ERIT

E-INVOICING · LOCAL · AUDIT-PROOF

USER MANUAL

ERIT User Manual

Receive, validate, send and archive e-invoices in line with GoBD, entirely locally, on your own Windows PC.

- XRECHNUNG & ZUGFERD · KOSIT-VALIDATED
- TAMPER-EVIDENT GOBD ARCHIVE
- DATEV EXTF EXPORT FOR YOUR TAX ADVISOR
- 100% LOCAL · NO CLOUD

DOCUMENT	LANGUAGE	ISSUE	SUPPORT
User manual	English	07/2026	kontakt@erit-erechnung.de

APPLIES TO ERIT FOR WINDOWS · WINDOWS 10/11 (64-BIT)

Contents

SECTION 1 · PRODUCT

1 About ERIT

ERIT is Windows desktop software for electronic invoicing: it receives, validates, creates, sends and archives e-invoices, entirely on your own machine.

With Germany's e-invoicing mandate, businesses must be able to receive and process structured electronic invoices. ERIT covers that workflow end to end:

- **Receive:** capture incoming invoices automatically from an IMAP mailbox or via file upload.
- **Validate:** every invoice is checked against the official KOSIT rules and queued for approval.
- **Create & send:** produce your own outbound invoices as compliant e-invoices and deliver them via e-mail, file outbox or API pickup.
- **Archive:** every invoice is stored immutably and traceably in the local GoBD archive.
- **Hand over:** export posting data to your tax advisor as a DATEV EXTF file.

> 100% LOCAL: THE CORE PRINCIPLE
>
> Your invoice and business data stay in the embedded database and the local archive folder on your machine. There is no cloud and no data sharing. ERIT makes exactly two disclosed online connections: licence activation/renewal and an anonymous, switchable update check (sections 3 and 10).

1.1 Supported formats and standards

XRECHNUNG	Purely structured XML format (UBL/CII), the standard in public procurement; ERIT receives and sends XRechnung.
ZUGFERD	Hybrid format: a PDF/A-3 with embedded XML, readable for people, machine-processable for software.
EN 16931	The European norm for the semantic core of every e-invoice; the basis of validation.
KOSIT	Official validation rules (Schematron) from Germany's IT standards body KOSIT; built into ERIT.
GOBD	German principles for the proper keeping and retention of books and records in electronic form, met by the immutable archive with a gapless audit trail.

1.2 Roles

ERIT distinguishes two roles: **clerks** review and export inbound invoices; **administrators** additionally manage outbound, the archive, settings, users, backups and the licence. The first account created during setup receives administrator rights.

SECTION 2 · SETUP

2 Installation

You install ERIT like any professional software: download the installer, run it, done. No servers, background services or additional programs are set up.

2.1 System requirements

OPERATING SYSTEM	Windows 10 / Windows 11 (64-bit)
MEMORY	4 GB RAM (8 GB recommended)
DISK SPACE	2 GB free disk space
PRIVILEGES	Administrator rights only for a per-machine install; a per-user install needs none.
INTERNET	Only for licence activation and the update check (HTTPS, port 443).

2.2 Download and install

01 Download the current installer from www.erit-erechnung.de. The download page shows the SHA-256 checksum you can use to verify the file.

02 Double-click `ERIT-<version>.msi` and follow the installation wizard. (IT departments: silent install with `msiexec /i ERIT-<version>.msi /qn`.)

03 When it finishes you will find **ERIT** as a desktop icon and in the Start menu. The first start takes 30 to 60 seconds while the local database is prepared.

> NOTE: WINDOWS SMARTSCREEN
>
> If Windows SmartScreen appears when you start the installer, choose “More info” → “Run anyway”. In that case, verify the SHA-256 checksum from the download page first.

2.3 Where things live

Program and data are strictly separated, so your data survives every update and even an uninstall.

CONTENTS	LOCATION
Program files (per-machine)	`C:\Program Files\ERIT`
Program files (per-user)	`%LOCALAPPDATA%\ERIT`
Your data: database, GoBD archive, configuration, exports, backups, logs	`%USERPROFILE%\ERIT`

SECTION 3 · GETTING STARTED

3 Getting started

On first launch ERIT walks you through three stations to a working system: activate the licence, create the administrator account, run the setup wizard.

3.1 Activate your licence

With your purchase you receive a **licence key** starting with `ERIT-`. The activation screen opens automatically as long as no valid licence is stored.

01 Enter the key into the **Licence key** field. The **This device** card shows which machine was detected and how many seats your licence has free.

02 Click **Activate & continue**. ERIT contacts the licence server (`lizenz.erit-erechnung.de`) once, binds the licence to this device and consumes a seat.

03 After that ERIT works offline. The licence re-confirms itself periodically in the background. You do not need to do anything.

PRIVACY: WHAT IS TRANSMITTED?

During activation and renewal ERIT transmits only the licence key, a machine fingerprint, the IP address and timestamps. Invoice or business data is never transmitted. If your firewall filters outbound traffic, allow the domain lizenz.erit-erechnung.de (HTTPS, port 443).

3.2 Create the administrator account

Right after activation, create the first user account under **Set up administrator** (e-mail address and a password of at least 8 characters) and confirm with **Create account & sign in**. This account receives administrator rights.

IMPORTANT: STORE THE RECOVERY CODE

During registration ERIT shows a one-time recovery code (format ERIT-RESET-...). Print it or store it safely: it is the only way to set a new password via “Forgot password?”. The code is single-use; a fresh one is issued after it is used.

3.3 The setup wizard

The wizard covers the basic configuration in four steps. Each step can be skipped with **Set up later** and completed later under **Settings**.

STEP	WHAT YOU CONFIGURE
1 · Company	Your company details: they appear as the sender on outbound invoices.
2 · Inbound mailbox (IMAP)	The mailbox ERIT polls for incoming invoices. “Test connection” verifies the credentials immediately.

STEP	WHAT YOU CONFIGURE
3 · E-mail delivery (SMTP)	The server for sending invoices and rejection notices. “Send test” delivers a trial e-mail.
4 · Summary	Overview of completed and skipped steps; “Create first backup” makes an immediate backup. “Finish” completes the setup.

SECTION 4 · ORIENTATION

4 The interface at a glance

The application consists of the context bar at the top, the navigation rail on the left and the workspace. Six areas cover the whole workflow:

AREA	PURPOSE
Overview	Operational health at a glance: key figures (To review · Processed today · Failed · Archived), the “Needs you now” list and recent activity.
Inbound	Review, approve or reject received invoices (section 5).
Outbound	Create your own invoices, send them and track delivery (section 6).
Archive	The GoBD archive: the audit-proof record of every document (section 7).
Suppliers	Accounts & mapping: supplier master data and account mapping for exports (section 8).
Settings	System, users, invoice channels, backup, updates and licence (section 9).

In the menu bar, **Tools** contains **Activate new licence key …** (for renewals, section 12), **Help** holds the program information, and **Sign out** signs you out. At the bottom of the navigation rail ERIT shows the running program version. Have it ready when contacting support.

SECTION 5 · DAILY WORK

5 Receiving invoices

Inbound is the review queue: everything that arrives is validated and waits here for your decision.

5.1 Automatic capture (IMAP)

Once a mailbox is configured (wizard step 2 or Settings → Invoice channels), ERIT polls it periodically, detects invoice attachments and adds them to the review queue. Duplicates are recognised by file content and are not created twice, so the same document can safely arrive more than once.

5.2 Manual upload

Invoices that do not arrive by e-mail (USB stick, download, scan) are added via **Upload invoice**, or simply drag the files onto the window ("Drop invoice here"). ERIT shows "Importing & validating ..." and queues the document exactly like a mailbox arrival.

5.3 Validation and findings

Every invoice is validated against the official KOSIT rules on arrival. The **Findings** tab on the document lists every finding; **Open full KOSIT report** opens the full official validation report. The status tells you what to do:

STATUS	MEANING
Valid, ready to approve	Validation passed; the document can be approved.
Invalid, cannot approve	The invoice violates mandatory rules. Request a corrected invoice from the supplier (Reject, 5.4).
Under review	The document awaits your decision.
Approved	Completed and stored in the GoBD archive.

5.4 Approve or reject

Approve completes the document: it leaves the review queue and is archived with an audit-log entry. **Reject** turns back a faulty invoice.

> REJECTION NOTIFIES THE SUPPLIER
>
> When you reject, ERIT automatically e-mails a rejection notice to the supplier, together with the original file and the validation report, so the correction is easy. E-mail delivery (SMTP) must be configured for this (section 9).

SECTION 6 · DAILY WORK

6 Creating & sending invoices

In Outbound you create your own e-invoices and track their delivery.

6.1 Create a new invoice

Click **New invoice** and enter the buyer, line items and tax rates. ERIT produces a compliant EN 16931 e-invoice and validates it before sending. Prerequisite: your company details are on file (wizard step 1 or Settings). If they aremissing, ERIT points this out (“Company details missing”).

6.2 Delivery channels

How outbound invoices leave the building is configured under Settings → Invoice channels:

E-MAIL	Sent as an attachment via your SMTP server, the default route.
FILE OUTBOX	Written to an output folder, e.g. for hand-over to a portal or another system.
API PICKUP	Made available for pickup by a third-party system.

6.3 Track delivery status

The list shows each invoice's validation result (“valid · EN 16931 compliant”) and its delivery status: **Delivered**, **In delivery** or **Failed**. If a delivery fails (e.g. SMTP unreachable), fix the cause and click **Retry** on the document.

SECTION 7 · COMPLIANCE

7 The GoBD archive

The archive is ERIT's legal memory: every approved or sent document is retained there immutably.

- **Immutable:** every file is written exactly once and then marked read-only. Subsequent changes to documents are impossible.
- **Tamper evidence:** SHA-256 checksums and a daily hash chain make any after-the-fact modification detectable.
- **Gapless audit trail:** every processing step (arrival, validation, approval, dispatch) is recorded in the audit log.
- **Auditor export:** for tax audits, administrators export the archive as a ZIP package including evidence.

> NEVER TOUCH THE ARCHIVE FOLDER MANUALLY
>
> The archive lives under %%USERPROFILE%%\ERIT\archive. Never move, delete or edit files there by hand. Any change is detected as tampering and puts GoBD compliance at risk. ERIT handles retention; for copies, use backups (section 11).

SECTION 8 · ACCOUNTING

8 Suppliers & DATEV export

ERIT hands validated inbound invoices to your tax advisor as a posting batch, in DATEV EXTF format.

8.1 Creditor accounts per supplier

Under Settings → DATEV export → **Creditor accounts** you see every supplier from your inbox. Enter each supplier's creditor account; “Suggest” fills in the next free number. Optionally add a separate contra account if this supplier's expenses belong on a different account than the default one.

Without a mapping, the export books against the fallback account. Mapped suppliers also travel as master data (name, VAT ID, address, IBAN) with the export, so your tax practice does not have to create the accounts by hand.

The mapped accounts are also visible in the **Suppliers** area, in the “Creditor” column.

8.2 Set up DATEV and export

01 Open Settings → **DATEV export** and enter the values from your tax practice: consultant number, client number, fiscal-year start and G/L account length. The tax keys for § 13b (reverse charge) and intra-community acquisition default to 94 and 19; change them here if your tax practice prefers different keys.

02 Restart ERIT once after enabling it. The app reminds you. From then on the export produces DATEV EXTF files; without DATEV configured, a neutral CSV export is produced instead.

03 Before the first export, click **Pre-flight**. It shows whatever is missing (a creditor account, say, or a foreign-currency invoice) and lists the documents with § 13b or intra-community acquisition for review.

04 Export from Inbound. Each fiscal year yields its own EXTF file, joined by the creditor master data and a documents ZIP with the original invoices and an index. Your tax advisor imports the files directly into DATEV.

The file format is validated with the official DATEV check program. Final sign-off for your client file comes from your tax practice after the first import.

SECTION 9 · CONFIGURATION

9 Settings

The **Settings** area groups operations, users and configuration into three bands:

BAND	CONTENTS
System & Operations	Service status and version · backup (“Back up now”, last backup time) · updates (“Check automatically”, “Check now”; section 10).
Users & Compliance	User list with seat usage (“x / y seats used”) · generate seat keys for new colleagues (section 12) · deactivate users (frees the seat) · export the audit log.
Invoice channels	Inbound mailbox (IMAP), e-mail delivery (SMTP) with test send, and the delivery channel for outbound invoices (e-mail, file outbox, API pickup).
Licence	Licensed to, edition, seats and “valid until” at a glance.

Changes to IMAP and SMTP take effect on the next poll or send without a restart. Credentials are stored encrypted with Windows built-in protection (DPAPI, bound to your Windows user account).

SECTION 10 · MAINTENANCE

10 Updates

ERIT keeps itself current with a deliberately minimal, transparent update check and one-click installation.

10.1 The anonymous update check

Shortly after start-up and daily thereafter, ERIT fetches a small, cryptographically signed version manifest from erit-erechnung.de and compares it locally against the installed version. The request is anonymous: no licence data, no device data, not even your version is transmitted. Under Settings → Updates you can switch the check off (**Check automatically**) or trigger it manually (**Check now**).

10.2 Install an update in one click

When a new version exists, a calm banner appears in the window. Choose **Download & install**:

01	ERIT downloads the installer and verifies it cryptographically (SHA-256 check against the signed manifest).
02	The app closes, the Windows installer runs (the usual Windows security prompt appears) and ERIT relaunches afterwards.
03	Your data and licence remain completely untouched; no re-activation is needed.

UPDATING MANUALLY

The classic route always works: download the new installer from the website and simply run it over the existing installation. Database migrations run automatically on the next start.

SECTION 11 · SAFEKEEPING

11 Backups & your data

All data lives in a single folder: `%USERPROFILE%\ERIT`. It survives updates and uninstalls.

SUBFOLDER	CONTENTS
`db`	Embedded database
`archive`	GoBD archive (never modify manually, section 7)
`backups`	Automatic and manual backups
`config`	Configuration
`exports`	DATEV/CSV exports
`logs`	Log files for troubleshooting
`updates`	Downloaded updates and update logs

11.1 Automatic backups

ERIT backs up automatically every night at 02:00 (and catches up on the next start if a run was missed): each run writes a timestamped folder with the database and configuration, plus a rolling mirror of the archive. You can back up manually any time via Settings → Backup → **Back up now**.

> RECOMMENDATION: OFF-MACHINE COPY
>
> Additionally copy the %%USERPROFILE%%\ERIT\backups folder to an external drive or network share on a regular basis. If the machine breaks or is lost, that copy is your insurance. Note when moving to a new PC: stored e-mail passwords are bound to the old Windows user account and must be re-entered once.

Restore: close ERIT, copy the folders from the backup back into `%USERPROFILE%\ERIT`, start ERIT and check the counts and archive verification on the Overview. If in doubt, support will help (section 14).

SECTION 12 · LICENCE

12 Licence: renewal & additional users

12.1 Renewal

If your licence expires within the next 30 days, ERIT shows a notice banner. After expiry a 7-day grace period applies; then ERIT switches to a protected read-only mode. Your data and the archive of course remain accessible. For renewal you receive a new licence key from us (kontakt@erit-erechnung.de). Activate it straight from the banner or via Tools → **Activate new licence key …**.

12.2 Invite colleagues: seat keys

A **seat** is a user account in your installation; Settings → Users shows how many seats your licence includes ("x / y seats used"). Adding a colleague works like this:

01	As an administrator, click **Generate keys for free seats** under Settings → Users. ERIT generates a seat key for every free seat.
02	Hand the seat key to your colleague.
03	On the sign-in screen the colleague chooses "Have a seat key? Set up your account", redeems the key and creates their own account.

When an account is deactivated (Settings → Users), its seat becomes free again.

TWO KINDS OF KEYS: DO NOT MIX THEM UP

The **licence key** (ERIT-…) activates the installation on the machine (section 3.1). A **seat key** sets up an additional user account inside an already-activated installation. ERIT detects a mix-up and points you to the right field.

12.3 Moving to a new machine

The licence is bound to the activated device. For a planned machine move: create a backup (section 11), install ERIT on the new machine and contact support (kontakt@erit-erechnung.de). We release the old device's seat so you can activate on the new one.

SECTION 13 · HELP

13 Troubleshooting

PROBLEM	WHAT TO DO
ERIT does not start	Restart the machine and try again. The logs under %USERPROFILE%\ERIT\logs help support diagnose the issue.
First start stays on the loading screen	Wait 1 to 2 minutes. The very first start prepares the database.
Licence key is rejected	Key copied completely? Internet available and lizenz.erit-erechnung.de reachable (port 443)? Otherwise contact support.
“System clock was set back” message	Set the Windows date/time correctly and reopen ERIT.
Inbound stays empty	Check the IMAP credentials under Settings → Invoice channels (“Test connection”). Changes apply on the next poll.
Rejection/delivery does not arrive	Check the SMTP settings and use “Send test”; then click “Retry” on the document.
Forgot password	Choose “Forgot password?” on the sign-in screen and enter e-mail, recovery code (ERIT-RESET-...) and a new password.
Validation reports missing rules	The validation rules ship inside the installation. Run the installer again over the existing install.

SECTION 14 · CONTACT

14 Support & contact

We are happy to help. E-mail is the fastest route.

E-MAIL	kontakt@erit-erechnung.de
WEBSITE	www.erit-erechnung.de
LEGAL	Imprint and privacy policy are available on the website.

So we can help quickly, please tell us: the program version (bottom of the navigation rail), a short description of what happened and, if shown, the exact error message. Log files live under `%USERPROFILE%\ERIT\logs`.