

Delete Order Extension

DSS

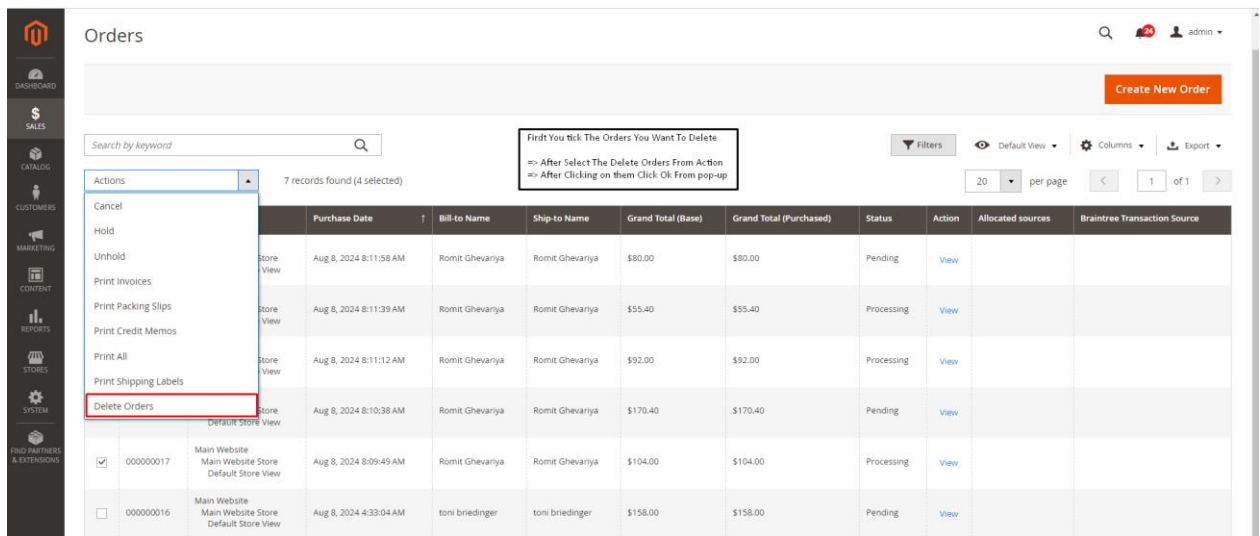
1. Overview

Delete Order for Magento 2 extension is a helpful and easy-to-use extension which allows website admin to clear out the backend from all unwanted orders, invoices, shipments, as well as credit memos. Thanks to that, users can effectively keep track on and control over all remaining important orders.

2. How Does It Work?

2.1 Delete orders

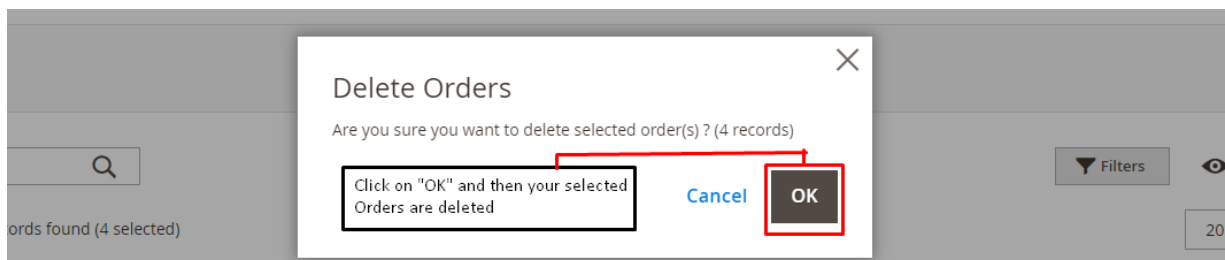
Please go to **Sales ⇒ Orders**, a list of all orders will be shown as usual. Tick on the checkbox of unwanted order(s) and choose the action **Delete Orders** in Select Items box.



The screenshot shows the Magento 2 'Orders' grid. The 'Actions' dropdown menu is open, and 'Delete Orders' is highlighted. A text box above the grid provides instructions: 'First You tick The Orders You Want To Delete', '⇒ After Select The Delete Orders From Action', and '⇒ After Clicking on them Click OK From pop-up'. The grid displays 7 records, with 4 selected. The selected records are:

	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
<input checked="" type="checkbox"/>	Aug 8, 2024 8:11:58 AM	Romit Ghevariya	Romit Ghevariya	\$80.00	\$80.00	Pending	View
<input checked="" type="checkbox"/>	Aug 8, 2024 8:11:39 AM	Romit Ghevariya	Romit Ghevariya	\$55.40	\$55.40	Processing	View
<input checked="" type="checkbox"/>	Aug 8, 2024 8:11:12 AM	Romit Ghevariya	Romit Ghevariya	\$92.00	\$92.00	Processing	View
<input checked="" type="checkbox"/>	Aug 8, 2024 8:10:38 AM	Romit Ghevariya	Romit Ghevariya	\$170.40	\$170.40	Pending	View

Then a pop-up will appear for action confirmation. Select OK to completely delete the order(s).



The screenshot shows a 'Delete Orders' confirmation dialog. The text inside the dialog reads: 'Delete Orders', 'Are you sure you want to delete selected order(s) ? (4 records)', and 'Click on "OK" and then your selected Orders are deleted'. There are 'Cancel' and 'OK' buttons. A red box highlights the 'OK' button, and a red arrow points from the text 'Click on "OK" and then your selected Orders are deleted' to the 'OK' button.

You can also delete orders from **Order View Page** by choosing **Delete** button in the **Information** tab of a particular order.

Click On Delete and your single order will deleted ← Back **Delete** Login as Customer Cancel Send Email Hold Invoice Ship Reorder Edit

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000021 (The order confirmation email was sent)

Order Date Aug 8, 2024, 8:11:58 AM

Order Status Pending

Purchased From Main Website
Main Website Store
Default Store View

Placed from IP 172.26.0.1

Account Information [Edit Customer](#)

Customer Name Romit Ghevariya

Email romitghevariya45@gmail.com

Customer Group General

Note:

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

2.2 Delete invoices

Go to Sales ⇒ Invoices and select Invoices you want to wipe out of the backend and then choose Delete Invoices in Select Items box. After that, a popup appears and you click OK to confirm removing these selected Invoices.

After Invoices are deleted, order status turns back to Pending (if shipments have not been created) or Processing (if shipments have already created). Credit memos are also removed. Invoices can be also recreated.

Invoices

Search by keyword

2 records found (2 selected)

To Delete Unwanted Invoices
⇒ Tick the unwanted Invoices
⇒ Select Delete Invoices from Actions And then Click "OK"

20 per page 1 of 1

Actions	Invoice #	Order #	Order Date	Bill-to Name	Status	Grand Total (Base)	Grand Total (Purchased)	Action
<input checked="" type="checkbox"/>	000000024	000000021	Aug 8, 2024 8:35:52 AM	Romit Ghevariya	Paid	\$80.00	\$80.00	View
<input checked="" type="checkbox"/>	000000025	000000018	Aug 8, 2024 8:36:37 AM	Romit Ghevariya	Paid	\$170.40	\$170.40	View

You can also delete invoice of a particular order in its **Order View Page** by going to tab **Invoices**, click on **Delete** button or choose **Delete Invoices** in **Actions** dropdown box.

#000000021

Click Delete to remove invoice from order view page ← Back **Delete** Login as Customer Send Email Reorder

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Search by keyword

1 records found (1 selected)

20 per page 1 of 1

Invoice	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
<input checked="" type="checkbox"/> 000000024	Aug 8, 2024 8:35:52 AM	000000021	Aug 8, 2024 8:11:58 AM	Romit Ghevariya	Paid	\$80.00	View

2.3 Delete shipments

Similar to deleting orders and invoices, we can erase unneeded shipments by navigating to **Sales ⇒ Shipments** and select Shipments that you want to rub out. Then, you choose **Delete Shipments** in **Select Items** box and press **OK** in the confirmation popup to finish the process.

Similarly, you can delete shipment from Order View Page under **Shipments** tab by clicking on **Delete** button or choose **Delete Invoices** in **Actions** dropdown box.

When a shipment is removed, its order status is updated to Pending (if invoices have not been created) or Processing (if invoices have already been created). Admin can totally recreate shipments.

The screenshot shows the 'ORDER VIEW' page for order #000000021. The left sidebar has tabs for Information, Invoices, Credit Memos, Shipments (selected), and Comments History. The main content area has a search bar, a 'Filters' button, and a table with 1 record found. The table has columns: Shipment, Ship Date, Order #, Order Date, Ship-to Name, Total Quantity, and Action. The 'Delete Shipments in Order View' button is highlighted in the top bar, and the 'Delete' button in the Actions dropdown is highlighted in red.

Shipment	Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
<input type="checkbox"/> 000000018	Aug 8, 2024 8:36:14 AM	000000021	Aug 8, 2024 8:11:58 AM	Romit Ghevariya	2,0000	View

2.4 Delete credit memos

Like Invoices and Shipments, there are two ways to remove redundant Credit memos:

- Go to **Sales ⇒ Credit memos**, select unwanted Credit memo(s), choose **Delete Credit memos** in **Select Items** box, then click **OK** in the popup to completely exclude them from the backend.
- Under **Credit Memos** tab in **Order View Page** of a particular order, click on **Delete** or select **Delete Credit Memos** in **Actions** dropdown box.

Order Status is altered to Complete (if invoices and shipments have already been generated) or Processing (if only invoices have been created). Credit memos are easily recreated.

The screenshot shows the 'ORDER VIEW' page for order #000000021. The left sidebar has tabs for Information, Invoices, Credit Memos (selected), Shipments, and Comments History. The main content area has a search bar, a 'Filters' button, and a table with 1 record found (1 selected). The table has columns: Credit Memo, Created, Order #, Order Date, Bill-to Name, Status, Refunded, and Action. The 'Delete Credit Memos in Order View Page' button is highlighted in the top bar, and the 'Delete' button in the Actions dropdown is highlighted in red.

Credit Memo	Created	Order #	Order Date	Bill-to Name	Status	Refunded	Action
<input checked="" type="checkbox"/> 000000021	Aug 8, 2024 8:36:21 AM	000000021	Aug 8, 2024 8:11:58 AM	Romit Ghevariya	Refunded	\$80.00	View