



Delete Orders

FEATURES

- The store admin can enable/disable the module functionality.
- Manually delete the single order from the order view page.
- Delete the old and unwanted orders from your website's admin panel.
- Option to enable or disable order deletion from the order view page.
- Admin can delete Invoices, Shipments, and Credit Memos from the corresponding grids.
- Admin can enable/disable delete action for the invoice, shipment, and credit memos.

Extension Configuration

To configure the extension configuration, Please go to **Stores → Settings → Configuration → Mage2MD → Delete Orders**.

General

Configuration Search admin

Scope: Default Config ? **Delete Orders Configuration** Save Config

GENERAL	▼	<h3>Delete Orders Configuration</h3> <div>Enable Delete Orders <small>(store view)</small> Enable <input type="checkbox"/> Use system value <small>Select Enable to enable this module.</small></div> <div>Delete Order Shipment <small>(store view)</small> Yes <input type="checkbox"/> Use system value <small>Select Yes to order Shipment.</small></div> <div>Delete Order Invoice <small>(store view)</small> Yes <input type="checkbox"/> Use system value <small>Select Yes to order Invoice.</small></div> <div>Delete Order Credit Memo <small>(store view)</small> Yes <input type="checkbox"/> Use system value <small>Select Yes to Delete order Credit Memo.</small></div>
CATALOG	▼	
SECURITY	▼	
CUSTOMERS	▼	
MAGE2MD	^	
Delete Orders		
SALES	▼	
SERVICES	▼	

Extension Usage

1. Delete Order

- Please go to **Sales** → **Orders** and select the order you want to delete.
- Unfold the Actions dropdown menu and press the Delete button.
- Confirm you want to delete the selected order and press **OK**.

The screenshot shows a web application interface for managing orders. A modal dialog titled "Delete Orders" is centered on the screen. The dialog contains a red-bordered box with the text: "Note: Invoices, Credit Memos and Shipments related to this order(s) will also be deleted." Below this, it asks "Are you sure you want to delete selected order(s) ? (1 record)" and provides "Cancel" and "OK" buttons. The background shows the "Orders" table with columns: ID, Purchase Point, Purchase Date, Bill-to Name, Ship-to Name, Grand Total (Base), Grand Total (Purchased), Status, Action, and Braintree Transaction Source. The table has 6 records found (1 selected). The "Action" column for the selected record shows a "View" link.

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Braintree Transaction Source
000000007	Main Website Main Website Store Default Store View	Sep 6, 2023 1:05:09 AM	Veronica Costello	Veronica Costello	\$76.70	\$76.70	Complete	View	
000000009	Main Website Main Website Store Default Store View	Sep 6, 2023 1:57:30 AM	Veronica Costello	Veronica Costello	\$71.70	\$71.70	Closed	View	
000000010	Main Website Main Website Store Default Store View	Sep 8, 2023 1:37:08 AM	Veronica Costello	Veronica Costello	\$76.70	\$76.70	Complete	View	

Delete Order From Edit Page

- Delete Order(s) From the Order Edit Page please Click on the “View” link shown in the Action column.
- On the order view page, you will see the “Delete Order” button displayed at the top of the page.

2. Delete Shipment

- Please go to **Sales** → **Shipments** and select the Shipments you want to delete.
- Choose **Delete Shipments** in the **Select Items** box. After that, a popup appears and you click **OK** to confirm removing these selected Shipments.

Shipments

Search by keyword

Filters Default View Columns Export

3 records found (2 selected)

20 per page < 1 of 1 >

Actions	Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
PDF Shipments Print Shipping Labels Delete Shipments	Sep 8, 2023 12:03:54 AM	000000009	Sep 6, 2023 1:57:30 AM	Veronica Costello	2.0000	View
<input checked="" type="checkbox"/> 000000009	Sep 8, 2023 1:42:11 AM	000000010	Sep 8, 2023 1:37:08 AM	Veronica Costello	2.0000	View
<input checked="" type="checkbox"/> 000000010	Sep 8, 2023 4:47:47 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	2.0000	View

- Similarly, you can delete shipment from the Order View Page under the **Shipments** tab by **Delete Shipments** in the **Actions** dropdown box After that, a popup appears and you click **OK** to confirm removing these selected Shipments.

3. Delete Invoice

- Please go to **Sales** → **Invoices** and select the Invoice you want to delete.
- Choose **Delete Invoices** in the **Select Items** box. After that, a popup appears and you click **OK** to confirm removing these selected Invoices.

Invoices

Search by keyword

Filters

Default View

Columns

Export

11 records found (2 selected)

20

per page

<

1

of 1

>

Actions

PDF Invoices

Delete Invoices

	Invoice Date	Order #	Order Date	Bill-to Name	Status	Grand Total (Base)	Grand Total (Purchased)	Action	
<input type="checkbox"/>	000000010	Sep 8, 2023 4:47:41 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
<input checked="" type="checkbox"/>	000000013	Sep 8, 2023 6:02:21 AM	000000016	Sep 8, 2023 6:01:59 AM	Veronica Costello	Paid	\$83.61	\$83.61	View
<input checked="" type="checkbox"/>	000000014	Sep 8, 2023 6:20:01 AM	000000017	Sep 8, 2023 6:19:37 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
<input type="checkbox"/>	000000015	Sep 8, 2023 6:28:33 AM	000000013	Sep 8, 2023 4:36:50 AM	Veronica Costello	Paid	\$88.61	\$88.61	View
<input type="checkbox"/>	000000016	Sep 8, 2023 6:32:32 AM	000000018	Sep 8, 2023 6:32:15 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
<input type="checkbox"/>	000000017	Sep 8, 2023 6:37:44 AM	000000019	Sep 8, 2023 6:37:22 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
<input type="checkbox"/>	000000018	Sep 8, 2023 6:40:40 AM	000000020	Sep 8, 2023 6:40:22 AM	Veronica Costello	Paid	\$76.70	\$76.70	View
<input type="checkbox"/>	000000019	Sep 8, 2023 6:46:21 AM	000000021	Sep 8, 2023 6:45:51 AM	Veronica Costello	Paid	\$76.70	\$76.70	View

- Similarly, you can delete shipment from the Order View Page under the **Invoices** tab by **Delete Invoices** in the **Actions** dropdown box after that, a popup appears and you click **OK** to confirm removing these selected Invoices.

#000000012

Back

Send Email

ORDER VIEW

Information

Invoices

Credit Memos

Search by keyword

Filters

Default View

Columns

Export

1 records found (1 selected)

20 per page

1 of 1

Actions

PDF Invoices

Delete Invoices

Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
Sep 8, 2023 4:47:41 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Paid	\$71.70	View

4. Delete Credit Memos

- Please go to **Sales** → **Credit Memos** and select the Shipments you want to delete.
- Choose **Delete Credit Memos** in the **Select Items** box. After that, a popup appears and you click **OK** to confirm removing these selected Credit Memos.

Credit Memos

Search by keyword

Filters Default View Columns Export

Actions 3 records found (2 selected)

20 per page 1 of 1

	Created	Order #	Order Date	Bill-to Name	Status	Refunded	Action
<input type="checkbox"/>	000000004	Sep 8, 2023 5:14:32 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Refunded	\$71.70 View
<input checked="" type="checkbox"/>	000000005	Sep 8, 2023 7:22:43 AM	000000018	Sep 8, 2023 6:32:15 AM	Veronica Costello	Refunded	\$71.70 View
<input checked="" type="checkbox"/>	000000006	Sep 8, 2023 7:22:56 AM	000000017	Sep 8, 2023 6:19:37 AM	Veronica Costello	Refunded	\$71.70 View

- Similarly, you can delete shipment from the Order View Page under the **Credit Memos** tab by **Delete Credit Memos** in the **Actions** dropdown box After that, a popup appears and you click **OK** to confirm removing these selected Credit Memos.

#000000012

Back Send Email

ORDER VIEW

Information

Invoices

Credit Memos

Search by keyword

Filters Default View Columns Export

Actions 1 records found (1 selected)

20 per page 1 of 1

	Created	Order #	Order Date	Bill-to Name	Status	Refunded	Action
<input checked="" type="checkbox"/>	000000004	Sep 8, 2023 5:14:32 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Refunded	\$71.70 View

Note

- You can delete many delete orders at a time by ticking their check boxes.
- Once you delete an order, it will be removed permanently from the system and cannot be restored. You'd better do it carefully.
- When an order is deleted, all of its related information like shipment, invoice, and credit memo will be erased too.