

BUSINESS





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Business management



- Basic record keeping -

Type of record/book Information kept

1. Attendance book

Names of employees, roll call

2. Pay roll forms/book

Names of employees, wage rates, days worked, deductions or additions, net pay, position of employee, signature, date and month of payment

3. Daily production book

a) crude unheated oil

Date of production, names of processors, amount of crude oil per batch, number of batches, total crude oil per day, days opening stock of crude oil, crude oil removed for heating, days closing stock of crude oil.

b) oil and cake

Day's opening stock of consumable oilcake produced on a daily basis, amount of oilcake sold or taken out and closing stock of these products.

4. Stock control book

a) raw materials Date, opening stock of raw materials, quantity of raw material purchased, amount taken out for flour production, closing stock of raw material.

b) crushed oilseeds

Opening stock of crushed oilseeds, amount of flour produced, amount of flour issued for oil processing, closing stock of flour.

5. Daily sales book

Sales of oil processing products on a daily basis at retail prices. May include date, description of product, unit of measurement, unit price, frequency of sale per unit measurement, total amount of money realised and total quantities of product sold.

6. Credit sales book (if applicable)

This book may be useful where oil processing products are sold in bulk at wholesale prices to retailers who may act as agency of the unit. It may include information such as product description, date of delivery, name of agent and location, delivery note number, quantity of product, unit price, total amount, amount paid and outstanding balance. If well managed, this book can show at a glance the total amount of money in debt.

7. Cash book

Cash received and paid should be recorded daily.

EQUIPMENT FOR OILSEEDS PROCESSING

Suppliers of equipment for milling and grinding

WA ITTU	Ghana
Nigerian Oil Mills Ltd	Nigeria
Azad Engineering Company	India
Arai Machinery Corporation	Japan
Kunasin Machinery	Thailand
Charoenchai Company Ltd.	Thailand
Bay Hiap Thai Company Ltd	Thailand
Electra	France
Olier Ingenierie	France
Alvan Blanch	UK
C S Bell Co	USA
The Grindmaster Corporation	USA
Lehman Hardware Appliances	USA

- Operation: Milling-

Prices Codes	Cost (\$US)
1	0-170
2	171-850
3	851-1700
4	>1700

° Suppliers of equipment for milling

Equipment category	Scale	Name of the equipment	Technical description	Price code	Ref.	Images
Mills	M	No.2 Hand Grist Mill	Manual grinder that can be adjusted for coarse to fine grinding with counter balanced handle crank. Holds 5 cups of grain. Cone shaped burrs are made of special alloy for longer life. Suitable for cereals, legumes and oilseeds. Throughput 5kg/hour.	1	3	
	S-M	No.60 Power Grist Mill	Electric or manual mill that is suitable for use on large and small farms. Adjustable for grinding texture. Includes hopper, feed regulator slide, coarse and fine grinding burrs and 12 inch diameter pulley. Suitable for cereals, oilseeds and herbs and spices. Capacity of 150kg/hour.	2	3	
	S-M	Stone Grinding Mills	Stone grinding mills suitable for fine or coarse grinding of cereals, oilseeds and herbs and spices. In a range of sizes (from 15 to 1000kg/hour).		3	
	S-M	Oil Mill	Tiny oil mills in 3 models for multipurpose grains - sunflower, rapeseed, groundnut, cotton, shea tree, sesame and cocoa etc. Oil cake production from 7 - 12%. Throughput capacity 175-450kg/hour.		3	
	S-M	Milling Machine	This electric or manual mill can be used for crushing palm kernels, groundnuts and moringa seeds to extract oil.	3	3	
	S	Oil Mill Machinery	Used for the extraction and filtration of all kinds of oil bearing seeds. Throughput 10kg/hour.		3	
Grinders	S-M	Grindmaster Model 3000	Electrical, commercial peanut grinding equipment designed for use in a shop. Can grind 0.5kg peanuts in 30 seconds.	3	3	
	S	Peanut Butter Grinder	Hand powered food grinder to make peanut butter.	1,2	3	
	S	Palm Nut Crusher	Battery or electric powered food grinder to crush palm nuts.		3	
	S	Grinder for Groundnut Paste	Battery or electric powered grinder for peanuts.		3	
	S-M	Groundnut Coarse Grinding Machine	Electric powered mill to grind peanuts. Capacity 275kg/hour	3	3	
	S-M	Wet Soybean Grinding Machine	Electric soybean grinding machine. Capacity of 80kg/hour.	2	3	
	S-M	Coconut Jelly Disintegrating Machine	Electric grinder for nuts and oilseeds. Capacity of 250kg/hour.	2	3	
	S-M	Shea Nut Crushing Machine	Electric grinder for nuts and oilseeds.		3	
	S-M	Fine Grinder	This electric mill can be used to separate creamed dessicated coconut into virgin coconut oil and a fine aromatic dessicated coconut.		3	