

# Delete Orders

Many businesses delete orders once a certain period of time has passed; however, deleting orders can be a time-consuming task because each order has to be called up in Order Entry and deleted individually.

Delete Orders eliminates the time-consuming steps involved in deleting old Order Entry orders from the Sage 300 Order Entry module.

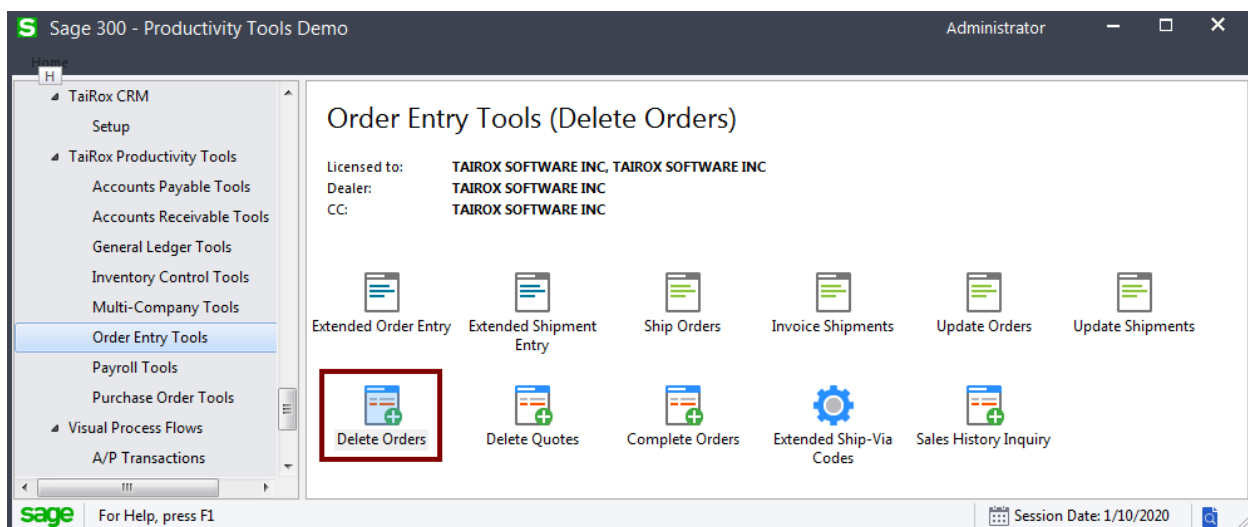
**Important Note:** Delete Orders uses Sage 300 objects to delete orders safely. If Sage 300 Order Entry will not delete an order, neither will Delete Orders. Once an order is shipped, it cannot be deleted.

## Delete Orders lets you:

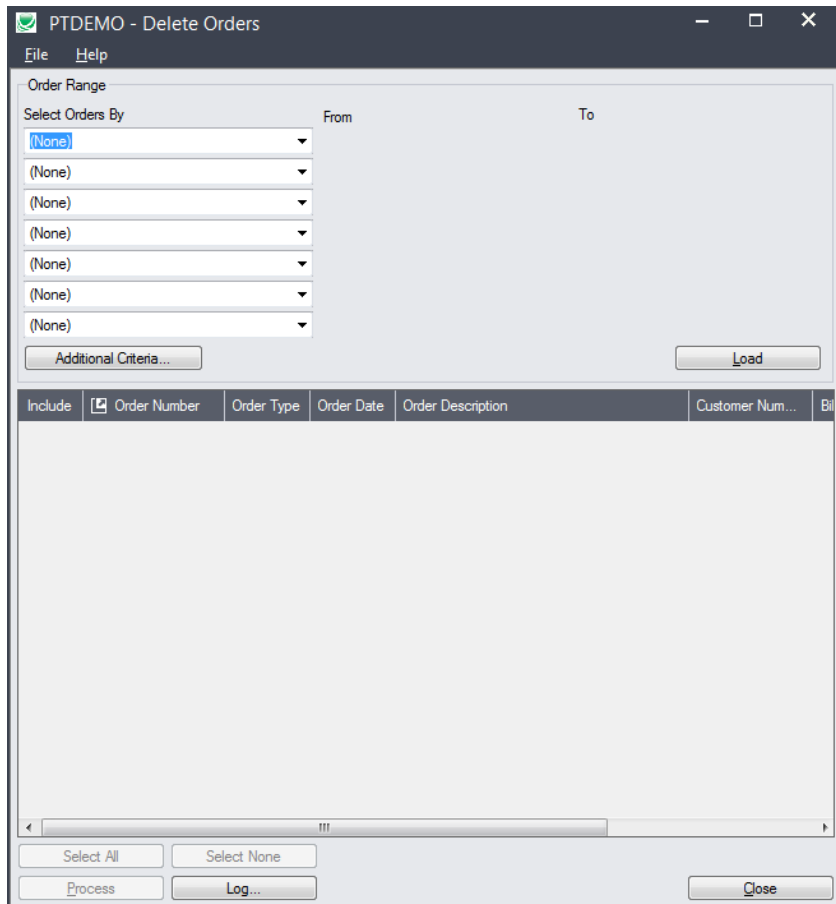
- Select ranges of orders by order number, order date, customer number, order type, and by any optional fields assigned to orders in OE.
- Specify additional criteria using order fields.
- Load the list of selected orders and further “cherry-pick” ones for deletion.  
TaiRox Delete Orders selects Order Entry orders with the same mechanisms used by core modules when printing reports.
- Check order details while finalizing the deletion list.
- Press a Process button to complete the operation for all selected orders in one step.
- Optionally delete orders individually by selecting from the loaded list and pressing the Delete key.
- View a log of all deletions after processing.

## Running Delete Orders

The Delete Orders icon appears under **TaiRox Productivity Tools > Order Entry Tools** on the Sage 300 desktop and can be copied to other menu locations.



The Delete Orders screen (below) lets you select which orders you wish to delete by specifying a range of order numbers, order dates, customers, order type, and any optional fields that you use for orders.



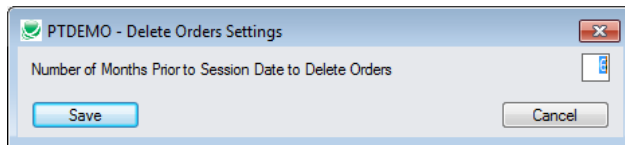
## Selecting Orders for deletion

### Choose ranges of orders:

- You can specify ranges of orders to restrict them by order numbers, order dates, customers, order types, and by optional fields assigned to orders.

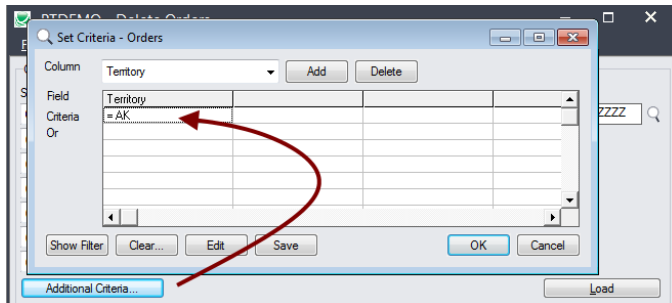
#### **Note regarding order dates:**

- If you choose a range of orders by date, the default “To” date is set by a screen accessed through the **Delete Orders > File > Settings** menu choice:



You can override the default in the Range fields.

### Choose additional criteria:



- Click Additional Criteria to further restrict the orders retrieved for completion. Click OK to save.

### Load the list of selected orders and choose which ones to delete:

- Click the Load button to display the selected list of purchase orders.

Include	Order Number	Order Type	Order Date	Order Description	Customer Num...	Bill
No	ORD000000000063	Active	6/30/2020	No backorder	1105	Be
No	ORD000000000066	Active	2/5/2020		1200	Mr
No	ORD000000000067	Active	2/5/2020		1210	AC
No	ORD000000000068	Active	2/5/2020		1240	Th
No	ORD000000000069	Active	2/5/2020		1500	Cl
No	ORD000000000070	Active	2/5/2020		1200	Mr
No	ORD000000000071	Active	2/5/2020		1200	Mr
No	ORD000000000072	Standing	6/5/2020		1200	Mr
No	ORD000000000073	Standing	6/5/2020		1200	Mr
No	ORD000000000074	Future	12/5/2020		1200	Mr
No	ORD000000000075	Future	12/5/2020		1200	Mr

- Go back and adjust the ranges or additional criteria if necessary.
- Use the Select All and Select None buttons below the grid to set all orders to Yes for Include or No to exclude.



- Double-click in the Include column to “cherry-pick” from the order selections:

Include	Order Number	Order Type	Order Date	Order Description	Customer Num...	Bill
Yes	ORD000000000063	Active	6/30/2020	No backorder	1105	Be
No	ORD000000000066	Active	2/5/2020		1200	Mr
Yes	ORD000000000067	Active	2/5/2020		1210	AC

- Click the Order Number column heading to drill down on the selected order:

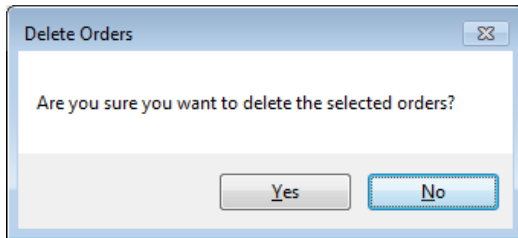
Include	Order Number	Order Type	Order Date	Order Description	Customer Num...	Bill
No	ORD000000000063	Active	6/30/2020	No backorder	1105	Be
No	ORD000000000066	Active	2/5/2020		1200	Mr

**You can also delete an order by selecting it and pressing the Delete key:**

- You can also **delete** an order from the Order Entry program by selecting the row in the Load list and pressing the **Delete key**. When the delete key is pressed you will be prompted to confirm the deletion of that order.

**Click the Process button to delete the included orders:**

The program asks you to confirm your choices. Click Yes to continue.



**Note:** There may be data-integrity errors that prevent some deletions, in which case an error message will appear.

**Click the Log button to confirm which orders were deleted:**

```

7/4/2020 2:24:03 PM Delete Orders started.
7/4/2020 2:24:03 PM
7/4/2020 2:24:03 PM Performed by user: ADMIN
7/4/2020 2:24:03 PM
7/4/2020 2:24:03 PM Order Range
7/4/2020 2:24:03 PM     Order Number From [ORD000000000060] To [ORD000000000075]
7/4/2020 2:24:03 PM
7/4/2020 2:24:03 PM Deleting Order Number ORD000000000067...
7/4/2020 2:24:03 PM     Order Number ORD000000000067 deleted.
7/4/2020 2:24:03 PM
7/4/2020 2:24:03 PM Delete Orders complete.
7/4/2020 2:24:03 PM
=====

```

The Log lists:

- The user and the range settings.
- Each order that was deleted.