

Purge Blend Tickets

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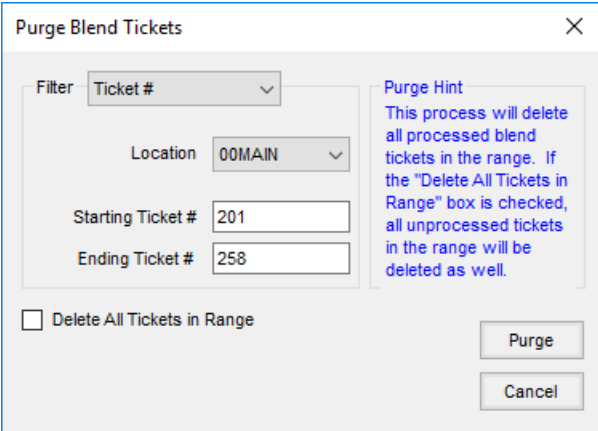
The *Purge Blend Tickets* feature removes Blend Tickets based on the *Ticket Date* or *Ticket Range* for the selected *Location*.

This utility is found at *Blending / Utilities / Purge Blend Tickets*.

Note: This utility is typically used after ending the fiscal year. It is strongly recommended to back up data before performing this function. Please contact SSI with any questions.

Ending the fiscal year does not purge Blend Tickets from the new fiscal year database. Therefore, purging tickets allows the company to remove the tickets from the new fiscal year. This optional utility should only be used AFTER ending the fiscal year. It is also strongly recommended to back up the data before performing this function. The utility purges Blend Tickets for all locations, based upon the selected filter option. The options are *Ticket #* range or *Ticket Date* range. To purge only tickets that have been invoiced, DO NOT select the *Delete All Tickets in Range* option. If there are tickets that have not yet been transferred to the field history file, or invoiced, a warning appears before deleting. When the purge process has completed, enter in the new starting ticket number.

Note: If Blend Tickets exist to be used as templates, be sure these tickets are not included in the purge process.



Choose the *Location* for which the Blend Tickets will be purged. Set the *Filter* to either *Ticket Date* or *Ticket #*. Select the *Starting* and *Ending Ticket Date* if the *Filter* is set to *Ticket Date*, and when set to *Ticket #*, select the *Starting* and *Ending Ticket #*.

The *Ticket Date* references the *Ordered Date* on the Blend Ticket for the selected *Location*. For example, if the *Starting Ticket Date* for the selected *Location* is set to 03/15/2021, and the *Ending Ticket Date* is set to 10/03/2023 on the *Purge Blend Tickets* window and a Blend Ticket has an *Ordered Date* of 09/15/2023 and a *Loaded Date* of 10/10/2023, the Blend Ticket will be included in the purge even though it has not yet been loaded. This is also true when the *Filter* is set to *Ticket #*.

When the *Delete All Tickets in Range* option is selected, all Blend Tickets will be purged, even if they have not yet been invoiced. If not selected, only tickets that have been invoiced will be purged.

A warning will appear if there are tickets that have not yet been transferred to the field history file or invoiced.

After the purge process is complete, select a different *Location* and enter in the new *Starting Ticket #* or *Starting Ticket Date* if it differs from the default.