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REVIEW ARTICLE

RESEARCH ON THE INFORMATION CONSTRUCTION METHOD OF UNIVERSITY FINANCIAL ARCHIVES MANAGEMENT IN THE NEW PERIOD

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ABSTRACT

Financial file management in colleges and universities is a very important work, and it is a significant component of the daily work of the financial department in colleges and universities. It reflects the economic situation and financial management of universities, providing a real and reliable basis for their development and construction. In the new period, the economic development is very rapid, the number and scale of schools are also increasing and expanding, and the school leaders and managers of colleges and universities increasingly focus on the problem. With the reform of China's education system and the continuous development of education, financial management accounts for an increasing proportion, which plays a very significant role in the daily management of colleges and universities. However, from the current situation of financial archives management in Chinese universities, there are still some problems in the specific work, so strengthening the informationization construction of financial archives management in universities has become an important topic facing universities in China. This article mainly investigates the problems in the management of financial archives in colleges and universities in the new period, and proposes some specific measures, hoping to further enhance the management efficiency of financial archives in universities, and provide support for the development of schools.

KEYWORDS

Universities; Financial Files; Management; Information Construction; Countermeasures

1. INTRODUCTION

The financial file management is a significant part of the financial management of in universities. It is a true and accurate record of the financial income and expenditure activities, and plays a crucial role in the development and construction of the school. With the continuous development of education reform and education in our country, the achievements of colleges and universities more and more big, this is the college financial archives management put forward higher requirements, only actively improve the traditional working method. Only by actively improving traditional working methods, fully utilizing information technology, and improving the efficiency of financial archives management in universities, can we better provide support for the development of schools.

2. THE MAIN CONTENT OF FINANCIAL ARCHIVE MANAGEMENT IN UNIVERSITIES

2.1 Archive Collection

Firstly, it is necessary to clarify the scope of archive collection, which should be combined with relevant policy documents. From the perspective of the collection needs of university archives, university financial and accounting documents should be the main objects of university financial archive collection, with a focus on collecting university financial reports, accounting books, accounting certificates, and other accounting documents. Secondly, it is necessary to clarify the time limit for archive

collection. Finally, it is necessary to do a good job in the handover of financial archives. The collection of financial archives in universities is the starting point of financial management work, and in order to truly unleash the value of archival materials, subsequent organization and development are necessary. Therefore, it is necessary to do a good job in the handover of archives.

2.2 Archive Organization and Appraisal

One is that the organization of financial archives in universities is a key link in the management of university archives, and the quality of the organization of financial archives in universities directly affects the subsequent development and utilization. Firstly, archive management personnel should preliminarily classify the collected archives in accordance with the relevant systems of financial archive management in universities. Secondly, according to the interrelationships of accounting documents in the terminal category, the same or similar record files with preservation value are combined together according to relevant requirements to form archive files with category characteristics. Once again, arrange the various organized archive files. Finally, the collected and sorted financial files are numbered and stored in a designated location for future management and utilization. The second is that the identification of financial archives in universities is also an important part of the management of financial archives in universities. The identification of financial archives in universities should be carried out in accordance with relevant institutional requirements and in accordance with the actual development laws of universities. The inspection of archive quality should

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also be based on reality to achieve the orderly utilization of archive management space.

2.3 Archive Utilization

Firstly, universities should steadily promote the informatization construction of financial archive management in universities, equip them with relevant equipment such as computers, copiers, printers, etc., and transform traditional paper financial archives into digital archives, forming a valuable university financial archive database with development value. Secondly, it is necessary to introduce technologies such as big data and cloud computing, and through the application of advanced computer technology, the information in university financial archive databases can be deeply excavated to better serve the development of universities.

3. CONSTRUCTION METHODS FOR FINANCIAL ARCHIVE MANAGEMENT INFORMATION IN UNIVERSITIES

3.1 Establish a Sound Financial File Management System

At present, there is a lack of standardization in archive management in China, with a large number of traditional paper archives, which has brought great trouble to the sorting and induction work. Therefore, the relative management is relatively lax, and the information archives can greatly save human resources, while improving the rate of archives information sorting (Shen, 2018; Xu, 2022; Jia, 2021). To further improve the quality of financial archives management in universities, universities should combine their own actual situation, develop a series of suitable for the development of financial file management system, such as the corresponding financial file management specification, in financial file collection, sorting, storage, use of clear work responsibility, work standards and the corresponding penalties, and timely to formulate effective solutions, effectively manage university financial archives. Moreover, the corresponding financial file management standards should also be established based on the actual development of the school.

In the new period, in order to realize the information construction of university archives management, it is necessary to integrate information resources. First of all, the university archives resources are re-collected, summarized, processed and counted, and the different types of personnel, administration, teaching are reclassified and filed. Secondly, it is necessary to strengthen the integration of electronic resource archives in colleges and universities, and back up the traditional paper archives information to the data resource database. Finally, it is necessary to establish a perfect archival information resource database system, improve the archive catalogue, and realize the full text information. Taking archives as the center to build a comprehensive archives management network resource system to facilitate the collection, processing and processing of resources (Guo, 2021).

3.2 Strengthen Capital Investment to Provide Material Guarantee for the Construction of Informatization

Under the background of the new period, the economic strength of various universities in China has been greatly improved, which provides an essential material foundation for the development and construction of colleges and universities. In the management of financial archives in colleges and universities, schools should establish high-end cloud database to store the relevant data of university financial management, so as to effectively integrate the financial information of colleges and universities, improve the efficiency of sharing university financial information and further improve the level of school management (Sai, 2019; Zhou, 2022). In addition, colleges and universities should also strengthen the construction of digital equipment and facilities, and constantly improve the utilization rate of digital equipment to achieve data resource sharing. From the current development and construction of universities in China, universities have invested a lot of funds in archives management, but their funds are mainly used in teaching and research, and the investment in financial archives management information construction is relatively small. Therefore, universities should increase the capital investment, establish a perfect financial file management system, provide a good material guarantee for the informatization of financial archive management, and further improve the financial file management system in universities. In terms of capital input, colleges and universities should also allocate funds reasonably according to their own conditions. On the one hand, it is necessary to strengthen the software construction of the archive information system and provide a good application environment for the archive management system; on the other hand, funding for the construction of network hardware equipment and related hardware facilities should be increased; finally, in the process of informatization

construction, the sharing of information resources can be effectively utilized to provide strong technical support for the development of universities.

3.3 Pay Attention to The Security of Financial File Information

The security of financial files directly affects the foundation of the informatization construction of financial files in universities. Only with reliable and effective defense means to guarantee the safety of financial files can we ensure the significance and operation of the informatization construction of financial files. The security of university financial file information includes data security and information security, among which data security mainly refers to the security of university financial file information database, and information security refers to the university financial file information is not damaged by hackers, viruses and other attacks in the process of use.

Colleges and universities need to pay attention to the security of the information construction of archives management, and take good safety measures in the process of archives management. Set up the firewall using anti-virus software to prevent the invasion of hackers to avoid the virus into the file data, using advanced science and technology, arrange professional personnel to regularly check the security of the file information to prevent the loss of information, once found the problem, need to immediately upgrade the security series (Fu, 2020).

Universities should take effective measures to guarantee the security of financial file data. First of all, when the use of Internet technology to establish the university financial file information database, the database should be strictly protected, through the establishment of firewall, set secondary passwords and other ways to protect the information database. Secondly, universities should attach importance to the awareness of network security prevention, through the school internal network, campus network and the Internet and other channels to deploy the necessary network security equipment and technical means, to effectively protect the financial file information data of universities. Finally, we need to develop a complete set of financial file information security precautions and system system, to ensure that it can be timely found and deal with all kinds of possible security problems, to reduce various potential risk factors to the minimum.

At the same time, colleges and universities can also establish a scientific archives security mechanism to develop scientific management system for the user identity real-name authentication, and improve the archives management of collection, output, processing, processing system, the construction of hardware facilities, the development of software resources and database resources format standard update.

3.4 Construction of High-Quality Financial File Management Talent Team

Financial archive management personnel are an important factor that affects the smooth implementation of financial archive management, so the improvement of the quality of financial file management personnel is conducive to the smooth implementation of financial archive management. Universities should take effective measures to enhance the comprehensive quality of financial archives managers, firstly, the school should enhance the professional level of financial archive administrators, organize regular training to promote the improvement of their professional level; secondly, it can employ relevant professionals to help complete tasks, or conduct training to improve the comprehensive quality of employees; finally, the school can combine introducing talents and cultivating talents to enhance the comprehensive quality of financial archives management personnel (Wu, 2020).

The comprehensive quality of archives management personnel in colleges and universities determines the efficiency of archives management. To improve the mastery level of information technology, information construction requires to be able to fully use computers to carry out the management and innovation of archives, so to improve the professional skills of management personnel to improve the knowledge structure and professional level. Archives management personnel can be regularly trained to cultivate innovative consciousness, or through knowledge lectures, continuing education, seminars and other ways to improve the information technology management ability of archival management personnel. But also actively introduce a variety of high-quality talents to carry out archives management work for archives management into fresh blood (Zhang, 2021). Introduce foreign advanced archives management personnel, so that they can communicate with the management personnel of colleges and universities, share experience, and learn their advanced management means.

3.5 Improve the Financial Archives Management Facilities, Strengthen the Infrastructure Construction

The two basic platforms for the construction of archives management information are hardware platform and network platform. The construction of information software directly determines the success of archives management information. System software is to use the logical function of the computer itself to bring convenience for user management, and application software is to enable the user to solve problems. Therefore, it is crucial to improve the infrastructure construction.

At the moment, the information room of most universities in China is very backward, and the system and hardware equipment are basically not updated in time, resulting in the informationization construction of universities greatly lagging behind the social level. Therefore, it is necessary to update and maintain the information room in time, strengthen the construction of infrastructure, and improve the overall informationization level of colleges and universities, so as to pave the way for the information construction of financial file management. To strengthen the construction of hardware facilities, the university archives management facilities, according to the development of schools, and further strengthen the equipment configuration; secondly, improve the construction of network facilities. With a professional financial file management system, build a scientific and efficient financial file information management platform, can timely update the financial information; finally, improve the file informationization system. For universities, the file informationization system should meet the relevant national standards and norms, and can share data with other systems of the university (Qin, 2022). In addition, the financial file database should be established to facilitate users to access and manage the financial file information. To effectively improve the level of financial archives management in universities, it is necessary to actively change ideas, innovate methods, improve facilities, and strengthen the construction of infrastructure, so as to provide support for the development in the future and construction of universities (Fu, 2021).

4. CONCLUSION

With the advent of the information age, the management of financial files in universities has undergone great changes and gradually developed to the direction of information. From the perspective of the current situation of colleges and universities in China, although the information construction of financial archives management has improved the efficiency of financial archives management to a certain extent, it cannot fully solve the existing problems. Although the archives management in colleges and universities has made great progress, but still exist in the actual management process of management thought, management level, information level is not high so need to actively attention, innovation archives management ideas, way, improve the comprehensive quality of management, strengthen the security of archives management, build information construction platform, vigorously integrate information resources actively use information technology update archives management work seize good information development this opportunity, for college archives management to create a broader space.

We also need to continuously strengthen the information construction of financial archives management and further develop the construction

method of financial archives management information in colleges and universities. It is an important task to strengthen the information construction of financial archives management in colleges and universities, which needs the great attention of colleges and universities across the country. Only by constantly strengthening the research and discussion in this aspect can we better solve the problems in the management of financial archives in universities, so as to promote the healthy and rapid development of the economy in universities.

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