



Scadenzario Pro 2.0

User guide - English

Invoices, purchases, deadlines, installments and reports. This guide describes the new sidebar and dedicated editing panels. Appearance varies with macOS and theme. User-entered names, descriptions and notes are not translated.

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1. Getting started

In **Settings**, choose language, archive currency and appearance. Before testing an existing archive, save a current, separate backup and retain the old application. This development build requires validation on a Mac: use a copy of working data for trials.

Prepare customers and suppliers in **Contacts**, and categories and schedules in **Parameters**. New archives contain “Cliente di esempio” and “Fornitore di esempio”. **Load sample data** also adds them to existing archives.

For a trial, open **New deadline**, enter document details, generate installments and check dates, amounts and a zero remaining balance before saving.

2. Navigation

Overview contains summaries and a monthly calendar. **Deadlines** lists individual installments. **Contacts** manages contacts; **Parameters** categories and templates; **Reports** filters, printing and exports. **Settings** contains preferences, Calendar, backups and maintenance.

Help opens the manual in the application language. **Privacy policy** explains local storage and optional synchronization. **Refresh** reloads the current area; **New deadline** opens a separate editor. Finish or cancel an editing panel before navigating elsewhere. The File menu also provides backups and exports.

3. Overview and calendar

Receivables totals unpaid incoming installments; **Payables** unpaid outgoing installments. **Overdue** includes unpaid installments before today in both directions. **Expected balance** is outstanding income minus expenses. These figures cover the archive, not just the selected calendar day.

The main list shows the first unpaid installment per document. Select a row and use **Open**, or double-click, to open the whole document.

The arrows change month and **Today** returns to today. Weeks start on Monday. Selecting a day shows its installments below. Green indicates income, red expenses and orange both, regardless of paid status. **Reports** opens the selected day's report.

4. Customers and suppliers

Create a contact in **Contacts** with a name or business name. Telephone and email are optional. Choose customer, supplier or both, and keep it active for new documents. Contact information does not trigger automatic messages or payment reminders.

Search by name, code or details, combining role and active-status filters. Edit or copy selected records; check the new name, details and roles before saving a copy.

Normal deletion is blocked for contacts referenced by documents. Deactivate them to preserve history. Historical documents retain their current contact even if inactive. The contact deadlines command opens its installments; **Show all** removes that restriction. Identical names may still represent different contact IDs.

5. Categories and schedule templates

In **Parameters**, choose categories or templates. Categories apply to income, expenses or both; the editor offers compatible entries. Used categories cannot be deleted normally.

“30-DF_60-DF” creates deadlines 30 and 60 calendar days after the document date. “0-DF” uses the document date. GGDF is an accepted DF alias; underscores separate installments.

DFFM first adds the days, then uses the last day of the resulting month. With 3 March 2022, “30-DFFM_60-DFFM” gives 30 April and 31 May. These are real calendar days, not commercial months.

Add your own named valid template. Customization presets create an editable starting list, not an automatic monthly recurrence. **Restore default schedules** replaces all templates, including custom ones, with the 16 defaults after confirmation.

6. Entering a document

Open **New deadline**. **Income** means money to receive and **Expense** money to pay. Enter document date, compatible category, contact, description, optional notes and payment details. Description, valid contact and category, and at least one installment are required.

Choose whether the amount is the document total or the amount per installment. Use the selected language's number format and the currency's precision. Methods are cash, transfer, payment slip, F24 and other; these do not initiate bank payments.

Generate or add installments and check a zero remaining balance before **Save**. **Cancel** discards current edits. The application records deadlines; it does not issue electronic tax invoices.

7. Generating and editing installments

Choose a template and generate. In total mode, 100.00 EUR in three installments becomes 33.33, 33.33 and 33.34 EUR; the last receives the rounding difference. In per-installment mode, the expected total is amount multiplied by count.

Select a row, edit date, amount and paid status, then apply its update. Add or remove rows as needed; numbering is recalculated. An individual zero amount is allowed, but the document total must be positive and the remaining balance zero. Save and Save as new are enabled only when the installment total balances.

Regenerating paid installments requires confirmation. Paid status is retained only at the same position with unchanged date and amount. Check the result. **Save** updates the original; **Save as new** creates a separate copy; **Delete** removes the document and its installments after confirmation.

8. Recurring month days

Use the custom composer for fixed days such as “5, 20”. Set first deadline, total count and days, then generate. The first date must match a selected day, allowing for month-end adjustment.

Example: 5 November 2026, days 5 and 20, count four: 5 November, 20 November, 5 December, 20 December.

A missing day becomes the month's last day. If 30 and 31 normalize to the same February date, that date appears once; subsequent months complete the requested count. Weekends and holidays are not moved automatically. Check dates, amounts and balance before saving.

9. Deadlines and paid status

Deadlines lists installments chronologically, including across years. One document may appear on multiple rows. Search and filters distinguish all, unpaid, overdue and paid. Overdue means unpaid with a date before today.

The paid checkbox saves immediately. A row may disappear if it no longer matches the filter. Clear the checkbox to correct an incorrect paid status. This is a manual record, not bank confirmation.

Open or double-click opens the complete document. **Show all** removes contact restriction; also check search and status filters. The overview intentionally shows only the first unpaid installment per document. If a row is missing, verify the document was saved and the installment date is correct, then refresh.

10. Reports, printing and CSV

In **Reports**, select one or more contacts using **Contact** and apply. The date interval includes both endpoints and refers to installment deadlines. Choose income/expenses and paid/unpaid. At least one contact, direction and status and a valid interval are required. **Run report** refreshes results.

Each row is an installment. Its amount differs from the document total, which can repeat: do not add repeated document totals. Summaries show counts and amounts by direction and paid status. Grouping sorts by contact and adds group totals to printouts.

Change paid status or open documents from the table. **Print / PDF** opens macOS A4 printing; its PDF menu saves a file. **Export CSV** exports filtered rows. General archive exports are separate. CSV does not replace a restorable database backup.

11. Settings and sample data

Settings offers twelve languages and System, Light or Dark appearance. Language names use their own language; Arabic uses right-to-left layout. User data and stored template names are not translated automatically.

Currency applies to the entire archive. Changing its ISO code requires confirmation and changes the declared unit without converting numbers or obtaining exchange rates. Set it correctly before entering documents. Currency codes are shown with amounts and in financial exports; precision follows the currency, including JPY and KWD.

Load sample data adds the active “Cliente di esempio” and “Fornitore di esempio” without duplicating recognized samples. Emails are demonstrations; no financial documents are created automatically.

Remove sample data deletes these contacts and ALL their documents and installments after confirmation. New samples remain identifiable after renaming. Do not assign real business documents to sample contacts. Unrelated contacts and documents and general categories and templates remain.

12. Apple Calendar

Enable synchronization in **Settings** and grant macOS permission. A writable “Scadenzario Pro” calendar is reused. Otherwise, the app proposes creation in an available local, CalDAV/iCloud or Exchange account. Cancel creates nothing; if the account refuses creation, synchronization stays off.

Online calendars follow account settings: titles, notes and amounts may reach other connected devices. With synchronization enabled, saving updates installments as one-hour events at 09:00.

Transfer is from the app to Calendar, not continuous two-way synchronization. Keep “ID scadenza” in event notes. Existing documents are not published in bulk: open and save those to synchronize. Disabling leaves existing events. A Calendar failure does not undo the locally saved document.

13. Backups and maintenance

Save backup saves a .db snapshot of accounting data and currency, not the Calendar account or all preferences. Keep current copies separately, especially before important changes.

Restore backup replaces current data after confirmation; it does not merge archives. The app first makes a recovery copy. Restore does not automatically change Calendar: open and save relevant documents with synchronization enabled.

General CSV exports include contacts, documents, installments and categories, using UTF-8 and semicolons. Financial files include currency but are not complete database backups.

Archive reset deletes accounting records and recreates default categories, templates and two sample contacts after confirmation and a recovery copy. Currency is retained. Old Calendar events are not removed automatically. Use the sample removal command to remove demonstrations only.

14. Troubleshooting and privacy

Cannot save? Check required fields, positive total, installments, zero remaining balance and number format. Apply row changes first. Missing contact or category? Check roles, active status and filters. Empty report? Check contacts, installment dates, direction and paid status. Repeated totals usually belong to several installments of the same document.

Calendar not activating? Check macOS permission and account capabilities. An error means events must not be assumed synchronized; local records remain available.

The archive remains on the Mac. The app sends no accounting data to the developer and includes no usage analytics. Backups are user-selected files. Optional Calendar synchronization follows the selected local or online account.