



# ProVol Digital

## Splitwise

Step by Step Guide



**ProVol Digital**

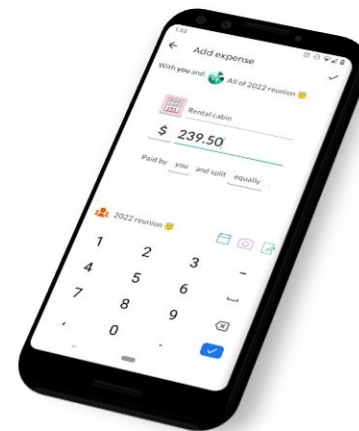
Professional volunteer management  
and training through digitalisation



# What is Splitwise?

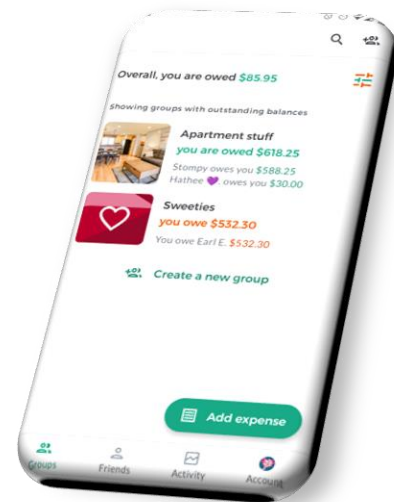
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- Splitwise is an expense calculator app for groups.
- Splitwise helps to keep track of all the expenses that have been made in a particular group.
- It provides information about who paid what and how this amount is divided among the group members.



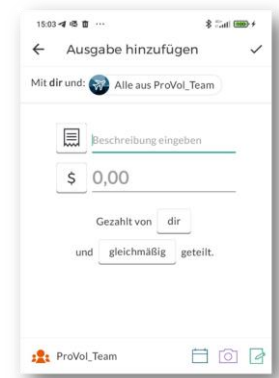
# What is Splitwise?

- Splitwise allows you to record joint expenses with friends, relatives, flatmates and other people.
- Expenditure in a shared flat or on joint holidays etc. can be cleverly accounted for (split) with it.
- Splitwise can handle numerous currencies.



# Step by step

1. App Installation
2. Registration/login via Google account, mobile phone number or email address
3. Creating a group
4. Add group members
5. Expenditure Management

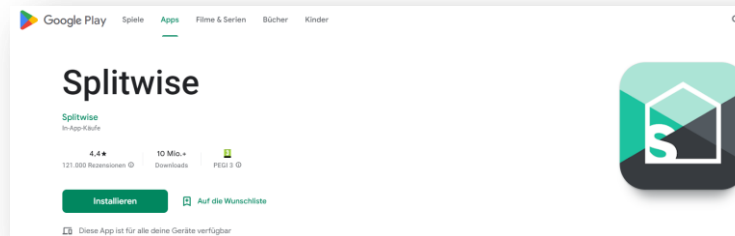


# App Installation

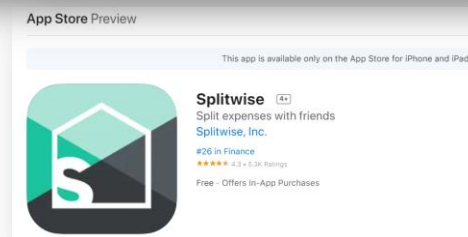
Free for iPhone, Android, and the web. Download from the respective store or register via the website.



<https://www.splitwise.com>



Google Play Store




App Store

# Registration


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The registration/login takes place either via an already existing Google account, mobile phone number or e-mail address.



INTRODUCE YOURSELF

Hello, everyone! My name is

[To register!](#) or  Register with Google

[By signing up, you agree to the Splitwise Terms of Service.](#)

# Creating a group

14:00 [signal] [battery] [wifi]

Willkommen bei Splitwise, Silke!

Hier werden Splitwise-Gruppen angezeigt, die du erstellst oder die

**Erstelle eine neue Gruppe**

Ausgabe hinzufügen

Gruppen Freunde Aktivität Konto

**Screenshot Android/iPhone**

**Screenshot PC**

Splitwise

Dashboard **Add output** to clear debts

Dashboard

**Welcome to Splitwise!**

Splitwise helps you split your expenses with friends.

Click "Add an issue" above and get started. Or invite some friends first.

**+ Add friends to Splitwise**

to invite friends

Enter an email address

Send invitation

f Split t tweet

GROUPS +add to

ProVol\_TEAM

ProVol\_Team

FRIENDS +add to

You have not added any friends yet.

Dashboard

last activity

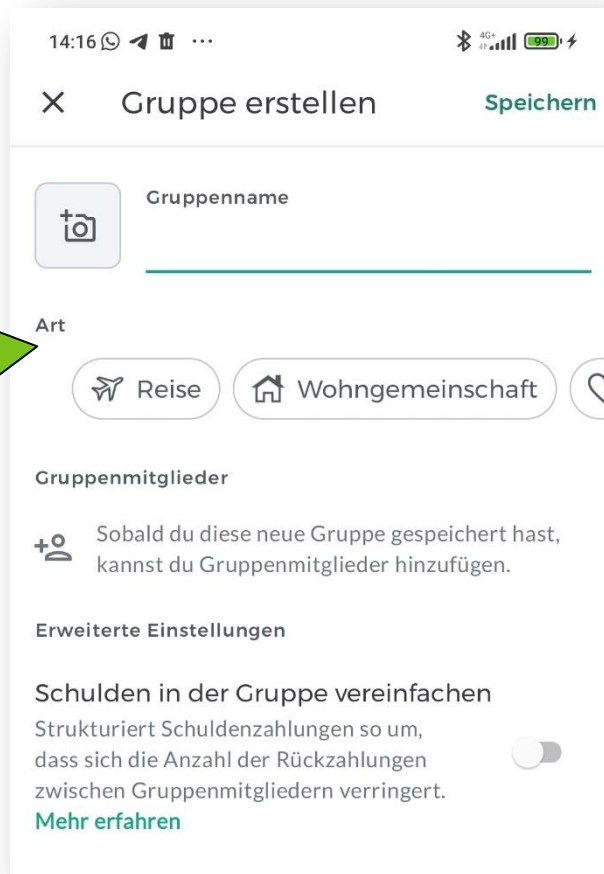
All expenses

e.g. select a shared flat group or a travel group!

# Type of group and Group name

Now it is necessary to define the type of group and assign a group name.

Screenshot  
Android/  
iphone



14:16 4G+ 100%

X Gruppe erstellen Speichern

Gruppenname

Art

Reise Wohngemeinschaft

Gruppenmitglieder

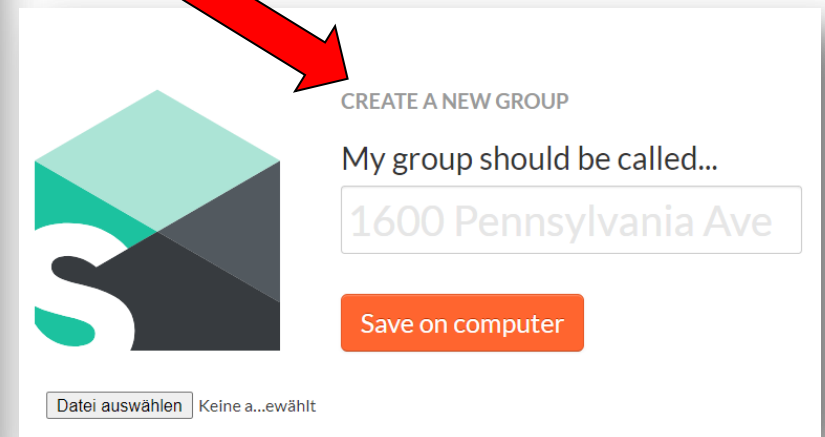
Sobald du diese neue Gruppe gespeichert hast, kannst du Gruppenmitglieder hinzufügen.

Erweiterte Einstellungen

Schulden in der Gruppe vereinfachen  
Strukturiert Schuldenzahlungen so um, dass sich die Anzahl der Rückzahlungen zwischen Gruppenmitgliedern verringert.

Mehr erfahren

Screenshot PC



CREATE A NEW GROUP

My group should be called...

1600 Pennsylvania Ave

Save on computer

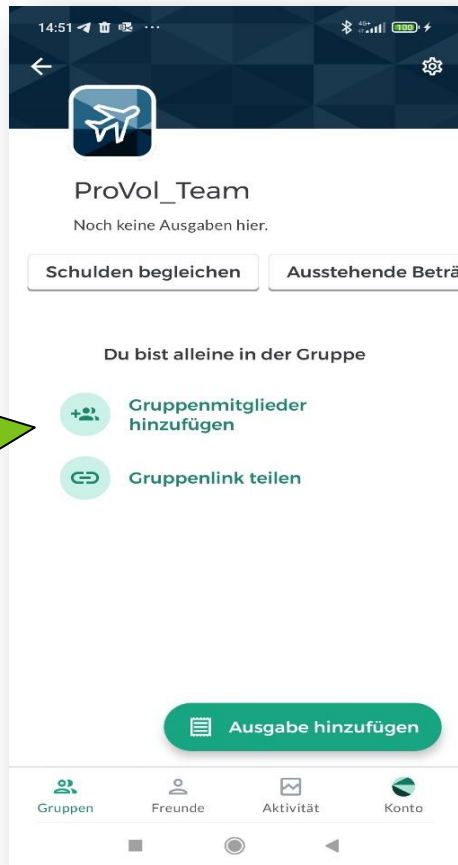
Datei auswählen Keine a...ewählt



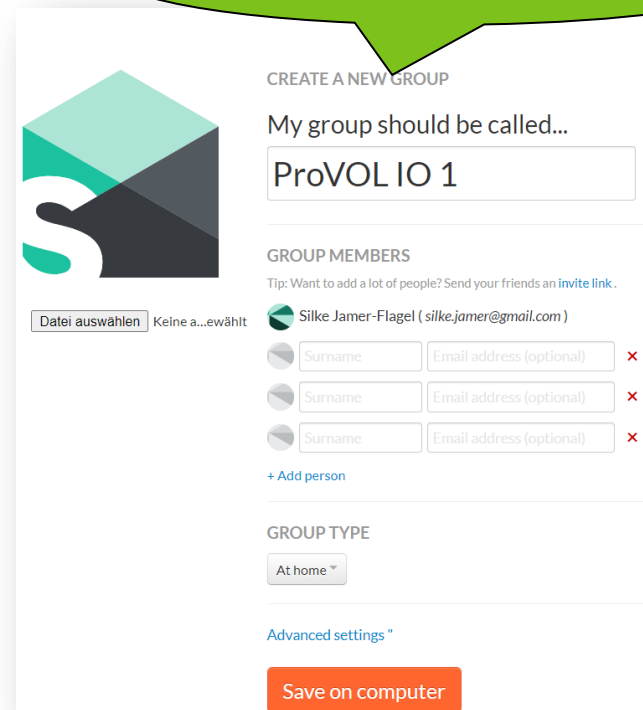
# Add group members

The group members can be added or an invitation link is shared.

Screenshot  
Android/  
iPhone



Screenshot PC

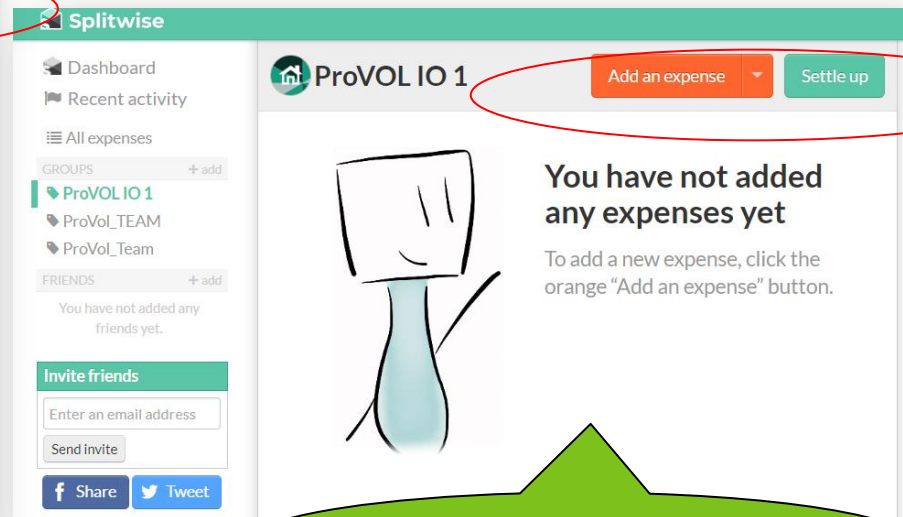
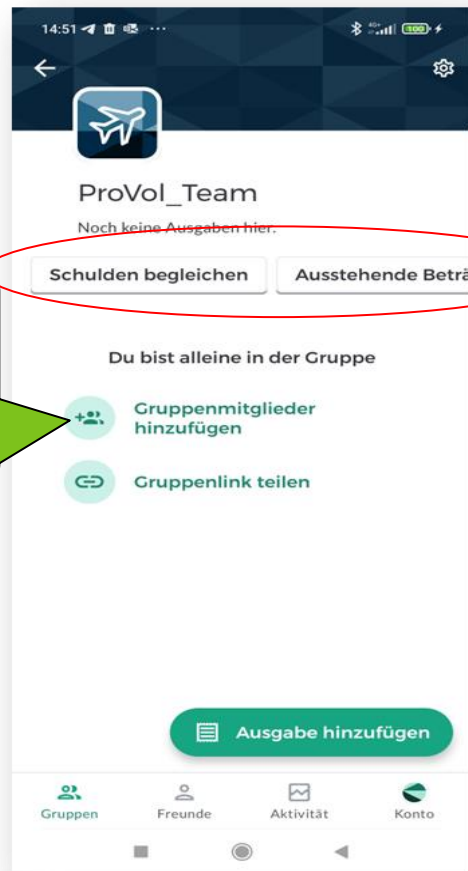


# Expenditure management

Basically, the following functions are available:

1. Add expenses
2. Settle up

Screenshot  
Android/  
iPhone



Screenshot PC

# Function: Add expenses

Add the amount spent and select who paid and how it is split to see who owes how much to whom.

Screenshot  
Android/  
iPhone

15:03 100%

← Ausgabe hinzufügen ✓

Mit dir und: Alle aus ProVol\_Team

Beschreibung eingeben

\$ 0,00

Gezahlt von  und  geteilt.

ProVol\_Team

Screenshot PC

Add an expense ✕

With you and: All of ProVOL IO 1 ✕

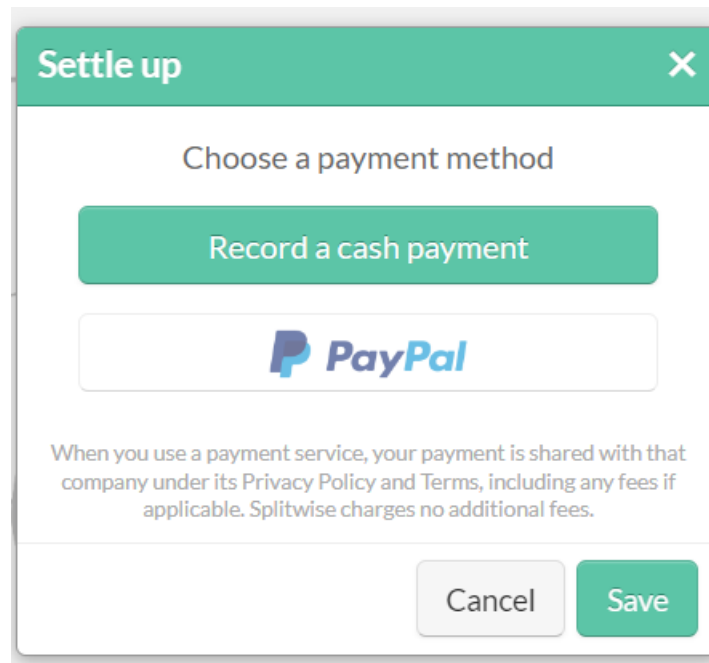
Enter a description

€ 0.00

Paid by  and split .  
(€0.00/person)

# Function: Settle debts

If debts are to be paid, Splitwise calculates the balance and shows who has to give whom what amount or can transfer it immediately with PayPal.



The screenshot shows a 'Settle up' dialog box with a green header and a close button (X). The main content area is white and contains the text 'Choose a payment method'. Below this text are two buttons: a green button labeled 'Record a cash payment' and a white button with a blue border containing the PayPal logo. At the bottom of the dialog, there is a disclaimer: 'When you use a payment service, your payment is shared with that company under its Privacy Policy and Terms, including any fees if applicable. Splitwise charges no additional fees.' At the very bottom right, there are two buttons: a grey 'Cancel' button and a green 'Save' button.

# Further information

<http://feedback.splitwise.com/knowledgebase>

