



[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.
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How to install the extension

1. Install via composer (recommend)

- Enable maintenance mode **php bin/magento maintenance:enable**
- Run the command **composer require mageinic/delete-orders**
- Run the command **php bin/magento module:enable MagelNIC_Core MagelNIC_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.

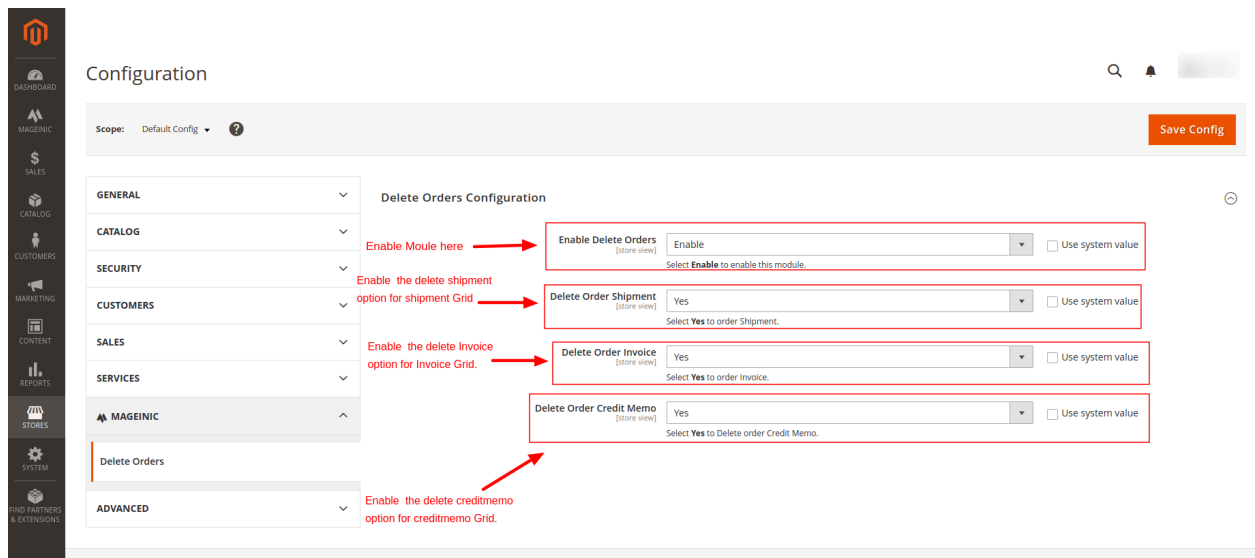
2. Upload via ZIP/Archive

- Back up your store's database and web directory
 - Download the extension zip file and extract the zip file
 - Transfer the **MagelNIC** folder to the Magento 2 **app/code/** directory on the server
 - Enable maintenance mode **php bin/magento maintenance:enable**
 - Run the command **php bin/magento module:enable MagelNIC_Core MagelNIC_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 → MagelNIC → Delete Orders**.

General



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

6 records found (1 selected)

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action
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

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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](#)

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.

#000000003

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Delete Order

Login as Customer

Cancel

Send Email

Hold

Invoice

Ship

Reorder

Edit

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Order & Account Information

Order # 000000003 (The order confirmation email was sent)

Order Date

Jan 12, 2024, 1:02:51 AM

Order Status

Pending

Purchased From

Main Website
Main Website Store
Default Store View

Placed from IP

192.168.80.1

Account Information [Edit Customer](#)

Customer Name

Veronica Costello

Email

roni_cost@example.com

Customer Group

General

Address Information

Billing Address [Edit](#)

Veronica Costello
6146 Honey Bluff Parkway
Caldier, Michigan, 49628-7978
United States
T: (555) 229-3326

Shipping Address [Edit](#)

Veronica Costello
6146 Honey Bluff Parkway
Caldier, Michigan, 49628-7978
United States
T: (555) 229-3326

Payment & Shipping Method

Payment Information

Check / Money order
The order was placed using USD.

Shipping & Handling Information

Best Way - Table Rate \$15.00

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

20 per page

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Actions	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.

#000000012

admin

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

ORDER VIEW

Information

Shipments

Actions

PDF Shipments

Delete Shipments

☒ 000000010

1 records found (1 selected)

20

 per page

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

Actions

PDF Invoices

Delete Invoices

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11 records found (2 selected)

20

 per page

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Invoice Date	Order #	Order Date	Bill-to Name	Status	Grand Total (Base)	Grand Total (Purchased)	Action
Sep 8, 2023 4:47:41 AM	000000012	Sep 8, 2023 4:35:49 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
Sep 8, 2023 6:02:21 AM	000000016	Sep 8, 2023 6:01:59 AM	Veronica Costello	Paid	\$83.61	\$83.61	View
Sep 8, 2023 6:20:01 AM	000000017	Sep 8, 2023 6:19:37 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
Sep 8, 2023 6:28:33 AM	000000013	Sep 8, 2023 4:36:50 AM	Veronica Costello	Paid	\$88.61	\$88.61	View
Sep 8, 2023 6:32:32 AM	000000018	Sep 8, 2023 6:32:15 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
Sep 8, 2023 6:37:44 AM	000000019	Sep 8, 2023 6:37:22 AM	Veronica Costello	Paid	\$71.70	\$71.70	View
Sep 8, 2023 6:40:40 AM	000000020	Sep 8, 2023 6:40:22 AM	Veronica Costello	Paid	\$76.70	\$76.70	View
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

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ORDER VIEW

Information

Invoices

Credit Memos

Actions

PDF Invoices

Delete Invoices

☒ 000000010

1 records found (1 selected)

20

 per page

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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)

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.

#000000012

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.