Finance & Accounts Management and Operational Utility System

User Guide

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**

- [UH POLICY FOR PROCUREMENT OF GOODS AND SERVICES (UHPP)](#).
- **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:
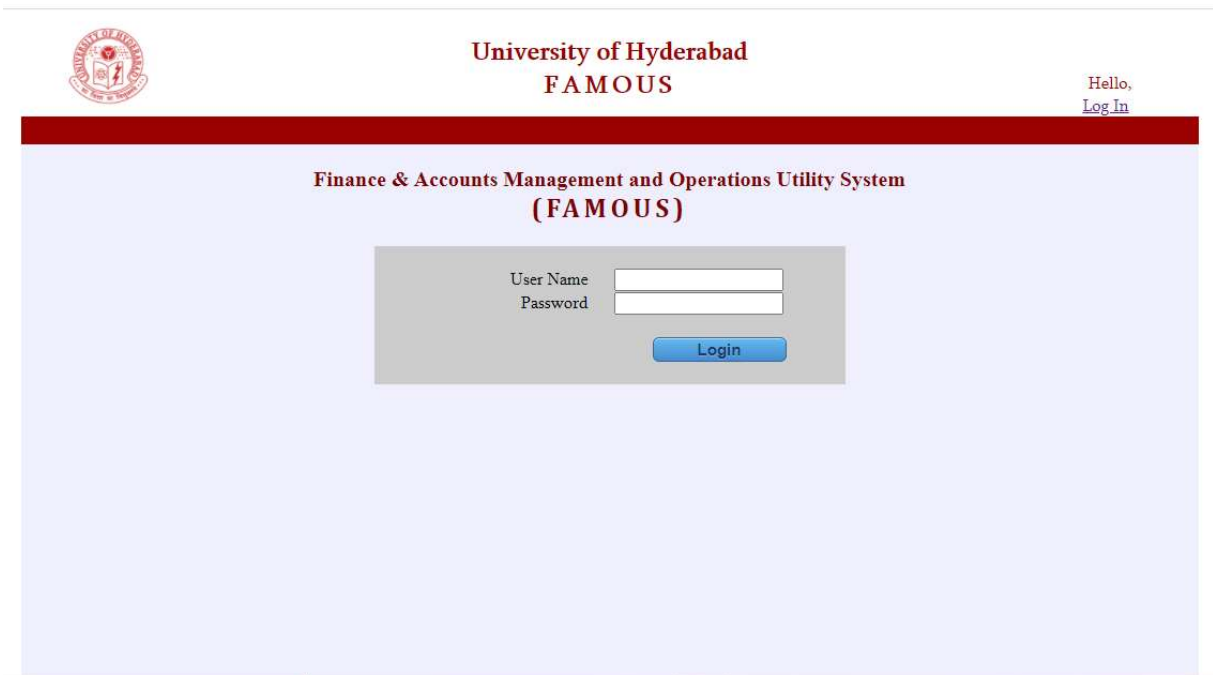
  5,25,000   - ',' is not required

  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:**
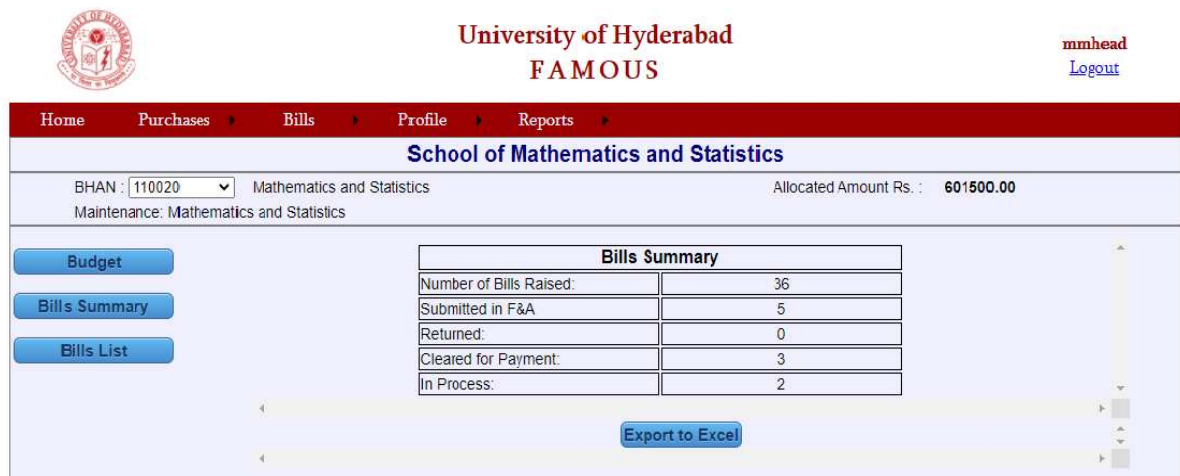   **https://famous.uohyd.ac.in**

2) **Please Enter your User name and Password. Click Login.**

3) **After successful login the home page is displayed as below (example).**

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)

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

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.

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.

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

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mmhead Logout

| Home | Purchases | Bills | Profile | Reports |

Bill Submission

BHAN: 110020   Subhead : Recurring Expenditur   Expenditure Head: Honorarium - Sitting I 2020-21

School : 11 – School of Mathematics and Statistics   Budget : Recurring - Maintenance 21DB00453
Department 1100 - Mathematics and Statistics   Allocated : 601500.00   Balance : 595500.00

Miscellaneous

Purpose   Honorarium to Visiting faculty Prof. xxxxxx   Bill No   21DB00453 Incomplete
Payable to Bank A/c. No   102228   1022:   Total Bill Amount
VATLRA000(As...

Please enter item details and click **Save** (Note: Base Amt = Amount excluding Taxes; Total Amt = Amount including Taxes)

| Head of Account: | Item Particulars: | Invoice No: | Invoice Date: | Quantity: | Base Amt: | Taxes: | Total Amt: | |
| Select Code | | | | | | | | Save |

Bill Item details

ItemName	ItemDetails	InvoiceNo	InvoiceDate	Quantity	BaseAmt	Taxes	TotalAmt	
Honorarium and TA/DA to Visiting Faculty	For conducting online classes	nil	03/02/2021	1	10000.00	0.00	10000.00	Delete
		BillTotal					10,000.00	

Submit   Close

13. Check the entries and click Submit button

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| Home | Purchases | Bills | Profile | Reports |

Bill Submission

BHAN: 110020   Subhead : Recurring Expenditur   Expenditure Head: Honorarium - Sitting F 2020-21

School : 11 - School of Mathematics and Statistics   Budget : Recurring - Maintenance 21DB00453
Department 1100 - Mathematics and Statistics   Allocated : 601500.00   Balance : 595500.00

Miscellaneous

Purpose   Honorarum to Visiting faculty Prof. xxxxxx   Bill No   21D300453 Incomplete
Payable to Bank A/c. No   10222   10..   Total Bill Amount
VATLRA0(...

Bill saved successfully

Please enter item details and click **Save** (Note: Base Amt = Amount excluding Taxes; Total Amt = Amount including Taxes)

| Head of Account: | Item Particulars: | Invoice No: | Invoice Date: | Quantity: | Base Amt: | Taxes: | Total Amt: |
| Select Code | | | | | | | |

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　　　　　:

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 Competent Authority	Purchase Proposal approved by PI / Head / Dean / VC / … (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 Sl. No.	Enter Stock Register Sl. No.
13	Asset Register Page No	Enter Asset Register Page No, if applicable
14	Asset Register Sl.No	Enter Asset Register Sl.No, If applicable
15	Vendor/Payable to Bank A/c No	Enter vendor Bank Account number and check the Name. If Vendor 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   :

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 Bank A/c No	Enter vendor Bank Account number and check the Name. If Vendor information is not available, fill the vendor information at Vendor Code Request

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   :

S.No.	Name	Description
1	BHAN	Select Allocated Budget Head Allocation Number
2	Subhead	Select Sub Head
3	Purchase Order/Ref No	Enter the Purchase Order / Purchase Approval No.
4	Advance Amount	Enter the required Advance Amount
5	Purpose	Enter purpose / Subject of the file
6	Vendor/Payable to Bank A/c No	Enter vendor Bank Account number and check the Name. If 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**

Purpose   : To raise the salary of Project Employee
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.

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 Name	Select the Name of the employee
5	Number of days Absent	Number of days Absent during the period. Salary will not be paid to the absent days.
6	Remarks	

Documents to be attached with the bill: