OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
OKLAHOMA TUITION AID GRANT PROGRAM
DISBURSEMENT REPORT
EXCEL SPREADSHEET INSTRUCTIONS
2024-2025

Note: Additional Information Regarding Reporting Requirements Is Presented Following This Table.

Column	Column Name	Allowable Values	Action
A	Update Indicator	Blank Y = Update Record	♦ **Enter "Y" If Updating <u>Any</u> 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 **<u>Adjusted</u>** Amount Disbursed To Student ♦ **Enter 0 If Full Disbursement Is Being Cancelled** ♦ Enter The Amount Disbursed **<u>If</u>** Entering a Disbursement Adjustment Reason Code in Column H **EVEN IF THE DISBURSEMENT AMOUNT HAS NOT CHANGED such as when enrollment status has changed to PT or LT but the disbursement amount is the same for FT, PT and LT.** ♦ Be Sure To Enter Supporting Data For Adjustment In Appropriate Column(s) **Contact OTAG For Assistance In Recalculating Disbursement Amounts**
H	Disbursement Adjustment Reason Codes	Blank Number **Enter semi-colon (;) between two-digit codes if reporting more than one.**	Blank 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

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Column	Column Name	Allowable Values	Action
			12 = This code number not currently used 13 = This code number not currently used 14 = Title IV Loan Default Status 15 = Title IV Grant Payback Status 16 = Change in EFC 17 = Compliance With General Title IV Requirements Not Met 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 Enrollment Status For Which 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 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 information on the award claim form, it will appear 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 will consist 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. The Disbursement Report provides the institution with a means to report adjustments and/or updates that are made to students' OTAG eligibility or award amounts.
- The Institution Accounting of Funds worksheet calculates the new amount of funds disbursed if any adjustments are entered in the Disbursement worksheet that change the total. It also provides for the authorized institutional representative to confirm the amount of funds that have been issued to eligible students and any amount that is being returned to OTAG for cancellations.

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- **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.
- 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. <u>If funds were delivered to students</u> in the amounts issued by OTAG (report already reflects correct enrollment status and level, etc.) <u>no entry is required.</u>
- **<u>The Update Indicator field (Column A) must be set to "Y" if the institution is reporting any updated information for a student.</u>**
- **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, please enter all codes that are applicable to the student. 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 * will appear 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.

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- As adjusted disbursement amounts are entered, the spreadsheet will assist 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, it is important that you 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 the OSRHE File Transfer Website. Instructions for uploading files can be requested from reports@otag.org
- 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 inquires, contact the OTAG office at 405.225.9456 or toll-free at 800.858.1840 or send e-mail to reports@otag.org