



[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.

Ultimate Guide for Magento 2 Delete Orders

Introducing Magento 2 Delete Orders the ultimate extension allows website admin to clear out the backend from all unwanted orders, invoices, shipments, and credit memos. Thanks to that, users can effectively keep track of and control all remaining essential orders.

- Delete order functionality: You can delete orders from your system with just a few clicks. This can be helpful if you need to remove an order that was accidentally placed or if you need to cancel an order that has not yet been shipped.
- you delete an order, the associated invoices, shipments, and credit memos are deleted automatically.
- Delete bulk orders from the orders list page in the backend and delete bulk invoices, shipments, and credit memos.

How to install the extension

1. Upload via ZIP/Archive

- Back up your store's database and web directory
 - Download the extension zip file and extract the zip file
 - Transfer the **app** folder into the **Magento2 root** directory on the server
 - Enable maintenance mode **php bin/magento maintenance:enable**
 - Run the command **php bin/magento module:enable MageINIC_Core MageINIC_DeleteOrders**
 - Run the command **php bin/magento setup:upgrade** to install the extension
 - Run the command **php bin/magento cache:clean** to clean the cache
 - Disable maintenance mode **php bin/magento maintenance:disable**
 - Check the store environment if everything is working properly. If, at any point, the store displays an error, check the Magento logger for more details.
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Extension Configuration

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

General

Scope: Default Config ?

Save Config

MAGEINIC

Delete Orders Configuration

⌵

Delete Orders

GENERAL

CATALOG

SECURITY

CUSTOMERS

SALES

Enable Delete Orders

Enable

Use system value

Select **Enable** to enable this module.

Delete Order Shipment

Yes

Use system value

Select **Yes** to order Shipment.

Delete Order Invoice

Yes

Use system value

Select **Yes** to order Invoice.

Delete Order Credit Memo

Yes

Use system value

Select **Yes** to Delete order Credit Memo.

Enable Delete Orders - You can enable or disable this module by using this option Yes/No.
Enable Delete Shipment - Enable or Disable the delete shipment option for shipment Grid.
Enable Delete Invoice - Enable or Disable the delete invoice option for Invoice Grid.
Enable Delete CreditMemo - Enable or Disable the delete credit memo option for Credit memos Grid.

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.

[Create New Order](#)

[Filters](#)
[Default View](#)
[Columns](#)
[Export](#)

Actions

Cancel
 Hold
 Unhold
 Print Invoices
 Print Packing Slips
 Print Credit Memos
 Print All
 Print Shipping Labels
Delete Orders

6 records found (1 selected)

20 per page

1 of 1

		Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Braintree Transaction Source
		Sep 6, 2023 1:05:09 AM	Veronica Costello	Veronica Costello	\$76.70	\$76.70	Complete	View	
		Sep 6, 2023 1:57:30 AM	Veronica Costello	Veronica Costello	\$71.70	\$71.70	Closed	View	
		Sep 8, 2023 1:37:08 AM	Veronica Costello	Veronica Costello	\$76.70	\$76.70	Complete	View	
		Sep 8, 2023 4:35:18 AM	Veronica Costello	Veronica Costello	\$71.70	\$71.70	Pending	View	
<input checked="" type="checkbox"/>	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Veronica Costello	\$71.70	\$71.70	Pending	View	
<input type="checkbox"/>	000000013	Sep 8, 2023 4:36:50 AM	Veronica Costello	Veronica Costello	\$88.61	\$88.61	Pending	View	

- Confirm you want to delete the selected order and press **OK**.

Orders

Actions

Delete Orders

Note:
Invoices, Credit Memos and Shipments related to this order(s) will also be deleted.

Are you sure you want to delete selected order(s) ? (1 record)

Cancel
OK

[Create New Order](#)

[Filters](#)
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Actions

6 records found (1 selected)

20 per page

1 of 1

	ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Braintree Transaction Source
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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.

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Q 🔔 👤 admin ▾

← Back

Delete Order

Login as Customer

Send Email

Credit Memo

Reorder

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000012 (The order confirmation email was sent)

Order DateSep 8, 2023, 4:35:49 AM

Order StatusComplete

Purchased FromMain WebsiteMain Website StoreDefault Store View

Placed from IP192.168.16.1

Account Information [Edit Customer](#)

Customer NameVeronica Costello

Emailroni_cost@example.com

Customer GroupGeneral

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

PDF Shipments

Print Shipping Labels

Delete Shipments

	Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
<input type="checkbox"/>	Sep 8, 2023 12:03:54 AM	000000009	Sep 6, 2023 1:57:30 AM	Veronica Costello	2.0000	View
<input checked="" type="checkbox"/>	Sep 8, 2023 1:42:11 AM	000000010	Sep 8, 2023 1:37:08 AM	Veronica Costello	2.0000	View
<input checked="" type="checkbox"/>	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.

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Search, Notifications, User: admin

[← Back](#) [Send Email](#) [Reorder](#)

ORDER VIEW

Information

Shipments

Filters, Default View, Columns, Export

1 records found (1 selected) 20 per page 1 of 1

Actions

PDF Shipments

Delete Shipments

	Ship Date	Order #	Order Date	Ship-to Name	Total Quantity	Action
<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

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

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.

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Search, Notifications, User

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ORDER VIEW

Information

Invoices

Credit Memos

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
<input checked="" type="checkbox"/> 000000010	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)

PDF Credit Memos

Delete Credit Memos

	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.

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Back Send Email

ORDER VIEW

Information

Invoices

Credit Memos

Search by keyword

Filters Default View Columns Export

Actions 1 records found (1 selected)

PDF Creditmemos

Delete Credit-Memos

	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 checkboxes.
- 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.