

# Tips and tricks

## Delete: Data Transfer

### 1) Open the “Delete” window

This window appears when you try to delete a company that is used in existing records.

### 2) Review where the data is used

In the top table, you'll see all places where the company is linked (e.g., invoices, purchases, shipments, etc.).

### 3) Find the field “Record ‘Clean R’ data move to”

This is a dropdown list where you must select the target company.

### 4) Select a company from the list

- Click on the dropdown field
- Start typing the company name (e.g., XXXXX)
- Choose the correct company from the suggestions

### 5) Double-check your selection

All data will be transferred to this company, and this action cannot be undone.

### 6) Click “Replace and delete”

Data will be moved to the selected company

The original company will be deleted

Partner : Clean R SIA

Basic data | Invoices | Sales | Notification settings | Attachment(s) | Statistics | Route price | Other

Name: Clean R SIA | Language: Estonian | Company type: [dropdown]  
 Code: Clean R | VAT code: LV40003682818  
 Reg No.: 40003682818 | EORI number: [input]  
 Client status: Neutral | Status info: [input]  
 Carrier status: Neutral | Client category: [dropdown]  
 Send invoices: By post (with POD) | Invoice email: [input]  
 Reminder email: [input]

Notes: [input]

Name: [input] | Address: [input]

Saved: 01.04.2026 11:32 demo

**Move data before delete**

Record "Clean R" can't be deleted because it is used in:

Table name	Record count
Advance expense journal	1
All Purchase Documents	1
lenäkošie rēkini	1
Incoming invoices	1
Kreditori	1
Trips/Speditions	2
Client order services	1
E-pasta vēstules	3

Record "Clean R" data move to: Clean R\_3 SIA

Sabiedriba Clean R used in :

Table name
Searching...
Clean R_3 SIA
Sabiedriba Clean R

**WARNING! Data replacement can't be turned back!**

Replace and delete | Cancel

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