## Finance & Accounts Management and Operational Utility System

# <u>User Guide</u>

## 1. About the FAMOUS

The Finance & Accounts Management and Operational Utility System (acronymed *FAMOUS*) has been developed indigenously in Finance & Accounts with a collective effort of Staff and Officers not investing even a single Rupee on it.

It enables the users to submit various types of bills and to monitor the budget apart from maintenance of history of transactions held by individual users. It provides the following features to the users

- 1. An automated email acknowledgement of the bills submitted at F&A
- 2. An automated email on the bill being passed at F&A
- 3. An automated email on the bill being paid by F&A (Planned)
- 4. A view of different budgets (& amounts) allocated to the users
- 5. Automatic record of budget allocated, spent and balance available
- 6. Status of the bills (submitted/passed/paid)

All of the above are available at one place - User Dashboard

To be able to avail all these features, the user has to generate the bill by filling the necessary details in the *FAMOUS* portal using designated User ID & Password (otherwise being handwritten on bill formats / word / excel templates).

After filling the details, the user shall take print of the bill, attach necessary enclosures (Invoice, necessary approvals etc.) and have the hardcopy submitted at the F&A inward (as is being done now).

## 2. Guidelines for purchases

While procuring the required items such as Machinery, Equipment, Furniture, Electronic Gadgets, Chemicals, Stationery, Services (such as repairs and maintenance) etc., it is mandatory to follow approved Purchase Policy of the University (as is being done now).

In order to facilitate the user to acquaint with the guidelines for procurement and utilization of funds allocated for specific purposes, following links are provided at: http://accounts.uohyd.ac.in

- <u>UH POLICY FOR PROCUREMENT OF GOODS AND SERVICES (UHPP)</u>.
- General Financial Rules 2017
- Purchase Policy formats

However, brief notes on the same is presented here.

## 3. Submission of Bills

The users can raise the following bills using the FAMOUS portal

## 1) Direct Bill

- The user may submit the Direct bills in famous after the purchase is completed. However, the user shall adhere the provisions of UHPP as being followed now. Viz. Submission of Purchase Proposal, calling the Tenders / quotations, issue of purchase orders etc.
- Details of Purchase Order & Stock / Asset entry is required to be recorded by choosing appropriate options provided in drop down box. The options given are Asset, Equipment, Stationery and Consumable bills. This is required for classification of expenditure.
- Work Order however is required to be issued in case the bill pertains to AMC and Work.

## 2) Advance Bill

- The User may draw Advance towards meeting Contingent and Miscellaneous expenses. The User may use the advance amount for purchase of Goods or Services or any other special purpose/s needed for the management of the office/event by following the Guidelines enshrined in UHPP.
- The User may submit the Advance Bill by selecting the appropriate option provided in the Dropdown Box and by selecting the appropriate Sub-Head of Account against which the Advance proposed is to be drawn.

## 3) Adjustment Bill

- The adjustment bill, along with balance if any, shall be submitted within the stipulated time from the date of drawal of advance.
- The balance if any, should be deposited in the Bank through a cheque/cash favouring the appropriate Bank Account. Before remitting the cheque the User is advised to obtain the Bank Account into which the amount may be deposited.
- No cash transaction is permitted in F&A.
- In order to submit the Adjustment Bill, the User may select the option "Adjustment Bill" and enter the information warranted in the system.

## 4) Imprest Bill

- Bills pertaining to Hospitality, Convenience, Minor Repairing and Administrative Expenses can be claimed in Imprest Bill.
- The items which require Stock/Asset entry, should not be included in Imprest Bill.

## 5) Salary Bills of Outsourced Staff

- To raise the Salary bills of the Outsourced Staff / Consultants.
- The tenure of appointment and the amount of salary payable to the staff engaged under the control of user should be entered into the system in advance in order to generate the bills every month.
- So, the details of appointment shell be submitted to F&A as soon as the appointment is made.

## 6) Salary Bills of Project Staff

- To raise the Salary bills of the Project Staff / Outsourced Staff / Consultants.
- The tenure of appointment and the amount of salary payable to the staff engaged under the control of user should be entered into the system in advance in order to generate the bills every month.
- So, the details of appointment shell be submitted to F&A as soon as the appointment is made.

### **General Instructions:**

• Please enter the date in *dd/mm/yyyy* format only.

### Valid date format: 25/10/2020

Invalid date format: 25.10.2020, 25-10-2020, 10/25/2020

• Amount should be only in numbers, without Comma & Rs.

#### Valid Amount: 525000

Invalid Amount:

5,25,000 - ',' is not required

Rs. 5,25,000 - Rs. is not required

## Frequent User Actions in Famous: Step wise Guide

## 4. Getting started /Logging into the portal

1) To get into the Login page, kindly type following URL in address bar: https://famous.uohyd.ac.in

University of Hyderabad FAMOUS	Hello, Log In
Finance & Accounts Management and Operations Utility System (FAMOUS)	
User Name Password Login	

- 2) Please Enter your User name and Password. Click Login.
- 3) After successful login the home page is displayed as below (example).

Bills       Profile       Reports         School of Mathematics and Statistics       School of Mathematics and Statistics         BHAN : 110020       Mathematics and Statistics       Allocated Amount Rs.:       6015         BHAN : 110020       Mathematics and Statistics       Allocated Amount Rs.:       6015         Budget       Number of Bills Summary       Number of Bills Raised:       36         Bills List       O       Cleared for Payment:       3	mmhead
Home       Purchases       Bills       Profile       Reports         School of Mathematics and Statistics         BHAN : 110020 V       Mathematics and Statistics       Allocated Amount Rs. : 60150         Maintenance: Mathematics and Statistics       Maintenance: Mathematics and Statistics       60150         Budget       Number of Bills Summary       36         Bills List       Submitted in F&A       5         Cleared for Payment:       3       3	Logout
School of Mathematics and Statistics         BHAN : 110020 v Mathematics and Statistics       Allocated Amount Rs.: 6015         Maintenance: Mathematics and Statistics       Bills Summary         Budget       Number of Bills Raised: 36         Bills Summary       Submitted in F&A         Bills List       Cleared for Payment: 3	
BHAN: 110020     Mathematics and Statistics     Allocated Amount Rs.: 6015       Maintenance: Mathematics and Statistics     Bills Summary       Budget     Number of Bills Raised: 36       Bills Summary     Submitted in F&A       Bills List     Cleared for Payment: 3	
Budget     Bills Summary       Number of Bills Raised:     36       Submitted in F&A     5       Returned:     0       Bills List     Cleared for Payment:     3	0.00
Number of Bills Raised:     36       Submitted in F&A     5       Returned:     0       Cleared for Payment:     3	
Bills Summary         Submitted in F&A         5           Bills List         0         0	
Bills List         0           Cleared for Payment:         3	
Bills List Cleared for Payment: 3	
In Process: 2	· · · · · · · · · · · · · · · · · · ·
4	+
Export to Excel	0
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- a) You will find that one or more Budget Head Allocation Numbers (BHANs) are mapped with your id; as can be seen in the dropdown list at BHAN.
- b) You may also see the budget allocation (Allocated Amount Rs.) against each BHAN
- c) You will also find the Summary of the Bills submitted by you so far (if any) and the status of the same at the Bill Summary Table

## 5. Submission of a Bill

- 1. Select Bills menu to submit a bill
- 2. You see there are several types of bills viz., Direct Bill, Advance Bill, Imprest Bill, Project Salary (Salaries of Project Staff /Outsourced Staff / Consultants)

				Un	iversity FAN	of Hydera AOUS	abad	
Home	Purchases	Bills >	Profile		Reports	•		
		Direct Bill			Bill Su	bmission		
BHAN : [	Select Code 🗸	Advence	ead :			~	Expenditure Head:	S
School: -		-Advance			Budget :			
Department :	-	Adjustment Bill			Allocated :	Balance :		
		Imprest Bill						
		Project Salary						

3. Select a bill type (Example: Direct Bill)

	University of Hyderabad FAMOUS	mmhead Logout
Home Purchases Bills	Profile Reports	
	Bill Submission	
BHAN : 110020 🗸	Subhead : Recurring Expenditur   Expenditure Head:	Select Expenditure  V 2020-21
School : 11 - School of Mathematics and Statistics Department : 1100 - Mathematics and Statistics	Budget : Recurring - Maintenance Allocated : 601500.00 Balance	Select Expenditure AMC C (vill Works - Engineering Equipment (Assets) Honorarium - Sitting Fees, TA & DA Miscellaneous Expenditure / Items / Hospitality OSS Salary Repairs & Maintenance Stationery & Consumables Travel Expenditure

- 4. Select the BHAN
- 5. Select the appropriate subhead.
- 6. Further, select appropriate Nature of Expenditure Viz. AMC, Civil Works, Equipment (Assets), Honorarium, Travel etc.

7. The screen is displayed based on the Nature of Expenditure. For instance when Honorarium is selected, the following screen will be displayed.

						Ur	niversit F A	y of 1 MO	Hy <mark>derabad</mark> US		mmhe Logor	ad <u>ut</u>
Home	Purchases	۲	Bills	8	Profile		Reports	12				
							Bill	Submi	ssion			
BHAN :	110020 🗸	]			Subhead	Rec	urring Exper	ıditur 🗸	Expenditu	re Head:	Honorarium - Sitting F 🗸 2020-21	
chool : 11 - 3 epartment :	School of Mathe 1100 - Mathem	emátics atics a	and Statis	stics cs					Budget : Recurring - Ma Allocated : 601500.00	intenance Balance	: 595500.00	
Viscellaneou	s											
Purpose				Ē							Bill No	
Payable	to Bank A/c. No			Ē							Total Bill Amount	
												_

- 8. Enter purpose and Vendor bank A/c. number.
- 9. The Vendor name will be displayed
- 10. Check that the vendor name is correct and click Save button.

Contraction of the second	•		University of FAM	f Hyderabad OUS					mmhead Logsut	
Home	Purchases	Bills	Profile	Reports						
				Bill Subr	nission					
BHA	N 110020 ¥		Subhead	Recurring Expenditur	•	Expendit	ure Head:	Honorarium -	Sitting I 🗸	2020-21
chool : 11 epartmen	<ul> <li>School of Mathematics</li> <li>1100 - Mathematics</li> </ul>	natics and Statistics atics and Statistics			Budget Allocate	Recurring - Ma d : 601500.00	ntenance 2 Balance :	1DB00453 595500.00		
	1993									
Purp	ose	Honorariu	n to Visiting fa	culty Prof. xxxxxxx		Bill No		21DB0	0453 Inco	mplete
Paya	ble to Bank A/c. No	10222831	428	10222		Total Bill	Amount			
		VATLRAD	00 Ast	idy.						
14		Please enter It	m details and	d click Save (Note: Beer	Art + Amount	excluding Taxes. Total	Ant = Amount	noluding Tares		
1	Head of Acccount.	Item Particulars	Invoice No:	Invoice Date	Quantity:	Base Amt.	Taxes	Tota	al Amt	Caus
	Honorarium and V	For conducting online	nî	03/02/2021	1	10000	0	100	000	JAYE

11.Select the required Item and enter other invoice details. Click Save 12.If you have multiple items, repeat the above step.

					mmhead Logout					
Home	Purchases	Bills		Profile	Reports	£				
					Bill Sul	bmission	nê.			
BHAN	110020 🗸			Subhead :	Recurring Expendity	ur M	Expendit	we Head	Honorarium - Sitting I ¥	2020-21
ichool: 11 - Xepartment	School of Mathe 1100 - Mathem	matics and Stati atics and Statisti	stics cs			Budget Allocate	Recurring - Ma ed : 601500.00	Intenance 2 Balance	1DB00453 595500.00	
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Purpos Payabi	e e to Bank Alc. No	Ho 10 VA	norarium 1 2228 TLRA0000	to Visiting fa	culty Prof. xxxxxx 1022: 1		Bill No Total Bill	Amount.	21D800453 inco	mplete
Purpos Payabi	e e to Bank Alc. No	Ho 10 VA	norarium 1 2228 TLRA0000 enter llem	to Visiting fa ( As. n details and	culty Prof. xxxxxxx 1022: 1 1022: 1	lasa Amt + Amour	Bill No Total Bill	Amount.	21DB00453 Inco	mpiete
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13.Check the entries and click Submit button

	li i	umi Log		
Home Purchases	Bills Profile	Reports		
		Bill Submissio	on	
BHAN 110020 -	Suphead :	Recurring Expenditur 🗸	Expenditure Head:	Honorarium - Sitting F 🛩 2020-21
School: 11 - School of Mathematic Department 1100 - Mathematics	cs and Statistics and Statstics	Bud	ge: : Recurring - Maintenance cated : 601500.00 Balance	21DB00453 : 595500.00
Miscellaneous				
Purpose Payable to Bank A/c. No	Henorarum to Vsiting fact 10222 VATLRAX	ulty Prof. xxxxxx:	Bill No Total Bll Amount	21D300453 Incomplete
Bill saved successfully	Please enter Item details and	Click Save (Note: Base Amt = An	rount excluding Taxes; Total Amt = Amount	t including Taxes
Head of Acccount: Select Code	m Particuars: Invoice No:	Invoice Date: Quanti	ty: Base Amt: Taxe	s: Total Amt
				Print Next Close

- 14. Click Print button to generate and print the bill.
- 15. Submit the bill along with the required documents/invoices at the DAK, F&A.

# 6. Description of Screens

Bill Type	: Direct Bill
Expenditure Type	: Equipment/Assets, Stationery, Consumable
Purpose	: To submit the bills of Small value Assets, Equipment, Consumables
Process	:

	University of Hyderabad FAMOUS					
Home Purchases Bill	s Profile	Reports				
		Bill S	ubmission			
BHAN : 110020 🗸	Subhead	Select Head	Expenditure Head: Equipment (Assets)			
School : - Department : -		Budget : Allocated :	Balance :			
Asset / Equipment						
Purpose			Bill No			
Mode of Purchase	Select Mode	~	Total Bill Amount			
Purchase Proposal Approval (as per	No.:		Approval Date (dd/mm/yyyy)			
of the belogation of that call towers/			Approved Amount Rs.			
Purchase Order No			Purchase Order Date (dd/mm/yyyy)			
Stock Register Page No		_	Stock Register SI.No			
Asset Register Page No		_	Asset Register SI.No			
Payable to Vendor Bank A/c. No						
	2					

SNo	Name	Description
1	BHAN	Select Allocated Budget Head Allocation Number
2	Subhead	Select Sub Head
3	Expenditure Head	Select the Nature of Expenditure
4	Purpose	Enter Subject of the file
5	Mode of Purchase	Select Mode of Purchase (Direct Purchase / Rate Contract / etc.)
6	Purchase Approval by	Purchase Proposal approved by PI / Head / Dean / VC /
	Competent Authority	(as per UHPP delegation & Financial Powers)
7	Approval Date	Purchase Approval Date – It should be in dd/mm/yyyy format
8	Approved Amount	Enter in principle approved amount
9	Purchase Order No	Enter Purchase order no
10	Purchase Order Date	Enter Purchase order date (dd/mm/yyyy)
11	Stock Register Page No	Enter Stock Register Page No.
12	Stock Register SI. No.	Enter Stock Register SI. No.
13	Asset Register Page No	Enter Asset Register Page No, if applicable
14	Asset Register SI.No	Enter Asset Register SI.No, If applicable
15	Vendor/Payable to Bank	Enter vendor Bank Account number and check the Name. If Vendor
	A/c No	information is not available, fill the vendor information at
		Vendor Code Request

Documents to be attached with the bill: 1. Approval, 2. Comparative Statement, 3. Purchase Proposal, 4.Purchase Order, 5. Invoices, 6. Delivery challan, 7. Installation Report, 8. Any others

Bill Type : Direct Bill

Expenditure Type	: Miscellaneous / Travel / Honorarium
Purpose	: To submit the bills of Miscellaneous / Travel / Honorarium
Process	:

	University of Hyderabad FAMOUS	mmhead Logout
Home Purchases Bills	Profile Reports	
	Bill Submission	
BHAN : 110020 🗸	Subhead : Recurring Expenditur 🕶 Expenditure Head: Miscellaneous Expen 💙 2020-2	1
chool : 11 - School of Mathematics and Statistics repartment : 1100 - Mathematics and Statistics Miscellaneous	Budget : Recurring - Maintenance Allocated : 601500.00 Balance : 595500.00	
Purpose Payable to Bank A/c. No	Bill No Total Bill Amount	

S.No	Name	Description
-		
1	BHAN	Select Allocated Budget Head Allocation Number
2	Subhead	Select Sub Head
3	Expenditure Head	Select the Nature of Expenditure: Miscellaneous
4	Purpose	Enter Purpose / Subject of the file
5	Vendor/Payable to	Enter vendor Bank Account number and check the Name. If
	Bank A/c No	Vendor information is not available, fill the vendor information
		at <u>Vendor Code Request</u>

Documents to be attached with the bill: 1. Approval, 2. Purchase Order, 3. Invoices, 4. Any other

## Bill Type : Advance Bill

Purpose : Advance for Contingent, Miscellaneous and other Special purpose Process :



## University of Hyderabad FAMOUS

Home	Purchases	Bills	Profile	Reports	
				Advance Bill	
			Vendor	ODepartment	
BHAN	; 110020	~	Subhe	ad : Recurring Expenditur 🗸	2020-21
School : 11 - Department :	School of Mathe 1100 - Mathema	matics and Stati atics and Statist	istics ics		Budget : Recurring - Maintenance Allocated : 601500.00 Balance : 595500.00
				Vendor	
	Bill No Purchase Advance A Purpose Payable to :	Order/Ref.No vmount 9 Bank A/c. No	0 Print	Close	

S.No	Name	Description
•		
1	BHAN	Select Allocated Budget Head Allocation Number
2	Subhead	Select Sub Head
3	Purchase Order/Ref	Enter the Purchase Order / Purchase Approval No.
	No	
4	Advance Amount	Enter the required Advance Amount
5	Purpose	Enter purpose / Subject of the file
6	Vendor/Payable to	Enter vendor Bank Account number and check the Name. If
	Bank A/c No	Vendor information is not available, fill the vendor information
		at
		Vendor Code Request

Documents to be attached with the bill: 1. Approval

#### Bill Type : Project Salary

:

:

: To raise the salary of Project Employee Purpose

Guidelines

Process

- a) Creation of Employee: F&A will create an Employee in the FAMOUS after receiving the appointment order and employee details.
- b) Once employee is mapped to the project, the PI/Department can raise a salary bill by selecting Project Salary from the Bills menu.



		University of FAM	f Hyderabad OUS			mmhead Logout	
Home Purchases	Bills Profile	Reports	÷				
		Project S	alary Bill				
Budget : 110020 🗸	Hea	d : Recurring Expend	itur 💙	Month : January-2021	✔ 2020-21		
School : 11 - School of Mathematic Department : 1100 - Mathematics January 2021	s and Statistics and Statistics		Budget Allocate Balance	: Recurring - Maintenance ed : 601500.00 e : 595500.00			4
		Proc	ess				
	Bill No Project Employee Name Number of days Absent Remarks	0	<b>`</b>	Process			

S.No	Name	Description
•		
1	BHAN	Select Allocated Budget Head Allocation Number
2	Subhead	Select Sub Head
3	Month	Select payroll processing Month & Year
4	Project Employee	Select the Name of the employee
	Name	
5	Number of days	Number of days Absent during the period. Salary will not be
	Absent	paid to the absent days.
6	Remarks	

Documents to be attached with the bill: