



BUYIGI ESTATES FARM

**PROCESS FLOW AND ACTION PLAN FOR THE PROPOSED FARM
MANAGEMENT SYSTEM**

OCTOBER 2016



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1

LIVESTOCK MANAGEMENT



The inventory of livestock at the farm consists of pigs and chicken on varying ages. The pigs are reared primarily for sale while the chicken are reared for egg production and eventual sale when they outgrow their egg production abilities.

PIG MANAGEMENT

STORAGE

The farm contains three sties which are designated in the following manner:

- **Sty A** contains male pigs that are raised from a litter of pigs delivered by one of the soars on the farm. Since they cannot breed with the other pigs on the farm (their siblings), they are transferred to Sty A when they are 6 months or older, primarily for sale.
- **Sty B** contains the majority of the pigs in gazette pens according to their ages and relative stages of growth. The pens will be numbered and a description of the type of animals held within each pen will be recorded.
- **Sty C** is the “birthing wing” where pregnant sows on the verge of giving birth are transferred and kept for the first few weeks after birth along with her new piglets.

RECORDS

The records on the pig farm will be taken on a duplicate basis. One set of forms (the “a” forms) will be kept by the attendant for their own personal records and utilized for system input. The “b” forms are kept in the individual files for each of the pigs. The documents to be used include:

- Form BEF01 – Pig Bio Data
- Form BEF02 – Pig Medication Administration Tracker
- Form BEF03 – Pig Feed Consumption Tracker
- Form BEF04 – Pig Transfer Schedule
- Form BEF05 – Pig Bi-Weekly Weight Tracker
- Form BEF06 – Pig Sales Tracker
- Form BEF07 – Pig Death Tracker

ANIMAL BIO DATA

The bio data of each pig currently on the farm will be recorded using **Form BEF01 – Animal Bio Data**. The form will also be filled for animals that are brought in externally as well as newly born piglets. This form will be a working document as some of the fields in it will be filled in during the course of the animal’s stay on the farm. Within this document, the farmer will register the following information about the pig:

DATA FIELD	DESCRIPTION
Animal ID	Each animal will be given a unique identifier. A mother sow will be given a 5-letter female English name such as “LILLY”. The ID’s of the animals that were born from a particular sow will bear the name of their mother and a suffix of a three-digit number e.g. LILLY003. When one of the litter becomes a mother, she is given a new name that will then identify her respective piglets. A pig will not have more than 2 ID’s during its lifetime on the farm.
Date of Birth	The exact date when the animal was born
Date of Weaning	The exact date when the animal began weaning.
Breed	The breed of the animal
Location	The current sty and pen where the animal is being held. The location will be denoted using the sty number and the pen number e.g. B05.
Date of Sale	The date when the pig was sold



DATA FIELD	DESCRIPTION
Date of Death	The date when the pig died if it occurs before it is sold. The cause of the animal's death as determined by the veterinary specialist. A separate form is filled in when a pig dies while it's on the farm.

MEDICATION ADMINISTRATION

The medication administered on the farm will be recorded using *Form BEF02 – Pig Medication Administration Tracker*. The form will show the details of the medicines administered to each particular pig and when it occurred. Within Forms *BEF02*, the attendant, in consultation with the veterinary officer, will register the following information:

DATA FIELD	DESCRIPTION
Location	The current sty and pen where the pigs being treated are being held.
Animal IDs	The unique identifiers of the animals in the pen where the medication has been administered.
Date	The exact date on which the drug was administered
Time	The exact time at which the drug was administered
Medication	The name of the medication administered
Dosage / Volume	The amount / quantity of the drug that was administered to the animal
Purpose	The purpose for which the drug was administered
Location	The current sty and pen where the animal is being held.
Administered by	The person who administered the medication

FEED CONSUMPTION

The feed and water provided to the animals on the farm will be recorded using *Form BEF03 – Pig Feed Consumption Tracker*. The form will capture details of the feed provided to each particular pig. The limitation with the data captured by these forms is the fact that the attendant will not be able to ascertain the actual consumption of each pig. However, within Forms *BEF03*, the attendant will register the following information about the meals provided:

DATA FIELD	DESCRIPTION
Animal ID	The unique identifier of the animal which has been fed
Location	The current sty and pen where the animal is being held.
Date	The date for which the meal consumption is being recorded
Feed Composition	The respective proportions of materials used in composing the meal provided e.g. Coffee Husks (20%) – 5kg
Meal Weight	The total weight of the feeds consumed by a particular pig on a given day
Water Consumed	The total volume of water consumed by the pig on a given day
Attendant	The person who provided the feed to the animals

MOVEMENTS AND TRANSFERS

Whenever animals are moved from one location to another, the movements will be recorded using *Form BEF04 – Pig Transfer Schedule*. Each animal's movements will be noted and updated whenever another transfer takes place. Within Form *BEF04*, the attendant will register the following information about the movements:

DATA FIELD	DESCRIPTION
Animal ID	The unique identifier of the animal which has been moved
Date	The date on which the transfer took place
Original Location	The current sty and pen where the animal is being held.



DATA FIELD	DESCRIPTION
New Location	The new sty and pen where the animal is being transferred.
Purpose of Transfer	The reason why the particular animal is being moved from one location to another

WEIGHT MONITORING

All pigs shall be weighed at least once every two weeks on a specified day and the details of the weigh-in will be recorded using **Form BEF05 – Pig Bi-Weekly Weight Tracker**. The results of each pig's weekly weigh-in will be recorded and updated after every weigh-in. Within **Form BEF05**, the attendant will register the following information about the weight of each pig:

DATA FIELD	DESCRIPTION
Animal ID	The unique identifier of the animal weighed
Date	The date on which the weigh-in took place
Time	The time at which the weigh-in took place
Current Location	The current sty and pen where the animal is being held.
Current Weight	The current weight of the animal at the respective date and time

PIG SALES

Whenever a pig is sold, the details of the sale will be recorded using **Form BEF06 – Pig Sales Tracker** and a sales receipt is then issued to the buyer. Within **Form BEF06**, the attendant will register the following information about the sale:

DATA FIELD	DESCRIPTION
Animal ID	The unique identifier of the animal being sold
Current Location	The current sty and pen where the animal is being held.
Date of Sale	The date on which the sale took place
Customer	The name of the person / organization purchasing the chicken
Total Amount	The total amount paid by the buyer for the pig being purchased

PIG DEATHS

Whenever a pig dies, the details of the death will be recorded using **Form BEF07 – Pig Death Tracker**. Within **Form BEF07**, the attendant will register the following information about the sale:

DATA FIELD	DESCRIPTION
Animal ID	The unique identifier of the animal which has been moved
Location	The current sty and pen where the animal is being held.
Date of Death	The date on which the animal died
Weight at Death	The weight of the animal at the time of death
Cause of death	The circumstances that led to the death of the animal



PROCESS FLOW

The process flow will involve the recording of information on the designated forms and the input of the data into the system using the filled forms.

DOCUMENTATION

PROCESS	DESCRIPTION	FREQUENCY
Animal Registration	Compile all the information for all the pigs on the farm using form BEF01	At the commencement of system use and every time new pigs are born or brought into the farm from external locations
Monitoring of Feed Consumption	Using Form BEF03, the attendant should indicate how much feed they have been provided to the pigs on a given day	Daily
Monitoring of Animal Weight	Perform weekly weigh-ins of all the pigs on the farm and fill in the results using Form BEF05.	Weekly
Monitoring of Medication	Indicate which medicines have been administered to the animals using Form BEF02.	As and when it occurs
Monitoring of Pig movement	Record the movement of pigs between sties and pens using Form BEF04.	As and when it occurs
Processing sale of Pig	Make a record of any pig on the farm that has been sold off using Form BEF06.	As and when it occurs
Death Registration	Make a record of any pig on the farm that has been declared dead using Form BEF07	As and when it occurs

SYSTEM INPUTS

The system will contain a primary database record for each pig on the farm. There will also be secondary databases for Medication administered, Feeds Provided, Transfers, Sales, Weigh-ins and Deaths. The system user will gather all newly filled BEF01's, BEF06's and BEF07's as well as all "a" forms from BEF02a to BEF05a on a daily basis. The user will then enter details of all the daily activities undertaken (feeding data) and any occurrences of medication, movement, weigh-ins, sales, deaths and new pig additions.

SYSTEM OUTPUTS

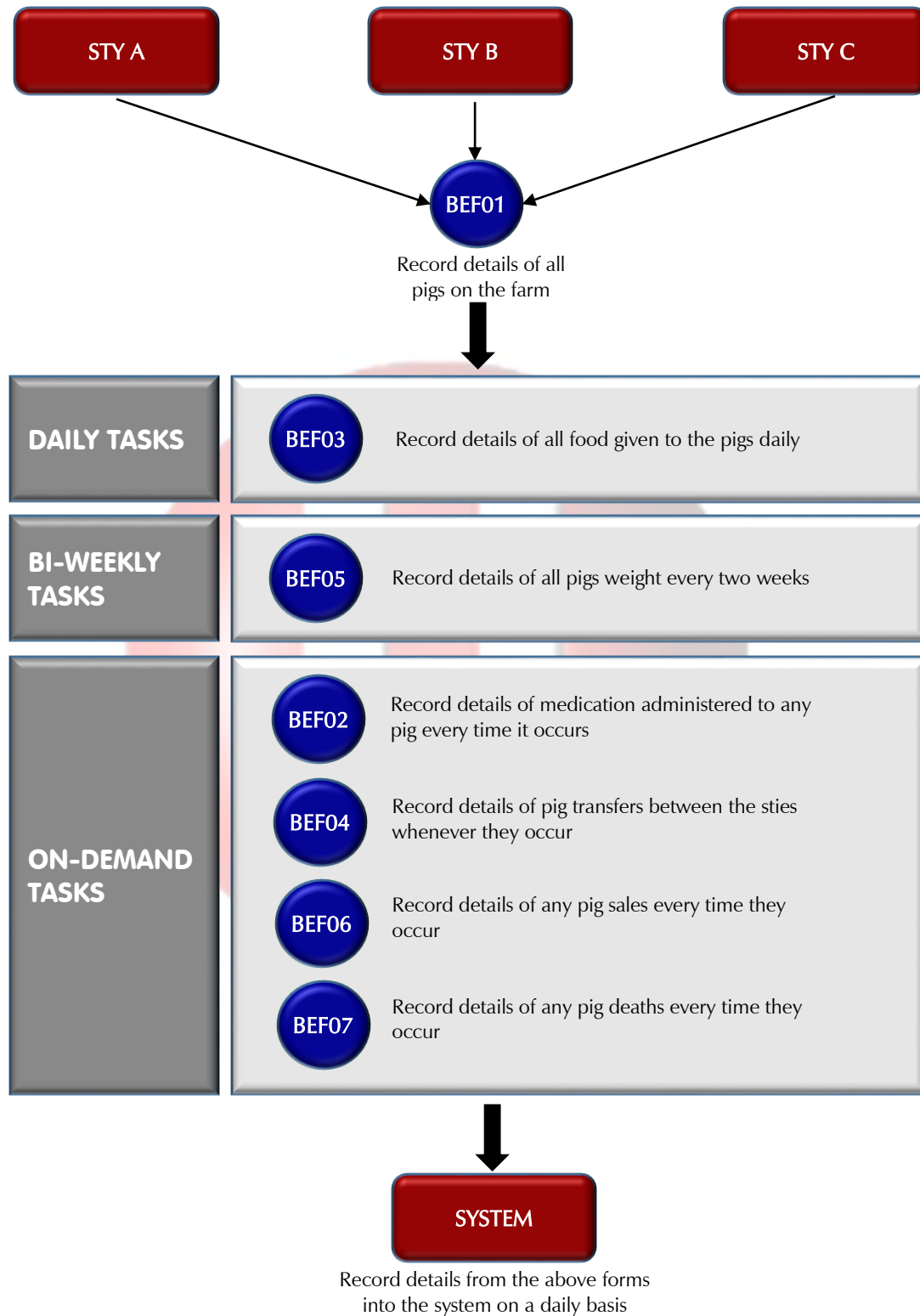
Using the unique identifier (Animal ID), a user can then search through the records within these secondary databases to find the records that pertain to each particular pig. A report can be generated for each of the variables e.g. Weigh-in report, medication report, etc. or for each pig showing how much it has been fed, how much medicine has been administered to it, how it has moved, how its weight has been fluctuating over time, etc. The user can also generate graphs to show the various trends according to each of the variables.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average weight per animal / per age group
- Average feed consumption per animal / pen
- Average cost of feed per animal



PROCESS FLOW CHART – PIG MANAGEMENT





CHICKEN MANAGEMENT

The farm is also home to chicken that are reared primarily for egg production. The chickens are kept in designated cages, each with an attendant. Each attendant records daily collections from their cages and stores the collected eggs in trays in designated storage units. Once the eggs in storage reach a certain quantity, they are collected from the farm and dispatched for sale.

STORAGE

The chickens are stored in 4 cages will be marked as C1, C2, C3 and C4. At all times, the attendant will need to know how many chickens are in each cage. Transfers of chicken between cages should also be recorded.

RECORDS

The records on the chicken farm will be captured using the following forms:

- Form BEF08 – Chicken Population Tracker
- Form BEF09 – Egg Collection Tracker
- Form BEF10 – Chicken Feeding Tracker
- Form BEF11 – Chicken Transfer Schedule
- Form BEF12 – Chicken Medication Schedule
- Form BEF13 – Chicken Sales Schedule
- Form BEF14 – Egg Dispatch Tracker

CHICKEN POPULATION MONITORING

The number of chicken being reared on the farm in the respective cages will be recorded using **Form BEF08 – Chicken Population Tracker**. Each attendant will have their own BEF08 which they initially fill after carrying out a census in their respective cages and update daily in the case of deaths or transfers. Within this document, the attendant will register the following information daily:

DATA FIELD	DESCRIPTION
Date	The date on which the records were taken
Cage Number	The unique identifier of the cage where the chickens are being held
Transfers In	The number of male and female chicken that have been transferred into a particular cage
Transfers Out	The number of male and female chicken that have been transferred out of a particular cage
Deaths	The number of male and female chicken that have been died in a particular cage
Attendant	The person assigned to the particular cage

EGG COLLECTION

The quantity of eggs collected from each chicken cage on the farm will be recorded using **Form BEF09 – Egg Collection Tracker**. Each attendant will have their own BEF09 which they will update each day. Within this document, the attendants will register the following information daily:

DATA FIELD	DESCRIPTION
Date of Collection	The date on which the collection took place
Cage Number	The unique identifier of the cage from which the eggs have been collected
Number of Females (Hens)	The number of egg laying chicken (hens) that are present in the cage
Number of Males (Cocks)	The number of cocks within the cage
Attendant	The person assigned to the particular cage where the collections were done
Number of Trays	The total number of egg trays (30's) that have been collected on a given day from a particular cage



DATA FIELD	DESCRIPTION
Number of Singles	The number of eggs remaining from the collections that could not fill a complete tray of 30 eggs
Damages	The number of eggs damaged in the process of collection
Verified By	The person who verified that the quantity of eggs recorded is actually the number of eggs collected

CHICKEN FEED CONSUMPTION

The quantity and composition of feed being provided to the chicken in the respective cages will be recorded using **Form BEF10 – Chicken Feeding Tracker**. Each attendant will have their own BEF10 which they will update daily with the details of the feed given to the chicken in their cages. Within this document, the attendant will register the following information daily:

DATA FIELD	DESCRIPTION
Date	The date on which the records were taken
Cage Number	The unique identifier of the cage where the feed has been provided
Composition of Feed	The respective proportions of materials used in composing the meal provided e.g. Maize Grain (40%) – 10kg
Total Weight	The total weight of the feeds delivered to a particular cage on a given day
Water Provided	The total volume of water delivered to a particular cage on a given day
Attendant	The person assigned to the particular cage

CHICKEN TRANSFERS

The movement of chicken between cages will be recorded using **Form BEF11 – Chicken Transfer Schedule**. The attendant of the chickens' original cage will sign out the specified number of chicken and the attendant of the receiving cage will record the new entrants. If there is an exchange of chicken between two cages, they will be recorded as two separate transfers in opposite directions. Within this document, the following information will be recorded:

DATA FIELD	DESCRIPTION
Date of Transfer	The date on which the transfer took place
Original Cage	The cage where the chicken are currently located
Number of Females (Hens) transferred	The number of egg laying chicken (hens) that are being transferred
Number of Males (Cocks) transferred	The number of cocks that are being transferred
Attendant of Original Cage	The person assigned to the particular cage where the chicken are currently located
Receiving Cage	The cage where the chicken are being transferred
Attendant of Receiving Cage	The person assigned to the particular cage where the chicken are being transferred

CHICKEN MEDICATION

The nature of medication administered to the chicken on the farm will be recorded using **Form BEF12 – Chicken Medication Tracker**. Each attendant will have their own BEF12 which they will update whenever the chicken within their cages have been treated. Within this document, the attendants will register the following information daily:

DATA FIELD	DESCRIPTION
Date of Administration	The date on which the medication was administered



DATA FIELD	DESCRIPTION
Cage Number	The cage within which the chicken which were treated are located
Number of Females (Hens)	The number of egg laying chicken (hens) that were treated
Number of Males (Cocks)	The number of cocks that were treated
Attendant	The person assigned to the particular cage where the treatments where done
Medication Administered	The type of drug administered to the chickens
Dosage	The quantity / volume of medication administered to the chickens
Purpose	The reason for which the drugs were administered
Administered By	The person who performed the treatments

CHICKEN SALES

The sale of chicken will be recorded using **Form BEF13 – Chicken Sales Schedule**. The attendant of the cage from which the chickens are being sold will sign out the specified number of chicken as sales. A sales receipt is then issued to the buyer Within Form BEF13, the following information will be recorded:

DATA FIELD	DESCRIPTION
Date of Sale	The date on which the sale took place
Cage	The cage where the chicken being sold are currently located
Number of Females (Hens) sold	The number of egg laying chicken (hens) that are being sold
Number of Males (Cocks) sold	The number of cocks that are being sold
Attendant of Cage	The person assigned to the particular cage where the chicken being sold are currently located
Customer	The name of the person / organization purchasing the chicken
Total Amount	The total amount paid by the buyer for the chicken being purchased

EGG DISPATCH

Once the eggs collected on the farm reach a certain quantity, they are dispatched for external sale and this will be recorded using **Form BEF14 – Egg Dispatch Tracker**. Each attendant will have their own BEF14's which they will update whenever they have handed over their respective egg trays to the dispatcher. Within Form BEF14, the attendants will register the following information:

DATA FIELD	DESCRIPTION
Date of Dispatch	The date on which the dispatch took place
Cage Number	The unique identifier of the cage from which the eggs have been collected
Attendant	The person assigned to the particular cage where the collections where done
Number of Trays	The total number of egg trays (30's) that have been dispatched on a given day from a particular cage
Verified By	The person who verified that the quantity of eggs recorded is actually the number of eggs dispatched



PROCESS FLOW

The process flow will involve the recording of information on the designated forms and the input of the date into the system using the filled forms.

DOCUMENTATION

PROCESS	DESCRIPTION	FREQUENCY
Monitoring of Chicken population	Each attendant must monitor the population of chicken within their respective cages and take note when there are transfers or deaths using Form BEF08.	Daily
Recording of Daily Egg Collections	Each attendant records the number of eggs collected from their respective cages using form BEF09.	Daily
Monitoring of Chicken Feeding	Each attendant records the amount of chicken feed they have fed to the chicken in their respective cages using form BEF10.	Daily
Monitoring of Chicken Movements	Using Form BEF11, a record shall be made of any movements of chicken between cages	As and when it occurs
Monitoring of Chicken Medication	Using Form BEF12, a record shall be made of any medication administered to chicken in their respective cages,	As and when it occurs
Recording of Chicken Sales	Using Form BEF13, a record shall be made of any chicken that were sold.	As and when it occurs
Recording of Egg dispatches	Using Form BEF14, a record shall be made of any dispatches of eggs.	As and when it occurs

SYSTEM INPUTS

The system will contain a primary database record for each of the four (4) chicken cages. There will also be secondary databases for medication administered, feeds provided, transfers, sales as well as eggs collected and dispatched. The system user will gather all BEF08's, BEF09's and BEF10's on a daily basis from each of the attendants and enter all the information relating to that particular day. The User will also collect forms BEF11 – BEF14 at the end of day if any events have taken place that affect the information to be captured on those forms. The user will then enter details of all the daily activities according to each attendant.

SYSTEM OUTPUTS

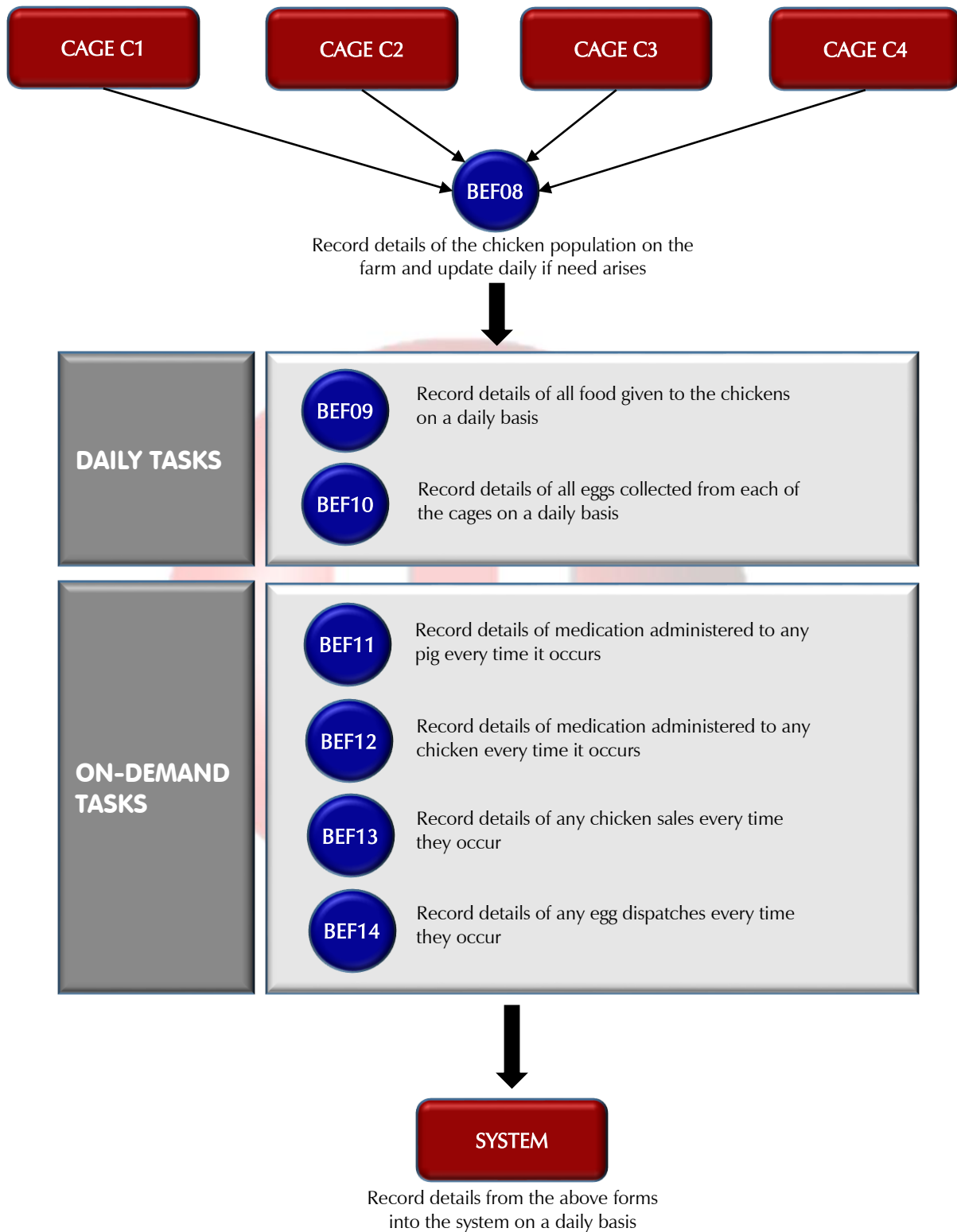
Using the identifier (Cage Number), a user can then search through the records within these secondary databases to find the records that pertain to each particular cage. A report can be generated for each of the variables such as chicken population report, medication report, feed consumption report etc. for each cage. The user can also generate graphs to show the various trends according to each of the variables.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average egg production per hen / per cage (daily, weekly, monthly, etc.)
- Average egg collection per Attendant
- Average egg damage per Attendant
- Average feed / water consumption per chicken
- Average cost of feed per chicken



PROCESS FLOW CHART – CHICKEN MANAGEMENT



2

INVENTORY MANAGEMENT



FEED MANAGEMENT

STORAGE

The farm primarily stores inventory of food that is stored before it is consumed by the animals on the farm. The food is kept in a store in packed bags. Each attendant submits a requisition for feeds after which the desired proportions are received and transferred to a grinding room. After the feeds are ground, the attendant moves it to a mixing room where it is combined in the proportions desired by the attendant and stored until it is fed to the pigs and chicken. In some cases, readily consumable feed is purchased and this will not require any grinding or mixing.

PERSONNEL

The Inventory store will be managed by a **Storekeeper** whose role will be to:

- Monitor the levels of stock of each item within the store and make orders for replenishment
- Receive and record all new stock of feeds from suppliers
- Approve requests for feeds made by attendants
- Prepare the proportions of feeds requested by attendants in the designated weights
- Process any stock returns

RECORDS

The inventory records will be captured using the following forms:

- Form BEF15 – Feeds Received Note
- Form BEF16 – Feed Requisition Form
- Form BEF17 – Feed Receipt
- Form BEF18 – Feed Return Form
- Form BEF19 – Feed Purchase Order

FEEDS RECEIVED FROM SUPPLIERS

When feeds are received from a supplier, the respective type and quantities must be recorded before they are placed in the store using **Form BEF15 – Feeds Received Note**. The store keeper should record the following information relating to the consignment received:

DATA FIELD	DESCRIPTION
Date	The date on which the feed was received
Item	The items that have been delivered
Supplier(s)	The suppliers from which each of the respective items delivered have been acquired from
Quantity	The quantity / weight of items received
Verified By	The person who verified the consignment

FEED REQUISITION BY ATTENDANTS

When an attendant requires a certain quantity of various feeds, he/she will submit **Form BEF15 – Feeds Received Note** to the storekeeper. The storekeeper will then approve, prepare and weigh the requested items (if they are in stock) and avail them to the attendant. Within Form BEF15, the attendant should record the following information relating to the items requested:

DATA FIELD	DESCRIPTION
Date	The date on which the request is sent in
Attendant	The name of attendant requesting for the feeds
Item(s)	The items that are required by the attendant
Quantity	The quantity / weight of items requested by the attendant



DATA FIELD	DESCRIPTION
Purpose	The purpose for which the feeds are being requested (where possible, state Sty, Pen or Cage Numbers)

FEED ACQUISITIONS BY ATTENDANTS

When an attendant's request for feeds has been approved and prepared, the storekeeper will issue him/her with **Form BEF16 – Feed Receipt** which will confirm that the attendant has received the feeds that he/she requested for in the designated quantities. Once the receipt has been signed by the attendant, the feeds may leave the store. Within Form BEF16, the following information will be recorded:

DATA FIELD	DESCRIPTION
Date	The date on which the feeds are received
Attendant	The name of attendant receiving the feeds
Item(s)	The items that are being received by the attendant
Quantity	The quantity / weight of items received by the attendant
Quantity After Grinding	The quantity / weight of items possessed by the attendant after the raw materials have been ground
Total Quantity after Mixing	The quantity / weight of items possessed by the attendant after the ground food has been mixed.

FEED RETURNED BY ATTENDANTS

In the event that an attendant has to return some feed to the store, the storekeeper will issue him/her with **Form BEF17 – Feed Return Form** which will confirm that the attendant the items and their respective quantities that have been returned. Attendants can only make returns before the feeds have been ground or mixed. Within Form BEF17, the following information will be recorded:

DATA FIELD	DESCRIPTION
Date	The date on which the feeds were returned
Attendant	The name of attendant returning the feeds
Item(s)	The items that are being returned by the attendant
Quantity	The quantity / weight of items returned by the attendant
Reason	The reason for which the feeds are being returned by the attendant

FEED REPLENISHMENT BY THE STOREKEEPER

When the storekeeper observes that certain items are low in quantity, he/she should submit **Form BEF18 – Feed Purchase Order** requesting management to procure particular items in the designated quantities. Within Form BEF18, the following information will be recorded:

DATA FIELD	DESCRIPTION
Date	The date on which the purchase order is made
Item(s)	The items that are in need of replenishment
Quantity	The quantity / weight of the above items that are required



PROCESS FLOW

The process flow will involve the recording of information on the designated forms and the input of the data into the system using the filled forms.

DOCUMENTATION

PROCESS	DESCRIPTION	FREQUENCY
Record feeds received from suppliers	Using Form BEF15, a record should be made of any incoming food items	As and when it occurs
Record feeds requested by attendants	Using Form BEF16, a record should be made of any requests for feed made by the farm's attendants	As and when it occurs
Record feeds given to attendants	Using Form BEF17, a record should be made of any feed acquired by attendants from the store	As and when it occurs
Record feeds returned to attendants	Using Form BEF18, a record should be made of any feed that is returned by attendants to the store	As and when it occurs
Feeds due for replenishment	Using Form BEF19, a record should be made of any feed that re due for replacement as a result of low quantities in stock	As and when it occurs

SYSTEM INPUTS

The system will contain a primary database for the store. There will also be secondary databases for feeds received, feeds given out and feeds returned. The system user will enter the data contained in forms BEF15, BEF17 and BEF18 when the events relating to those forms take place. The system will then make the necessary adjustments to the inventory quantities.

SYSTEM OUTPUTS

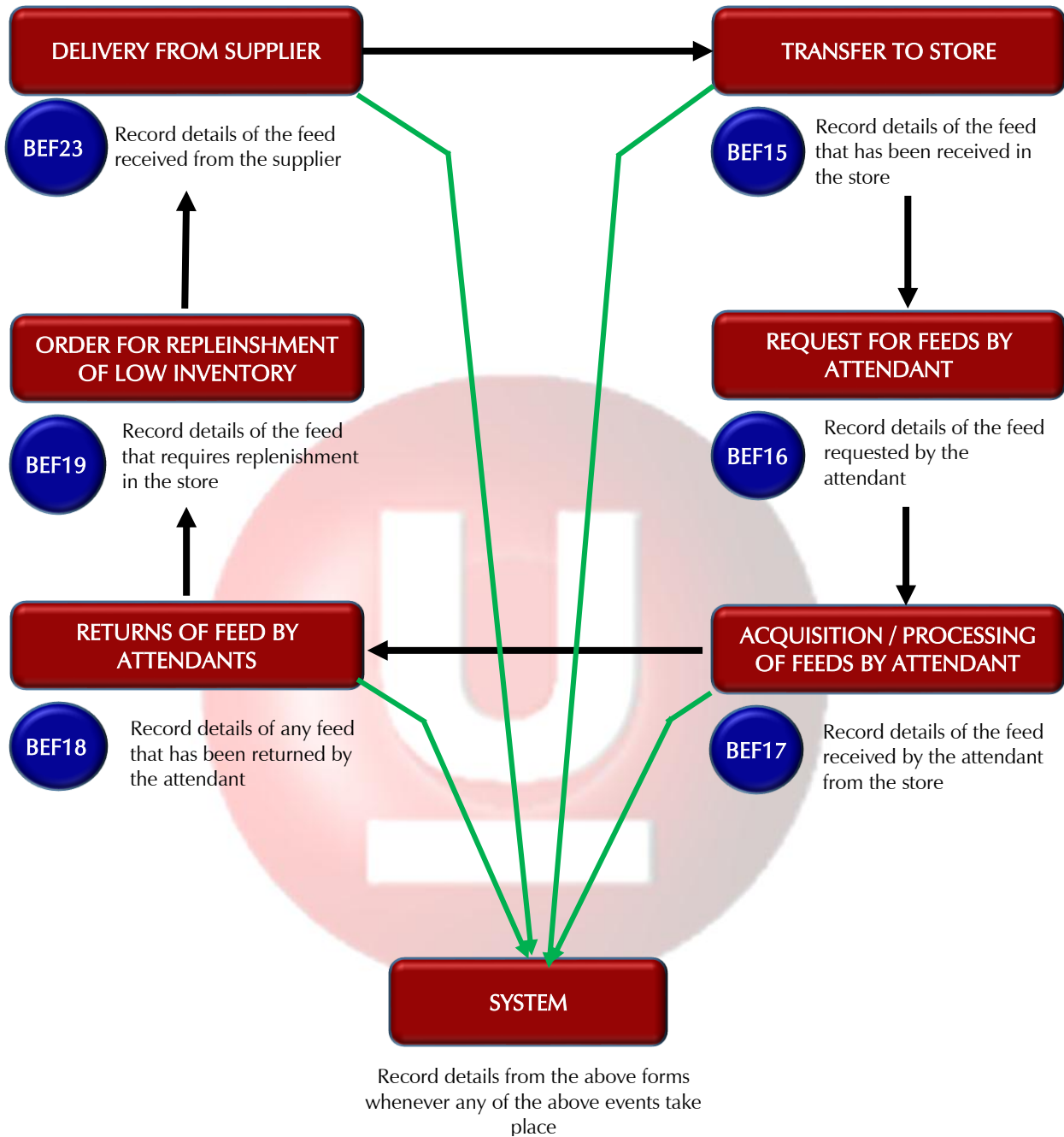
A user can generate an inventory status report instantly to show the quantities of each item that are currently in stock. A user can also search for a specific item to see its movements relating to when it was last replenished, which attendants have been requesting for it, etc. The user can also generate graphs to show the various trends according to each of the inventory variables.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average stock per inventory item
- Average consumption time per kilogram of feed item
- Average request per Attendant
- Average supplier delivery time



PROCESS FLOW CHART – INVENTORY MANAGEMENT



NB: Only forms whose processes have a green line will require input into the system

3

SALES MANAGEMENT



INCOME STREAMS

The farm will primarily generate income from the following streams:

- Pig sales
- Chicken Sales
- Egg Sales

RECORDS

The sales records will be captured using the following forms:

- Form BEF20 – Pig Sales Receipt
- Form BEF21 – Chicken Sales Receipt
- Form BEF22 – Egg Sales Receipt

PIG SALES

Whenever pigs are sold, the details of the sale will be recorded in **Form BEF20 – Pig Sales Receipt**. The form will be filled in triplicate with Copy A given to the customer, Copy B given to the accountant / data entrant and Copy C remains in the receipt book which is forwarded to management. Within the form, the following information will be captured:

DATA FIELD	DESCRIPTION
Date of Sale	The date on which the sale was made
Customer	The name of the person / organization purchasing the animals
Animal ID	The Identifiers of all the animals sold
Price	The price charged for each of the animals
Quantity	The number of animals sold
Total Amount	The total amount paid by the customer for all the animals purchased

CHICKEN SALES

Whenever chickens are sold, the details of the sale will be recorded in **Form BEF21 – Chicken Sales Receipt**. The form will be filled in triplicate with Copy A given to the customer, Copy B given to the accountant / data entrant and Copy C remains in the receipt book which is forwarded to management. Within the form, the following information will be captured:

DATA FIELD	DESCRIPTION
Date of Sale	The date on which the sale was made
Customer	The name of the person / organization purchasing the chickens
No. of Females	The number of egg laying chicken (hens) that are being sold
No. of Males	The number of cocks that are being sold
Price	The price charged for each of the chicken
Total Amount	The total amount paid by the customer for all the chickens purchased

EGG SALES

Whenever chickens are sold, the details of the sale will be recorded in **Form BEF22 – Egg Sales Receipt**. The form will be filled in triplicate with Copy A given to the customer, Copy B given to the accountant / data entrant and Copy C remains in the receipt book which is forwarded to management. This receipt book will be held by the person who makes the sales to the external customers and the records of the sales should be returned to the farm for logging into the system. Within the form, the following information will be captured:



DATA FIELD	DESCRIPTION
Date of Sale	The date on which the sale was made
Customer	The name of the person / organization purchasing the eggs
No. of Trays	The number of trays (30 eggs) that are being sold
No. of Singles	The number of single eggs that are being sold
Price per Tray	The price charged for each tray (30 eggs)
Price per Single	The price charged for each egg
Total Amount	The total amount paid by the customer for all the eggs purchased

PROCESS FLOW

The process flow will involve the recording of information on the designated forms and the input of the data into the system using the filled forms.

DOCUMENTATION

PROCESS	DESCRIPTION	FREQUENCY
Record pig sales	Using Form BEF20, a record should be made of any pigs that have been sold	As and when it occurs
Record chicken sales	Using Form BEF21, a record should be made of any chickens that have been sold	As and when it occurs
Record egg sales	Using Form BEF22, a record should be made of any eggs that have been sold	As and when it occurs

SYSTEM INPUTS

The system will contain a primary database for the all farm sales. There will also be secondary databases for pig sales, chicken sales and egg sales. The system user will enter the data contained in forms BEF20, BEF21 and BEF22 when the events relating to those forms take place.

SYSTEM OUTPUTS

A user can generate a sales report instantly to show the sales that have been made over a specified period. The user can also generate graphs to show the various trends according to sales from each of the revenue streams.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average pig / chicken / egg sales per period (daily, weekly, monthly, quarterly, etc.)
- Average selling price per pig / chicken / egg tray

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EXPENDITURE MANAGEMENT



EXPENDITURE ITEMS

The farm will primarily incur expenses from the following areas:

- Animal Feed
- Wages and Salaries
- Utilities
- Medication
- Repairs and Maintenance
- Fuel
- Miscellaneous

RECORDS

The sales records will be captured using the following forms:

- Form BEF23 – Expense Voucher

EXPENSE VOUCHER

Whenever expenses are incurred on the farm, the details of the expense will be recorded in **Form BEF23 – Expense Voucher**. The form will be filled in duplicate with Copy A given to the accountant / data entrant and Copy B remains in the receipt book which is forwarded to management. Supporting documentation in the form of a receipt should be attached to the voucher. Within the form, the following information will be captured:

DATA FIELD	DESCRIPTION
Date of Sale	The date on which the expense was incurred
Supplier / Provider	The consultant / organization who will be paid
Description	The description of the expense that has been incurred
Total Amount	The total amount paid in settlement of the expense

PROCESS FLOW

The process flow will involve the recording of information on the expense voucher and the input of the data into the system using the filled form.

SYSTEM INPUTS

The system will contain a primary database for the all farm expenditures. There will also be secondary databases for each of the separate expense areas. The system user will enter the data contained in form BEF23 when the events relating to this form take place.

SYSTEM OUTPUTS

A user can generate an expenditure report instantly to show the expenses that have been incurred over a specified period. The user can also generate graphs to show the various trends according to expenditure from each of the respective items.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average expenditure per period (daily, weekly, monthly, quarterly, etc.)
- Expenditure per supplier / provider

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PERSONNEL



OVERALL MANAGEMENT

The owners of Buyigi Estate Farms will be responsible for the strategic direction of the farm as well as making the decisions that influence its operations. The functions will include:

- Arranging for the supply of feeds promptly

FARM MANAGEMENT

The management of the day to day operations of the farm will be handled by a **Farm Manager**. His / her role will include, but not limited to:

- Hiring and training new attendants
- Confirming the legitimacy and accuracy of record keeping
- Arranging for the medication of the animals
- Monitoring and Controlling farm expenditure

STOREKEEPER

The storekeeper will be in charge of all activities relating to the management of animal feeds as well as the machinery used in this area. The storekeeper must ensure that the inventory records in the system are a direct reflection of that which is physically in stock. The Farm Manager together with the storekeeper will conduct random stock counts to verify this.

ATTENDANTS

The farm will primarily be operated by attendants who will perform the daily tasks and act as the main collectors of data that is entered into the system. The attendants will be split into those responsible for the pigs and those responsible for chicken:

RECORDS

The records pertaining to attendants will be captured using the following forms:

- Form BEF24 – Attendant Bio Data
- Form BEF25 – Attendant Daily Activity Log

ATTENDANT BIO DATA

The primary information about each attendant employed on the farm will be recorded in **Form BEF24 – Attendant Bio Data**. This will enable the farm to always maintain information regarding the attendants that would be helpful in, among other things, assessing their capabilities and determining their specific roles. Within the form, the following information will be captured:

DATA FIELD	DESCRIPTION
Date Joined	The date on which the attendant was hired
Full Names	The full registered names of the attendant according their identity documents
ID Number	The official identification number of the attendant. This could either be from a National ID, Driving Permit, Passport, NSSF Card or Voters Card.
Residence	The area where the attendant lives
Telephone Number	The attendants telephone number(s)
Next of Kin (Name)	The name of the person who can be contacted on matters concerning the attendant
Next of Kin (Contact)	The telephone number or email address of the attendant's next of kin.
Primary Role(s)	The main role(s) which the attendant will carry out on a daily basis
Secondary Role(s)	Any other role(s) which the attendant will be expected to carry out as part of their job on the farm
Qualifications	The academic qualifications that the attendant has acquired to date



DATA FIELD	DESCRIPTION
Additional Training	Any special training that the attendant in relation to their job
Current Salary	The monthly salary that Buyigi Estates Farm will pay the attendant

DAILY ACTIVITY LOG

The activities carried out by each of the attendants at specific times on a daily basis will be recorded in **Form BEF24 – Attendant Bio Data**. This will enable the farm to assess whether the attendant is performing their required tasks in the correct manner. Within the form, the following information will be captured:

DATA FIELD	DESCRIPTION
Date	The date for which the activities being recorded took place
Name of Attendant	The name of the attendant who performed the activities
Time of Activity	The time when a specific activity took place
Description of Activity	A detailed description of the activity that was conducted by the attendant
Verified by	The person who verified that this activity actually took place at the stated time.

PROCESS FLOW

The process flow will involve the recording of information on the expense voucher and the input of the data into the system using the filled form.

SYSTEM INPUTS

The system will contain a primary database for the all attendants. There will also be secondary databases for activities that took place on the farm from all the attendants. The system will automatically assign a unique Attendant Number to each attendant which will be entered along with all the activities that pertain to that particular attendant.

SYSTEM OUTPUTS

A user can generate an daily activity report instantly to show the activities that took place on the farm on a given day. The system can also filter these results to show activities conducted by particular attendants over a specified period of time.

Using the information collected from the forms, the system will also be able to calculate the following:

- Average time per activity / per attendant

GLOSSARY OF FORMS

FORM NO.	FORM DESCRIPTION	FREQUENCY OF USE	USED FOR SYSTEM INPUT	PRIMARY USER
BEF01	Pig Bio Data	When need arises	YES	Farm Manager
BEF02	Pig Medication Administration Tracker	When need arises	YES	Farm Manager / Veterinary Officer
BEF03	Pig Feed Consumption Tracker	Daily	YES	Attendant
BEF04	Pig Transfer Schedule	When need arises	YES	Attendant
BEF05	Pig Bi-Weekly Weight Tracker	Bi-Weekly	YES	Attendant
BEF06	Pig Sales Tracker	When need arises	YES	Farm Manager
BEF07	Pig Death Tracker	When need arises	YES	Farm Manager
BEF08	Chicken Population Tracker	Daily	NO	Attendant
BEF09	Egg Collection Tracker	Daily	YES	Attendant
BEF10	Chicken Feed Consumption Tracker	Daily	YES	Attendant
BEF11	Chicken Transfer Schedule	When need arises	YES	Attendant
BEF12	Chicken Medication Schedule	When need arises	YES	Attendant
BEF13	Chicken Sales Schedule	When need arises	YES	Attendant
BEF14	Egg Dispatch Tracker	When need arises	YES	Farm Manager
BEF15	Feeds Received Note	When need arises	YES	Storekeeper
BEF16	Feed Requisition Form	When need arises	NO	Storekeeper
BEF17	Feed Receipt	When need arises	YES	Storekeeper
BEF18	Feed Return Form	When need arises	YES	Storekeeper
BEF19	Feed Purchase Order	When need arises	YES	Storekeeper
BEF20	Pig Sales Receipt	When need arises	YES	Farm Manager
BEF21	Chicken Sales Receipt	When need arises	YES	Farm Manager
BEF22	Egg Sales Receipt	When need arises	YES	Farm Manager
BEF23	Expense Voucher	When need arises	YES	Farm Manager
BEF24	Attendant Bio Data	When need arises	YES	Farm Manager
BEF25	Attendant Daily Activity Log	Daily	YES	Attendant



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