



M-FILES FOR TAX ADVISORY - SOLUTION DESCRIPTION

VERSION 2.0 | LAST UPDATED 29 JANUARY 2026

This document describes **M-Files for Tax Advisory**, an industry solution built on the M-Files platform for companies delivering accounting, tax, and advisory services. It outlines the business intent, target users, core capabilities, key workflows, architectural principles, deployment options, and baseline requirements for implementation.

Contents

1. Overview	2
1.1 Purpose of the Solution	2
1.2 Scope and Assumptions	2
2. Solution at a Glance	3
2.1 Target Users and Operating Model	3
2.2 User Experience Model	3
3. Core Capabilities	3
3.1 Information Model	3
3.2 Workflows	4
4. Architecture	8
4.1 Solution Architecture and Design Principles	8
4.2 Platform and Integration Dependencies	8
5. Licensing and Deployment	9
6. Change History	9
7. Reference Documents	10

1. Overview

This document provides a structured description of **M-Files for Tax Advisory**, an industry solution built on the M-Files platform for firms delivering accounting, tax, and advisory services.

It describes the **purpose of the solution**, its **core capabilities**, and the **architectural principles** that support engagement delivery, task execution, and governance. The document is intended to support product understanding, solution positioning, and implementation planning.

The focus of this document is on:

- What the solution enables from a business and execution perspective
- How engagements, documents, and work are governed and tracked
- How backend configuration supports role-based, engagement-centric user experiences

This document describes the solution from a product and platform perspective. Detailed user interface specifications, customer-specific configurations, and implementation instructions are covered in separate documents.

1.1 Purpose of the Solution

M-Files for Tax Advisory is designed to support the end-to-end delivery of client-facing tax and advisory engagements. It provides a governed and consistent foundation for managing engagements, documents, and work items, while presenting users with **role-specific, context-aware experiences** that align with how advisory teams operate in practice.

The solution relies on standard M-Files platform capabilities such as metadata, workflows, permissions, and automation to enforce consistency and compliance. These mechanisms operate **in the background** and are intentionally abstracted from daily user interaction. Partners, Managers, and Associates work through engagement views, task lists, and document workspaces rather than through explicit metadata structures.

1.2 Scope and Assumptions

In scope

- Engagement and client centric work management
- Task and assignment-based execution and coordination
- Document-centric workflows for review, approval, and compliance
- Role-based visibility and controlled collaboration
- Foundational enablement for intelligent assistance

Out of scope

- Screen-level user interface specifications and visual design
- Customer-specific extensions or custom configurations
- Detailed reporting and analytics definitions

Assumptions

- M-Files acts as the system of record for engagement content and governance
- The solution is delivered as SaaS service via M-Files Cloud
- Business context such as clients, engagements, and employees may be synchronized from upstream systems

2. Solution at a Glance

2.1 Target Users and Operating Model

M-Files for Tax Advisory is designed around three primary personas, each with distinct responsibilities during engagement delivery.

- **Partners** oversee engagement health, identify risk, and provide formal approvals and sign-off on deliverables.
- **Managers** monitor progress, coordinate teams, clear blockers, and manage workload and priorities.
- **Associates** execute assigned work, collaborate on documents, and progress tasks to completion.

The operating model is **engagement centric**. Engagements act as the primary context for documents, tasks, approvals, and status indicators.

Users land on personalized overviews that show relevant engagements, tasks, and approvals. Execution visibility is provided through tasks and assignments without requiring users to manage workflow states directly. Backend structure and lifecycle rules support these experiences transparently.

2.2 User Experience Model

M-Files for Tax Advisory follows a **role and context driven user experience model**.

Although the solution is implemented using metadata, workflows, and relationships, these constructs are **not exposed as the primary way of working**. Instead:

- Users navigate through **personalized overviews**, engagement lists, and task views
- Actions are performed in the context of engagements, documents, or assigned work
- Classification, lifecycle management, and access control are handled implicitly by the system

This approach reduces cognitive load, minimizes administrative effort, and aligns the solution with natural advisory work patterns, while still enabling strong governance and automation at the platform level.

3. Core Capabilities

3.1 Information Model

M-Files for Tax Advisory is built on a structured set of business objects that represent **clients, engagements, work items, and deliverables**. These objects provide engagement context, enable workflow automation, and support role-based user experiences.

Client and Engagement Context

A **Client** represents the legal or organizational entity receiving services. An **engagement** represents a specific scope of work performed for a client.

Each engagement is associated with a single client and acts as the **primary container for work execution**, visibility, and governance. Engagements are the central organizing context for documents, tasks, approvals, and engagement health indicators such as progress, deadlines, and pending actions.

Documents and Deliverables

A **Document** is the primary object used to store all engagement-related content, including working papers, client-provided files, and final deliverables. Documents are linked to the relevant engagement and distinguished by purpose, such as working document, deliverable, or client-provided content.

Review Assignments (Document Review)

A **Review Assignment** represents a request to review a document as part of engagement delivery. Review assignments are created by document review workflows and are explicitly linked to the document under review.

Approval Assignments (Document Approval and Sign-Off)

An **Approval Assignment** represents a formal approval or sign-off request for a document. Approval assignments are created during approval or sign-off stages of document workflows and are typically assigned to Partners or designated approvers.

Tasks (Execution Work Items)

A **Task** represents a unit of execution work assigned to a team member. Technically, a Task is a **type of assignment**, but it is treated as a **first-class product concept** and is surfaced consistently across the user experience.

Tasks are used to track day-to-day engagement work, coordinate activities across team members, and manage workload, priorities, and deadlines.

Tasks are surfaced in the **Task Manager**, which supports:

- **A global view** (all tasks relevant to the user)
- **Engagement-level view** (tasks scoped to a specific engagement)
- **Client-level view** (tasks spanning multiple engagements for a client)

Users interact with tasks through task lists, filters, and status updates rather than through workflow or metadata management.

Key task characteristics include ownership (Assigned To), due dates, priority, status tracking (for example, open, in progress, completed) and optional linkage to documents and engagements. Tasks are the primary mechanism for **execution visibility and workload management** across the solution.

3.2 Workflows

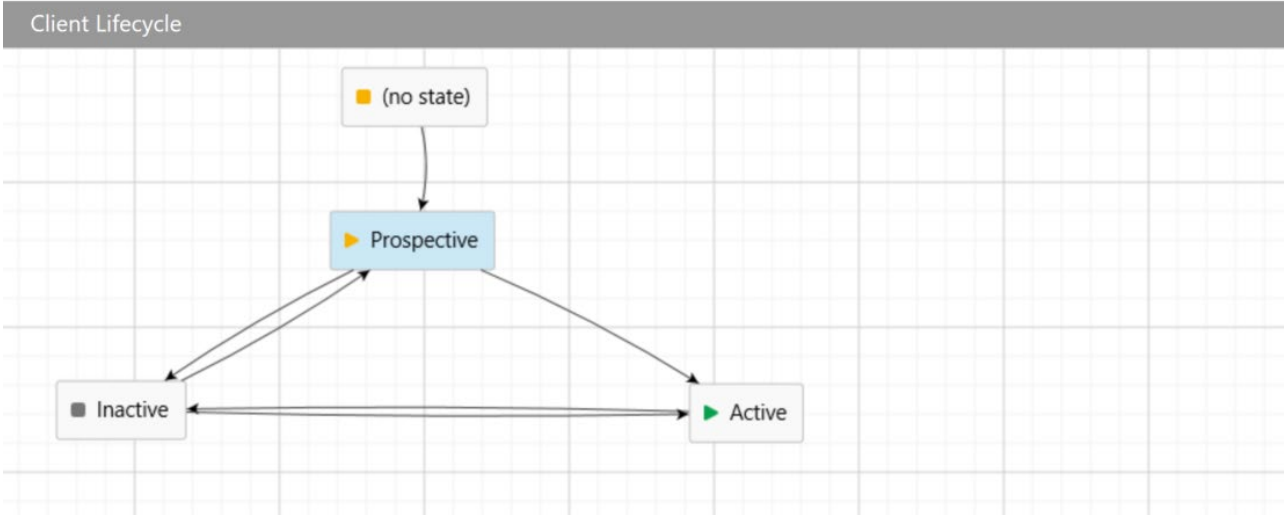
M-Files for Tax Advisory uses a defined set of workflows to manage **lifecycle, governance, and control** across clients, engagements, and documents. These workflows ensure consistency, compliance, and traceability, while day-to-day execution is handled through Tasks, Review Assignments, and Approval Assignments.

Workflows are **not intended as a primary interaction model**. Instead, they operate in the background to drive system behavior and create the appropriate work items.

Client Lifecycle Workflow

The **Client lifecycle workflow** governs the high-level status of a client within the system.

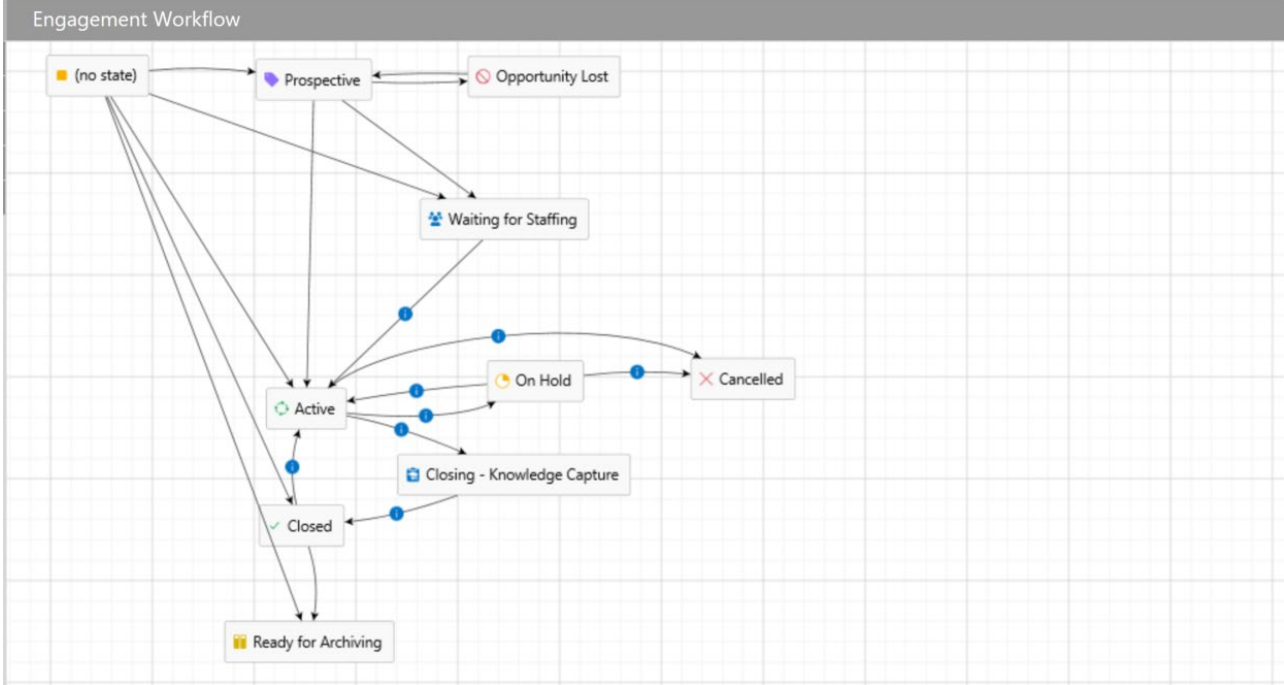
Name	ID	Class	Aliases
Access Request Approval	104	Access Request	WF.AccessRequestApproval
Client Lifecycle	102	Client	WF.ClientLifecycle
Engagement Phase Workflow	107		WF.EngagementPhaseWorkflow
Engagement Task Workflow	108		WF.EngagementTaskWorkflow
Engagement Workflow	101		WF.EngagementWorkflow
Firm Review + Client Signature	105		MF.WF.SignOff
Knowledge Capture	103		WF.KnowledgeAssetProcess
Standard Approval	106		WF.StandardApproval



Engagement Lifecycle Workflow

The Engagement lifecycle workflow governs the end-to-end progression of engagement, from initiation through execution to completion.

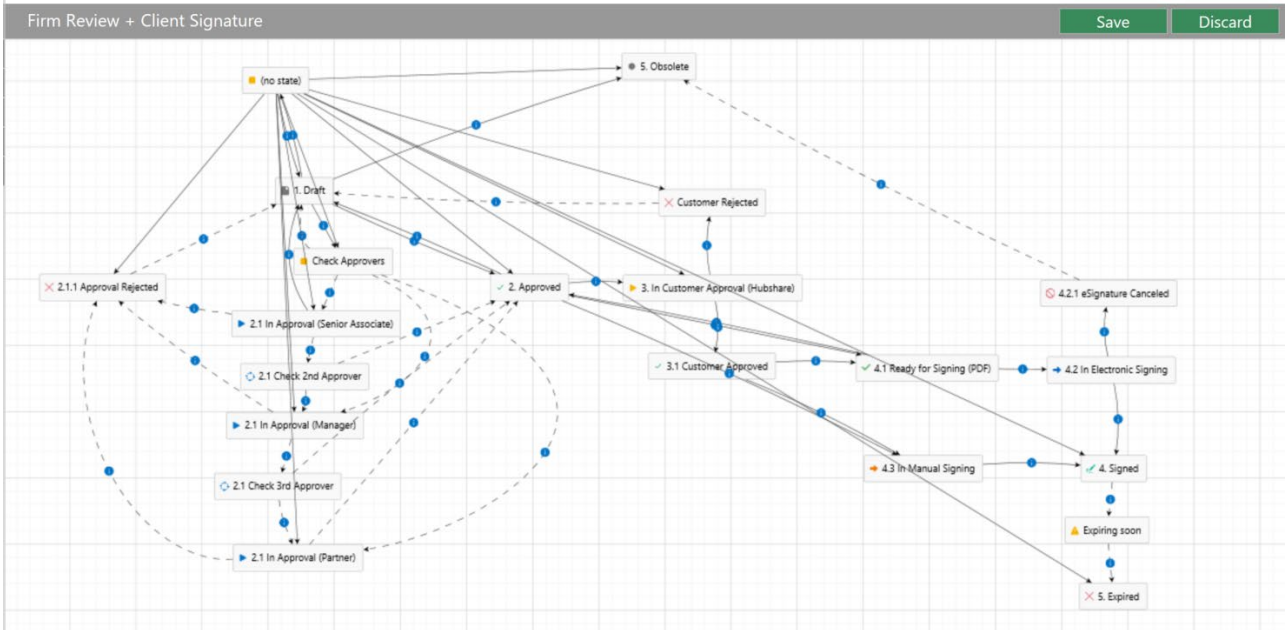
Name	ID	Class	Aliases
Access Request Approval	104	Access Request	WF.AccessRequestApproval
Client Lifecycle	102	Client	WF.ClientLifecycle
Engagement Phase Workflow	107		WF.EngagementPhaseWorkflow
Engagement Task Workflow	108		WF.EngagementTaskWorkflow
Engagement Workflow	101		WF.EngagementWorkflow
Firm Review + Client Signature	105		MF.WF.SignOff
Knowledge Capture	103		WF.KnowledgeAssetProcess
Standard Approval	106		WF.StandardApproval



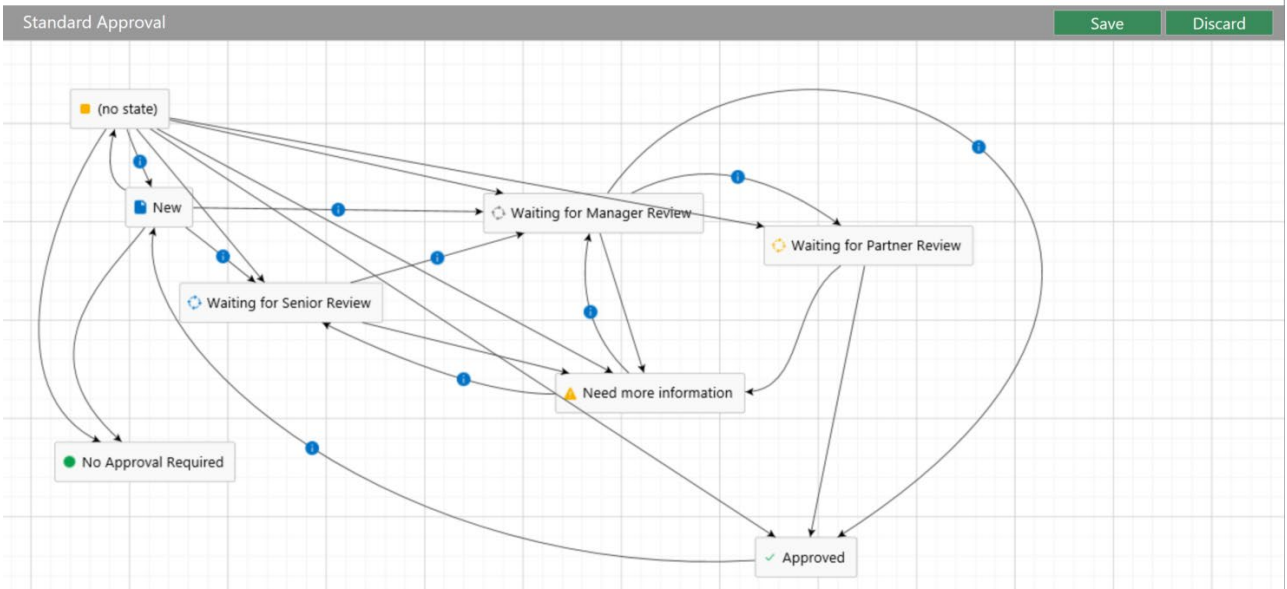
Document Lifecycle and Review Workflows

Document workflows manage how engagement content progresses from draft to review, approval, and completion.

Name	ID	Class	Aliases
Access Request Approval	104	Access Request	WF.AccessRequestApproval
Client Lifecycle	102	Client	WF.ClientLifecycle
Engagement Phase Workflow	107		WF.EngagementPhaseWorkflow
Engagement Task Workflow	108		WF.EngagementTaskWorkflow
Engagement Workflow	101		WF.EngagementWorkflow
Firm Review + Client Signature	105		MF.WF.SignOff
Knowledge Capture	103		WF.KnowledgeAssetProcess
Standard Approval	106		WF.StandardApproval



Name	ID	Class	Aliases
Access Request Approval	104	Access Request	WF.AccessRequestApproval
Client Lifecycle	102	Client	WF.ClientLifecycle
Engagement Phase Workflow	107		WF.EngagementPhaseWorkflow
Engagement Task Workflow	108		WF.EngagementTaskWorkflow
Engagement Workflow	101		WF.EngagementWorkflow
Firm Review + Client Signature	105		MF.WF.SignOff
Knowledge Capture	103		WF.KnowledgeAssetProcess
Standard Approval	106		WF.StandardApproval



Together, these workflows:

- Provide clear lifecycle control across clients, engagements, and documents
- Automate the creation of tasks, reviews, and approvals at the right points
- Enforce governance without burdening users with workflow management

4. Architecture

4.1 Solution Architecture and Design Principles

M-Files for Tax Advisory is implemented as a **configured industry solution** that combines standard M-Files platform capabilities with solution-specific configuration. The architecture is designed to support scalable engagement delivery while maintaining strong governance and simplified user experience.

Layered Architecture Model

The solution follows a layered architecture that separates execution, governance, and experience:

- **User Experience Layer**
This layer provides role- and context-driven experiences for Partners, Managers, and Associates through personalized overviews, engagement views, task managers, and content views. Users interact with the system through **engagements, tasks, review assignments, and approval assignments** rather than through metadata or lifecycle states.
- **Execution Layer**
This layer represents actionable work through **Tasks, Review Assignments, and Approval Assignments**. These work items provide visibility into ownership, priority, and status across global, client, and engagement scopes.
- **Governance and Control Layer**
This layer uses client, engagement, and document workflows to enforce lifecycle control, permissions, and compliance. Workflow state governs system behavior and auditability while remaining abstracted from day-to-day user interaction.

Key Architectural Principles

- **Decoupling of Structure and Experience**
Backend configuration defines system behavior, while user-facing applications define how users interact with that behavior.
- **Explicit Work Item Model**
All execution work is represented through clearly defined assignment types, ensuring accountability without exposing workflow complexity.
- **Engagement-Centric Design**
Engagements act as the primary unit of execution and visibility across the solution.

This architectural approach makes sure that the solution can evolve over time without disrupting established user workflows.

4.2 Platform and Integration Dependencies

M-Files for Tax Advisory is built entirely on standard M-Files platform services and is delivered as a **SaaS solution through M-Files Cloud**.

Core Platform Components

The solution relies on the following core platform capabilities:

- Secure content repository and version control
- Workflow and permission management
- Assignment and notification framework
- Audit logging and traceability
- Standard M-Files application framework for user interface delivery

These components provide the foundation for engagement delivery, task tracking, and governance without requiring custom code.

Enterprise Integrations

To enrich business context and reduce duplication, the solution can integrate with enterprise systems such as:

- **Identity providers (SSO)** for authentication and access management
- **CRM systems** for client master data
- **ERP or Practice Management systems** for engagement information
- **HRM systems** for employee data used in task assignment and workload visibility

Integrations are optional and can be introduced incrementally based on customer needs.

Optional Capability Integrations

Depending on deployment scope, the solution may also include:

- **E-signature services** (for example, DocuSign) for document sign-off
- **Client collaboration portals** (for example, M-Files Hubshare) for controlled external sharing
- **Email integration** (for example, M-Files for Outlook) for contextual email filing

These integrations extend the solution while preserving the core execution and governance model.

5. Licensing and Deployment

M-Files for Tax Advisory is a subscription-based service that requires a license for each user. Licensing details are described in the M-Files licensing guide.

The solution is deployed by M-Files into M-Files Cloud. Deployment approach, possible integrations, data migration options, and customer-specific configuration are described in the M-Files for Tax Advisory setup guide.

6. Change History

The table describes the changes by document version.

VERSION	DATE	ESSENTIAL CHANGES
1.0	2026/01/15	Initial version.

2.0	2026/01/29	Added content and modified structure

7. Reference Documents

Refer to these documents for additional information:

- M-Files for Tax Advisory - Frequently Asked Questions
- M-Files for Tax Advisory - Setup Guide
- M-Files 2026 Platform - Licensing Guide
- M-Files Compliance Center: <https://www.m-files.com/m-files-compliance/>
- M-Files GDPR Compliance Statement and the DPA Addendum: <https://www.m-files.com/privacy-policy/>