**EDPM GRADE 7**

**DATA PROCESSING DOCUMENTS**

Some of the documents used in data processing include:

* machine readable documents
* source documents
* turnaround documents

**Machine Readable Documents**

Data or instructions that can be read through an electronic device for interpretation and manipulation by a computer, i.e. documents that are read directly and understood by the computer.

Examples of machine readable media include:

* magnetic disks,
* cards
* tapes and drums
* punched cards and paper tapes
* optical disks
* barcode
* magnetic ink

Common machine-readable devices that facilitates this process include:

* magnetic strip reader
* disk drive
* laser scanner
* processing waveforms
* barcode reader
* document scanners and sensors
* Optical character recognition (OCR) can be used to enable machines to read information available to humans

**Source Document**

Every time a business is involved in a financial transaction, a paper trail is generated. This paper trail is referred to in accounting as a source document. Source documents is the original record of a transaction. Whether checks are written to be paid out, sales are made to generate receipts, billing invoices are sent by suppliers, or work hours are recorded on an employee’s time sheet – all the respective documents are source documents. All source documents should be kept and stored for future reference.

In the past, source documents were printed on paper. Today, the source documents may be an electronic record. However data on a source document need to be converted into a machine-readable form before it can be processed by a computer.

In its simplest form, a source document generally contains the following information:

* The date of the transaction
* The total amount of the transaction
* A description of the transaction
* One or more authorizing signatures

**Turnaround Document**

This is a document that has been created by a computer to be used for data entry. It is a called a turnaround document because once it has been filled in by users it is then used for input back into the computer. An example of a turnaround document is the mark sheet that is filled in by your teacher. The mark sheet is generated by the computer, filled in by the subject teacher and then used for input back into the computer so that reports can be printed.

Optical mark recognition and optical character recognition are often used together in a turnaround document.

A turnaround document is a document which:

* Has some information printed onto it by a computer.
* Has more information added to it by a human.
* Is fed back into a computer to transfer the added information into the computer.

Reference Links

<http://www.businessdictionary.com/definition/machine-readable.html>

<https://simplicable.com/new/machine-readable>

<https://www.webopedia.com/TERM/M/machine_readable.html>

<https://www.ventureline.com/accounting-glossary/T/turnaround-document-definition/>

<http://ictsmart.tripod.com/ict4/print/partdctd.htm>

<https://www.accountingcoach.com/blog/what-is-a-source-document>

<https://corporatefinanceinstitute.com/resources/knowledge/accounting/source-documents/>

**EDPM QUESTION 1**

State 5 example for each type of document read.

A quiz will be given on this topic next.