



statistics | news

MONETARY AND FINANCIAL REPORTING

Upcoming FR 2900 Seminars

We offer free deposit report seminars! These one-day events are full of essential information you need to know to accurately file your FR 2900 (weekly/quarterly) report. Seminars for 2012 are shown below:

Date	Location
August 29, 2012	Dallas
November 7, 2012	Houston

For more information, visit <http://dallasfed.org/banking/reporting/index.html> and click on "Seminars." Online registration begins approximately six weeks prior to the seminar date. An email reminder will be sent when registration opens. If you are not already on our mailing list, please contact us at Dal-Statistics@dal.frb.org, or you can also contact your analyst to confirm that we have your current email address.

Quarterly Deposit Reporting Period is Here

By now, you should have received your quarterly notification via email. If you need extra time to file your report, please call your report analyst.

Quarterly FR 2900 Reporters

Report period:

Week ending,
Monday, March 26, 2012

Due date:

Close of business,
Tuesday, March 27, 2012

Looking for Article Ideas

If you have an FR 2900 issue that keeps you up at night and would like us to address it in a future article, we would love to hear from you! Please email your ideas to the Editor at Monetaryreports@dal.frb.org.

Interseries Edit Comparisons Sent via Secure Email

Beginning in January 2012 we started to send the quarterly FR 2900/Call Report Comparison via secure email. A number of respondents indicated that there was some confusion with the new process for retrieving the file. Here are some helpful tips for retrieving this secure email file going forward.

- The secure email you receive will contain a link to the report.
- Clicking the link in the email will take you to a login screen where you will create a user ID and password for your initial login.
- After you have created your login ID and password, you will be able to view the email and attached report over a secured connection.
- Please keep track of your login ID and password as you will use them for this report going forward on a quarterly basis.

If you have any questions or concerns with this new process, please feel free to contact your analyst for further assistance.

Spring Cleaning

It is important that Statistics staff analysts be able to reach reporting contacts at all of our depository institutions. We strive to maintain our contact records with the utmost accuracy, but we need your help! We ask you to notify us as soon as possible whenever any of the following occurs:

- Change in email, phone, or mailing address
- Change in assignments (no longer preparing the FR2900/FR2900q/FR2910a)
- Addition or change in backup contact for preparation of any reports
- Contact(s) no longer works at the institution

Please forward to us the updated information, including the new contact's name, phone number, extension, email address and fax number. Also, any new contact who will submit your report electronically will need to complete the authorization forms for access to IESUB. Thank you for your cooperation.

Alert—Quarterly FR2900 Reporters—Alert!

Beginning with the December 2011 report period, we will no longer mail notifications and paper copies of upcoming FR 2900 Quarterly reporting periods to reporters. All future notifications and communications will be sent via email. To help facilitate this process, we ask that you keep us apprised of all updates to your email and contact information.

Each quarter, a letter detailing pertinent information regarding the upcoming FR 2900 reporting period will be included in an email. You should expect to receive the email no later than two weeks before the upcoming report as-of date. A copy of the FR 2900 reporting form can be obtained at the following website:

<http://www.federalreserve.gov/reportforms>

Holidays

We all love holidays! When one occurs during the report week, please report according to the scenario below that best describes your institution's procedures.

Scenario	Proper Reporting
Closed	Carry the previous day's balance forward
Closed but GL posting	Report balances as reflected on GL as of close of business*
Open but NOT GL posting	Carry the previous day's balance forward
Open and GL posting	Report balances as reflected on GL as of close of business*

* Both sides of the transaction (debit and credit) must be recorded and reported.

During the second quarter of 2012, the Federal Reserve Bank will observe the following holidays:

Memorial Day

Monday, May 28, 2012

Important Information

The links below contain all the latest information you need to correctly file your FR 2900 report. As always, if you have any questions or concerns, please contact us.

[FR 2900 Report Forms, Instructions, and Legitimate Differences](#)

[Regulation D](#)

[Deposit Reclassification Guidelines](#)

[Reserve Maintenance Manual](#)

[Statistics Public Website](#)

[Reporting Deadlines](#)

[IESUB](#)

How to Contact Your Statistics–Monetary and Financial Report Staff

Visit our website at <http://dallasfed.org/banking/reporting> to find electronic versions of *Statistics News* as well as staff names, phone numbers and email addresses.

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The Importance of an Active IESUB Account

Have you ever tried to log into IESUB and received a message informing you that the information you entered is no longer valid? This means that your account has been disabled. Your account's status should always be "enabled"; otherwise, you're at risk of having your account closed. Accounts disabled in this manner are deleted after one year.

Keeping your account enabled is easy to do. Just log into IESUB with your user name and password at least once a month. If you do not log on every 30 days, your account will expire or be disabled. Once your account expires, you will have to reset your password or contact us to reset it for you. If you fail to reset your password, your account will automatically be deleted one year after it has been disabled. To reactivate your account, you will need to complete the paperwork required to create a new account. Contact us if you have questions on this or any other IESUB support issues.