the students in this disbursement report must be returned to OTAG.
- Before returning the completed Disbursement Report to OTAG, the authorized institutional representative should verify the amounts on the second worksheet "Institution Accounting of Funds" and enter his/her name and the date. (The Disbursement Report cannot be considered complete unless these cells are completed.)

Upload:

- Before you upload your completed Disbursement Report, rename the file, changing the final "o" (meaning "outbound") in the file name to an "i" (meaning "inbound"). For example, wsc08092023dsbo.xlsx would be renamed wsc08092023dsbi.xlsx. It is very important that institutions adhere to this specific naming scheme.
- Upload the updated Disbursement Report using O-SAFE. Instructions for uploading files can be requested from reports@osrhe.edu.
- OTAG will automatically receive e-mail notification that your Disbursement Report file has been submitted once you have completed the upload process.

If you have questions concerning the Disbursement Report or for general OTAG inquiries, contact the OTAG office at 405.225.9456 or toll-free at 800.858.1840 or send e-mail to reports@osrhe.edu.

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