



FEDERAL RESERVE BANK  
OF DALLAS

HELEN E. HOLCOMB  
FIRST VICE PRESIDENT AND  
CHIEF OPERATING OFFICER

DALLAS, TEXAS  
75265-5906

April 14, 1999

**Notice 99-22**

**TO:** The Chief Operating Officer of each financial institution and others concerned in the Eleventh Federal Reserve District

**SUBJECT**

**Revised Reserve Maintenance Manual and  
New Account Management Guide**

**DETAILS**

The revised *Reserve Maintenance Manual* and the new *Account Management Guide* are now available via the Internet. You may reach these documents at <http://www.frbservices.org/accounting/fraccounting.cfm> or by following the directions listed below:

- 1) Access our web site at <http://www.dallasfed.org>.
- 2) Select the link for *Financial Services*.
- 3) Under *Financial Services*, select the link for *Financial Services National Site*.
- 4) Under *Financial Services National Site*, select the link for *Accounting*.
- 5) Under *Accounting*, select the link for *Customer Reference Guides*. Both documents are located under this link.

The *Reserve Maintenance Manual* outlines the fundamental rules of reserve calculation and account maintenance for institutions that file the *Report of Transaction Accounts, Other Deposits and Vault Cash* (FR 2900), either weekly or quarterly. This manual was completely revised in 1998 to reflect the adoption of a single master account structure and the return to lagged reserve maintenance for weekly FR 2900 reporters.

In the future, the manual will be maintained and revised exclusively in electronic format. The web site also contains a separate document composed solely of pages revised as of January 1999, which you may print and substitute for the corresponding pages in the previous printed version of the manual.

The new *Account Management Guide* was first published in 1998 and is designed as a practical reference to make it easier for financial institutions to manage reserve accounts. The guide assumes a familiarity with accounting practices and provides a detailed discussion of each major aspect of reserve account management, together with descriptions and samples of the reports and other information tools available from the Federal Reserve System. Like the *Reserve Maintenance Manual*, the *Account Management Guide* will be maintained and revised exclusively in electronic form.

#### MORE INFORMATION

If you have any questions regarding the *Account Management Guide* or the *Reserve Maintenance Manual*, please contact Paul Elzner at (214) 922-5590.

For additional copies of this Bank's notice, contact the Public Affairs Department at (214) 922-5254. You also may obtain copies of notices on our web site at <http://www.dallasfed.org>. The link for *District Notices* is located under *Publications*.

Sincerely,

A handwritten signature in black ink that reads "Helen E. Holcomb". The signature is fluid and cursive, with "Helen" on top, "E." in the middle, and "Holcomb" on the bottom.