**Guide to Banking Money for**

**Your Community Sites**

**Food**

YCS current fundraising partner to May 2025 is your local partner Primary School

Your Community Sites ring through money raised on

**PLU 102**

If your PLU isn’t active, please activate using the process below

In some cases, sites may need to manually activate the PLU on the till – this is easily done by following these simple steps: -

• Go into the ‘back-office system’ on your tills

• Go Main Menu

• Click on Price & Product

• Click Unknown Item

• Click on New

• Enter the new PLU

• Click Yes

**The PLU will now activate and be ready to use to allow you ring any money raised onto the till system.**