

# SAP List Viewer (ALV): Classic



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

<b>SAP List Viewer (ALV): Classic .....</b>	<b>5</b>
SAP List Viewer (ALV): Classic.....	6
Navigating Within the List .....	9
Choosing Detail .....	10
Sorting in Ascending/Descending Order .....	11
Selecting and Deselecting Rows .....	13
Defining Exceptions .....	14
Setting and Deleting Filters.....	15
Displaying and Deleting Sums.....	16
Creating Subtotals .....	17
Choosing Summation Levels .....	19
Defining the Breakdown of the Summation Levels .....	20
Displaying the List Status .....	21
Optimizing the Column Width.....	22
Freezing to Columns and Unfreezing Columns .....	23
ABC Analysis .....	24
Spreadsheet.....	27
Text Processing.....	28
<b>Layouts.....</b>	<b>29</b>
Choosing Layouts .....	30
Changing Layouts .....	31
Saving Layouts.....	33
Layout Management .....	34
<b>Displaying the Basic List.....</b>	<b>37</b>
<b>Finding Terms.....</b>	<b>38</b>
<b>Printing Lists.....</b>	<b>39</b>
<b>Sending the List as a Document.....</b>	<b>40</b>
<b>Transferring a List to a Local File.....</b>	<b>41</b>

## SAP List Viewer (ALV): Classic

## SAP List Viewer (ALV): Classic

### Use

The SAP List Viewer unifies and simplifies the use of lists in the R/3 System. A uniform user interface and list format is available for all lists. This prevents redundant functions.

The SAP List Viewer can be used to view both single-level lists and multilevel sequential lists.

- Single-level lists contain any number of lines that have no hierarchical relationship to each other.
- Multilevel sequential lists consist of any number of lines that have two hierarchical levels. Multilevel lists have header rows and item rows; the item rows are subordinate to the header rows. For each header row there can be any number of subordinate item rows.

You can view subtotals and totals rows in both single-level lists and multilevel sequential lists.



The SAP List Viewer is used in Controlling for reports such as the following:

- Reports from cost centers and business processes
- Actual line item reports from cost centers and business processes
- Commitment line item reports
- Plan line item reports from cost centers, orders, business processes, cost objects
- Budget reports
- Cycle reports
- Order selection (CO-PC)
- Flexible itemization (CO-PC)

### Features

Not all lists in the SAP R/3 components use the full range of functions available in the SAP List Viewer. Some lists in the R/3 System components offer special functions that extend beyond the normal range of the SAP List Viewer.

This documentation covers all the functions of the SAP List Viewer. The description of the lists in the applications includes all of the functions available in the SAP List Viewer as well as the additional functions.

### Navigation

[Navigating Within the List \[Page 9\]](#)

### Detail

[Choosing Detail \[Page 10\]](#)

### Sort

[Sorting in Ascending/Descending Order \[Page 11\]](#)

[ABC Analysis \[Page 24\]](#)

Select

[Selecting and Deselecting Rows \[Page 13\]](#)

[Row Indicator \[Page 14\]](#)

Filter

[Setting and Deleting Filters \[Page 15\]](#)

Totaling

[Displaying and Deleting Sums \[Page 16\]](#)

[Creating Subtotals \[Page 17\]](#)

[Choosing Summation Levels \[Page 19\]](#)

[Defining the Breakdown of the Summation Levels \[Page 20\]](#)

Status Display

[Displaying the List Status \[Page 21\]](#)

Columns

[Optimizing the Column Width \[Page 22\]](#)

[Freezing to Columns and Unfreezing Columns \[Page 23\]](#)

[Layouts \[Page 29\]](#)

[Choosing Layouts \[Page 30\]](#)

[Changing Layouts \[Page 31\]](#)

[Saving Layouts \[Page 33\]](#)

[Layout Management \[Page 34\]](#)

Basic List

[Displaying the Basic List \[Page 37\]](#)

Find

[Finding Terms \[Page 38\]](#)

Print

[Printing Lists \[Page 39\]](#)

Sending

[Sending Lists as Documents \[Page 40\]](#)

Exporting

SAP List Viewer (ALV): Classic

[Spreadsheets \[Page 27\]](#)

[Word Processing \[Page 28\]](#)

[Local File \[Page 41\]](#)



## Navigating Within the List

### Use

When you call up a list with the List Viewer, the columns are displayed from left to right if they fit within the window.

In large lists in which not all the columns can be displayed initially, you can do the following:

- Display the columns on the left or right side of the list (*First column* or *Last column*)
- Scroll horizontally through the columns (*Column left* or *Column right*)

### Procedure

#### First Column/Last Column

1. Choose *Last Column*) to go to the column on the right side of the list.
2. Choose *First Column*) to go back to the column on the left side of the list.

#### Column Left/Column Right

1. Choose *Column Right* to shift the display one column to the right.

The column on the left side is hidden, and a new column is displayed on the right side. This enables you to scroll from left to right through the columns of the report.

2. Choose *Column Left* to shift the display one column to the left.

The column on the right side is hidden, and a new column is displayed on the left side. This enables you to scroll from right to left through the columns of the report.



The lead columns, together with any other columns you specify with *Freeze to column*, are always displayed independently of the *First Column* / *Last Column* / *Column Left* / *Column Right* functions. (See: [Freezing to Columns and Unfreezing Columns \[Page 23\]](#)).

## Choosing Detail

# Choosing Detail

## Procedure

1. To obtain detailed information about a line, position the cursor on the appropriate line and choose *Choose detail*.

You obtain further information about the line, including information which is not in the current list.

You cannot use the *Choose Detail* function on subtotals.



Depending on the list, you can also execute this function with a single or double click on the row.



Depending on the list, the detail display only shows the fields for which the object has a value. For example, if no variances were calculated for a production order, the fields for the variance categories are not shown in the detail display for that order.

2. To perform a search from the detail display, choose *Edit* → *Find*.
3. To go back to the overview screen, choose *Overview List* or *Goto* → *Back*.

## Sorting in Ascending/Descending Order

### Use

The functions *Sort in Ascending Order* and *Sort in Descending Order* sort the report rows in ascending or descending order for one or more columns.

### Procedure

#### Sorting Rows in a Column in the List

1. Select a column by clicking on the column header.
2. Choose *Sort in Ascending Order* or *Sort in Descending Order*, or *Edit → Sort in Ascending Order* or *Edit → Sort in Descending Order*.

The rows are sorted in the column selected.



If you use this procedure in a multilevel sequential list, you can sort by a maximum of one header column and one subordinate row.

#### Sorting According to Multiple Columns or Fields Not Displayed

1. Choose *Sort in Ascending Order* or *Sort in Descending Order*, or *Edit → Sort in Ascending Order* or *Edit → Sort in Descending Order*. The dialog box *Define Sort Order* appears.
2. The dialog box *Define Sort Order* shows the fields you can sort. Fields are also available that are not shown in the list.
3. You can limit the fields available in the list for sorting by choosing a field group that contains the desired fields.
4. To select fields for sorting, select the relevant rows and choose *Show Selected Fields* (arrow key). The selected fields then appear in the dialog box as sorting fields.



You select the sorting fields in multilevel sequential lists separately for header and item.

5. The sequence in which the sort fields are shown determines the sequence in which the columns are sorted. To change the sequence of the fields, use the functions *Cut* and *Paste*.
6. Use the radio buttons to specify whether the report rows are to be sorted in ascending or descending order within the column.



You want to sort a list by cost centers and activity types. In the dialog box, choose the cost center and activity type as the sorting criteria. In the list of selected sorting fields, the cost center must be above the activity type. Use the radio buttons to specify ascending sequence. The result is a list sorted by cost center. The activity types are listed in ascending order for every cost center.

7. Exit the dialog box with *Copy*.

---

**Sorting in Ascending/Descending Order**

If you use this procedure in a multilevel sequential list, you can sort by multiple header columns and item columns.



If you have sorted according to particular fields, you can obtain an overview of the current sort with *Sort in Ascending Order* or *Sort in Descending Order*. The dialog box *Define Sort Order* appears. The left half of the window shows all fields that were sorted by.

You can also use the *List Status* function for an overview of the selected sort criteria.

**See also:**

After sorting, you can create subtotals on selected fields. (See also: [Creating Subtotals \[Page 17\]](#))

## Selecting and Deselecting Rows

### Procedure

#### Select All

- Choose *Select All* or *Edit* → *Select All*.  
The system selects all the rows in the list.

#### Deselect All

- Choose *Deselect All* or *Edit* → *Deselect All*.  
The rows in question are deselected.



The *Select All* and *Deselect All* functions, which enable you to select individual rows, are always available.

---

**Defining Exceptions**

## Defining Exceptions

### Use

Some lists contain rows that are highlighted by red, yellow, or green traffic lights. The significance of the row indicators depends on the list.

You can sort, create subtotals, or set filters with reference to these exceptions.

With totals rows, exceptions can be passed on.



With multilevel sequential lists, you create exceptions either with reference to the header row or with reference to the item row.

## Setting and Deleting Filters

### Use

The *Set Filter* function enables you to display only those rows that fulfil certain criteria in one or more columns.

### Procedure

#### Setting Filters

1. To set a filter, select one or more columns by clicking on the column header and by choosing *Set Filter* or *Edit* → *Set Filter*.
2. In the *Set Filter* dialog box, enter the From/To values for each column selected.  
Only rows with data within the intervals specified are shown.
3. Use *And Also* to enter more than one interval for a column.



To display data for cost centers 4000 to 5000 and 6000 to 7000, select the *Cost center* column, enter 4000 to 5000 in the dialog box, choose *And Also* and enter 6000 to 7000.

4. Use *But Not* to exclude certain intervals from the display.



To display data for cost centers 4000 to 7000 without the data for cost centers 5000 to 7000, select the *Cost center* column, enter 4000 to 7000 in the dialog box, choose *But Not*, and enter 5000 to 6000.

5. To delete entries for a filter criterium, position the cursor on the appropriate line and choose *Delete Condition*.
6. To delete all the entries for the filter, choose *Delete Filter*.
7. Choose *Copy* to copy the filter criteria and exit the dialog box.

#### Deleting Filters

To go back to the prefiltered list display, choose *Edit* → *Delete Filter*.

## Displaying and Deleting Sums

# Displaying and Deleting Sums

## Use

You can sum one or more columns in the list. The sums can be for value columns and for quantity columns. If you sum incompatible units such as kilograms and liters, a separate sum is shown for each unit.

You can display sums in multilevel sequential lists via column headers or via their subordinate rows.

## Procedure

### Displaying Sums

1. Select the desired columns in the list by clicking on the respective column headers.
2. Choose *Display Sum* or *Edit* → *Display Sum*.

Note that the system can only sum columns containing values or quantities.

### Deleting Sums

1. Select the desired columns by clicking on the respective column headers.
2. Choose *Display Sum* or *Edit* → *Display Sum*.



Depending on the list, the totals row may contain information in addition to that of the summation level, if a number of asterisks (\*) are shown. The text can only be viewed if the lead column was wide enough when it was selected in the current layout (see [Changing Layouts \[Page 31\]](#)).

Depending on the list, the subtotals can also be shown above the totaled rows. This is only possible with single-level lists.



## Creating Subtotals

### Use

You can create subtotals in one or more columns in the list that are not value columns. This function is also available for fields that are not in the list.

You can create subtotals in sequential lists for column headers but not, however, for their subordinate rows.



In the order selection of *Product Cost Controlling* you can calculate a total of the actual costs of all manufacturing orders. You can then show the actual costs broken down into materials by forming subtotals across the material numbers.

### Prerequisites

Before you can create a subtotal, you must have created a total for at least one column (see [Displaying and Deleting Sums \[Page 16\]](#)).

### Procedure

#### Creating Subtotals for One Column

1. Select the columns for which you require subtotals by clicking on the column header.
2. Choose *Subtotal* or *Edit* → *Subtotal*.

#### Creating Subtotals for More Than One Column

1. Choose *Subtotal* or *Edit* → *Subtotal*. The dialog box *Define Sort Order* appears.
2. The dialog box *Define Sort Order* shows the fields you can create subtotals on. Fields are also available that are not shown in the list.
3. You can limit the fields available in the list (field catalog) by choosing a field group that contains the desired fields.
4. To select fields for subtotalling, select the relevant rows and choose *Show selected fields* (arrow key). The selected fields then appear in the dialog box as sorting fields.
5. The sequence in which the selected fields are shown in the dialog box determines the sequence in which subtotals are created. To change the sequence of the fields, use the functions *Cut* and *Paste*.
6. Specify whether the rows on which a subtotal is calculated are to be sorted ascending or descending. Also set the indicator for subtotals.
7. Exit the dialog box with *Copy*.

### Deleting Subtotals

You delete subtotals as follows:

1. Choose *Subtotal* or *Edit* → *Subtotal*. The dialog box *Define Sort Order* appears.
2. The dialog box *Define Sort Order* shows the fields that were selected for subtotalling.

### Creating Subtotals

3. To delete the calculation of subtotals for individual fields, select the corresponding rows in *Sorting Fields* in the dialog box, and choose *Hide Selected Fields* (arrow key). The selected fields then appear in the dialog box under *Field List*.
4. Exit the dialog box with *Copy*.



Depending on the list, the subtotals rows may contain information in addition to that of the summation level, if a number of stars (“\*”) are shown. The texts can only be viewed if the lead column was wide enough when it was selected in the current layout (see [Changing Layouts \[Page 31\]](#)).

There is no specific text for the first column of the list. The content of the columns that were totaled is always repeated.

Depending on the list, the subtotals can also be shown above the subtotaled rows. This is only possible with single-level lists.

The *list status* function gives you an overview of the fields for which subtotalling was defined.

## Choosing Summation Levels

### Use

You can create subtotals in one or more columns in the list provided you have already totalled at least one column.

### Procedure

1. Choose *Settings* → *Summation Levels* → *Choose*.
2. A list appears in a dialog box showing the columns for which the subtotals were created, together with the summation level.
3. To sort the list, choose *Sort in Ascending Order* or *Sort in Descending Order*.
4. To carry out a search in the list for certain terms, choose *Find*.
5. Select the subtotals to be displayed. *Select All* displays all the subtotals; *Deselect All* suppresses them.
6. Exit the dialog box with *Copy*.

## Defining the Breakdown of the Summation Levels

# Defining the Breakdown of the Summation Levels

## Prerequisites

If you have created subtotals in one or more columns, you can restrict the list to certain subtotals rows.

## Procedure

1. Choose *Settings* → *Summation Levels* → *Define Breakdown*.  
A list appears in a dialog box showing the subtotals together with the summation level.
2. To sort the list, choose *Sort in Ascending Order* or *Sort in Descending Order*.
3. To search in the list for certain terms, choose *Find*.
4. In the dialog box, choose the summation level from which the subtotals should be displayed in the list by clicking on the appropriate row in the *Level* column.



You have created subtotals in two columns of the list. In the dialog box, summation levels 0 to 2 are proposed. If you choose summation level 2, the subtotals of level 2 only will be displayed. If you choose summation level 1, the subtotals of both levels 1 and 2 will be displayed.

5. Exit the dialog box with *Copy*.



If the rows displayed in a list in the standard system are totals and subtotals rows only, you can expand the display to include non-totals rows, or restrict it to higher summation levels, by choosing über *Settings* → *Summation Levels* → *Define Breakdown*.

## Displaying the List Status

### Procedure

1. To display the list status, choose *List Status* or *Settings* → *List Status*.
2. To carry out a search in the columns displayed for certain terms, choose *Find*.
3. To print the list choose *Print*.

### Result

The list status provides the following information:

- The columns for which the current list was sorted in ascending or descending order
- The columns for which subtotals were created
- Which filter criteria were set
- How many records were passed
- How many records were hidden by the filter
- How many total records were calculated

---

## Optimizing the Column Width

# Optimizing the Column Width

## Procedure

To adapt the column width to the entries in the columns regardless of the settings in the layout (see [Changing Layouts \[Page 31\]](#)), choose *Settings* → *Columns* → *Optimize Width*.

## Result

After optimizing the column width, the columns are displayed as narrowly as possible in order to include the maximum amount of information in the display screen.



If a list is already displayed with optimized column width in the standard system, you can alter the column width according to your requirements using *Change layout*. To revert to the optimized column width, choose *Settings* → *Columns* → *Optimize Width*.



Optimizing the column width can result in the text for a totals row or subtotals row not being output in the full length. To achieve full output of the text, you must increase the width of the column with *Change layout*.

## Freezing to Columns and Unfreezing Columns

### Use

Fixed columns are always displayed independently of the *First Column*, *Last Column*, *Column Left* and *Column Right* functions (see: [Navigating Within the List \[Page 9\]](#)). In the standard system, all the lead columns of the list are fixed. However, you can fix further columns via the lead columns.

### Procedure

#### Freezing to Columns

1. Select the column to which you want to freeze the table by clicking on the column header.
2. Choose *Settings* → *Columns* → *Freeze to Column*. The columns of the table are frozen from the left to the column selected.

#### Unfreezing Columns

If the table was frozen to a non-lead column, you can undo this by choosing *Settings* → *Columns* → *Unfreeze Columns*.

## ABC Analysis

# ABC Analysis

## Use

ABC analysis groups objects within a list according to their significance in regard to a particular numerical key figure.

ABC analysis is available with single-level lists if the list has at least one key figure.

## Features

ABC analysis allows the grouping of objects in three segments:

- A segment = important objects
- B segment = less important objects
- C segment = relatively unimportant objects



You use ABC analysis in order selection in *Product Cost Controlling* (CO-PC) to receive an overview of the production orders in a plant that incur the most actual costs. In the A segment you can see the orders that incurred the highest costs and that represent 50% of the entire actual costs in a plant. In the B segment you can see the orders with the next-lowest actual costs; up to 80% of the total costs of the plant are now reached. The orders that incurred low costs are shown in the C segment.

The object to be grouped must have a value for at least one key figure. In ABC analysis the objects are first sorted in ascending or descending order with reference to a preselected key figure. Then the list is subdivided using a predefined strategy. The following strategies can be used for grouping:

- Key figure (percentage)

The division into groups is based on the percentage shares of the key figures on the total value. For example, if the selected grouping is A = 50%, B = 30% and C = 20%, the objects in the list are sorted in ascending or descending order according to the value of the selected key figure and then assigned to segment A if the percentage share of the total of the key figures of the total value does not exceed 50%. Then the objects are assigned to the B segment if the percentage share of the total of the key figures does not exceed 80% of the total value. The remaining objects are assigned to the C segment.
- Key figure (absolute)

The division into groups is based on the absolute values of the key figures. Two limiting values must be specified: the limiting value between the A and B segments and the limiting value between the B and C segments. The objects are assigned to groups using these limiting values.
- Characteristics (percentage)



The division into groups is based on the percentage number of objects in the list compared to the total number of objects. For example, if the selected grouping is A = 50%, B = 30% and C = 20%, the objects in the list are first sorted in ascending or descending order according to the value of the selected key figure. The A segment therefore receives 50% of the total number of objects with the highest or lowest key figure value. The B segment receives the next 30% of the objects, and all remaining objects are assigned to the C segment.

- Characteristics (absolute)

The number of objects to be assigned to the A and B segments is specified by the user. The remaining objects are assigned to the C segment.

## Activities

To perform ABC analysis:

1. Select a key figure column in the list to be used as the criteria for ABC analysis by positioning the cursor on the column header.
2. Choose *ABC analysis*. A dialog box appears showing the key figure you selected that is used as the basis for ABC analysis. The characteristics of the columns that are in the list to the left of the selected key figure column.
3. Choose the type of sorting (ascending or descending) and the strategy for grouping. Specify values for the grouping within the selected strategy.
4. Choose *Enter*.

## Result

A list is displayed with the segment (A, B, or C) in the first column. This is followed by the object and further characteristics (such as the order type) and the selected key figure. After each key figure the percentage share of that key figure on the total is shown, along with the cumulative percentage share. In addition, the list contains the total and the subtotals for the segments and for the totals of the A and B segment and for the B and C segment.

A number of functions are available in the results list of ABC analysis:

- Hide columns  
This function allows you to remove selected characteristic columns from the visible display. The cursor must be positioned in the column and then the function accessed.
- Show columns  
This function allows you to display the columns you previously hid with the *Hide columns* function.
- All characteristics  
If the characteristic columns in the list are to the right next to the selected key figure column when ABC analysis is accessed, these characteristics are not shown in the results list at first. Choosing *All characteristics* displays these characteristics in the results list.

---

**ABC Analysis**

- Print  
This function prints the results list of ABC analysis. The printout corresponds to the screen display – hidden columns are not shown in the printout.
- New analysis  
This function initiates a new ABC analysis on the same objects.
- End / back  
This function returns you to the initial list.

## Spreadsheet

### Use

This function passes data across the XXL interface. If you want to do this, you must first decide what you want to do with the data. You can:

- Save the data as a SAPoffice document
- Save the data as a PC file
- Transfer the data to Excel

This function is available in single-level lists.

### Prerequisites

Before you can transfer data into a spreadsheet program, you must install this program.

If you perform a download in Excel without first installing Excel, a file is saved in the proper format but is not downloaded.

### Activities

Perform the function when you want to transfer data to the XXL interface.

When you transfer data to Excel, the columns may be resorted so that they are shown in Excel sorted according to characteristics and key figures.



Note that totals rows are not included when data are transferred to the XXL interface.

Also note that the list formatting functions of the SAP List Viewer are not available when data are transferred to the XXL interface into Excel. For example, there are no filter functions in the Excel list, nor is it possible to show exceptions or row markings in Excel.

## Text Processing

# Text Processing

## Use

Text processing offers two different functions:

- Form letters with MS Word  
This function generates a Word file from the data in a list and links it to another Word document. Replacement variables can then be transferred into the Word document and supplied with the values from the generated Word file. This is achieved by supplying MS Word with special functions through OLE2
- Creating a document  
This function transfers the currently displayed list to the presentation server as an RTF file. The format allows the use of the file as a Word document. You can specify whether colors are included in the list and whether MS Word is started immediately. You specify the full path for the file.

Text processing is available in single-level lists.

## Prerequisites

The form letter function and the immediate start of Word when a document is created are only available if MS Word is installed on the PC.

## Activities

Start text processing from the list display and choose whether you want form letter processing or creation of a document.



Note that wide lists may be cut off at the margin.

All settings that you have on the list are transferred into the Word document. For example, hidden rows and columns are not transferred into the Word document.

## Layouts

### Use

You change the display of your list using layouts.

### Features

The layouts that you can use vary according to the type of list:

- In all lists, you can do the following:
  - Choose one of the standard layouts supplied with the standard system (see: [Choosing Layouts \[Page 30\]](#)).
  - Change the current layout of the list (see: [Changing Layouts \[Page 31\]](#)).
- In lists that use only the standard layouts in the standard system, you cannot save your changes to the current layout. When you choose the layouts, only the standard layouts will be proposed.
- In some lists, you can also save the layouts that you have defined as your own layouts (see: [Saving Layouts \[Page 33\]](#)).
  - User-defined layouts are generally saved for all users. They can then be used by all users. All users will be able to choose from the user-defined layouts as well as the standard layouts.
- In some lists, you can also save user-specific layouts that you have defined (see: [Saving Layouts \[Page 33\]](#)). When you choose the current layout, only these layouts are available to you.

You can delete or transport layouts, or define them as initial layouts (see: [Layout Management \[Page 34\]](#)).

## Choosing Layouts

# Choosing Layouts

## Procedure

1. To choose an existing layout for the display of the list, choose *Choose layout* or *Settings* → *Display layout* → *Choose*.

A list of the existing layouts is displayed. In the standard setting, an entry is made for each layout specifying whether this layout was saved as follows:

- With sorting
- With subtotals
- With filter conditions
- As a user layout

2. You can change the layout list using the following SAP List Viewer functions:
  - *First Column/Last Column* or *Column Left/Column Right* (see: [Navigating Within the List \[Page 9\]](#))
  - *Choose Detail* (see: [Choosing Detail \[Page 10\]](#))
  - *Sort in Ascending Order* or *Sort in Descending Order* (see [Sorting Lists in Ascending or Descending Order \[Page 11\]](#))
  - *Set Filter* or *Delete Filter* ([Setting and Deleting Filters \[Page 15\]](#))
  - *Change layout* ([Changing Layouts \[Page 31\]](#))
  - *Find* ([Finding Terms \[Page 38\]](#))
  - *Find Next*

If several hits were found with the *Find* function, and you have gone to one of these positions in the list, you can then use *Find Next* to go to all of the positions in the list of layouts that contain the term.

3. In the dialog box, choose a layout either by clicking the layout name or by positioning the cursor on the relevant layout and choosing *Copy*.

## Changing Layouts

The function *Change layout* defines the current layout of the list.

### Procedure

1. To change the layout, choose *Change layout* or *Settings* → *Layout* → *Change*.

The *Change Layout* dialog box shows you which columns are currently displayed and which additional columns can be displayed.



Multilevel sequential lists also distinguish between the fields in the header rows and those in the item rows. You change the layout in multilevel sequential lists separately for header rows and item rows.

2. You restrict the list of hidden fields by only entering the fields of a particular group.



Depending on the list, you can also call the change layout mode separately for different field groups. In the standard system, the selected field group is then preset in the dialog box. You can then change the layout for each field group selected.

3. To show or hide columns in the list, the following functions are available:
  - With *Hide All Fields*, you can hide all fields with the exception of the key fields. The fields appear under *Hidden fields*, while the only fields displayed are the key fields.
  - To show all the hidden fields, choose *Show All Fields*. The fields appear as display fields, while the list of hidden fields is empty.
  - To show separate fields, select the relevant rows of the hidden fields and choose *Show Selected Fields*. The fields are transferred from the hidden fields to the displayed fields.
  - To hide separate fields, select the relevant rows of the display fields and choose *Hide Selected Fields*. The fields are transferred from the display fields to the hidden fields.
4. You can use *Sort in Ascending Order* and *Sort in Descending Order* to sort the hidden fields according to the field contents. With the *Find* function you can search for a field name within the hidden fields.
5. The sequence of columns in the list is determined by the item number in the *Item* field. The SAP R/3 System arranges the item numbers in the sequence that you use for the columns.
  - To change the sequence of the columns, overwrite the item numbers.
  - With *Refresh*, you can sort the display fields according to the item number.

You cannot change the item numbers of key fields.
6. In the *Length of display field* column, enter the required length, if this is to be different to the standard setting.
7. If you have changed the length of the display field and you now want to return this to the standard length, select the column and choose *Get Standard Length*.

## Changing Layouts

8. If it is possible to create totals for a column (only for value and quantity columns), you can use the *Total* column in the display fields to specify whether they can be created in the layout for this column.
9. Using a clipboard, you can cut a field from the display fields or hidden fields and insert them in the required position.

- To do this, select a display field or hidden field and choose *Cut*. The field appears in the clipboard.

Only one field can be placed in the clipboard. As soon as you cut another field, the field in the clipboard is assigned to the hidden field.

- To transfer a field in the clipboard from a certain position to the display fields, select the field before which the field in the clipboard should be inserted, and choose *Paste*.

10. If you want to group the columns into several lines in order to view all the columns in one window without having to scroll through, for example, choose *Line 2* or *Line 3*.

You can group columns in a maximum of three lines. In sequential lists, you can group the column headers as well as the subordinate rows in a maximum of three lines.

For additional lines, all the remaining hidden fields are available, that is, those that have not been assigned to other lines. Assignment of the hidden fields is carried out as described in point 3.

The functions *Refresh* (see point 5), *Cut* and *Paste* (see point 9) are also available.

You can also use the *Cut* and *Paste* functions to remove fields from a line and insert them in another line.

11. Choose *Copy* to copy the entries and exit the dialog box.



If you exit the SAP List Viewer without saving the layout (see [Saving Layouts \[Page 33\]](#)), your settings will not be saved. When you next call up the list, the standard settings will appear. You can no longer call up your layout.



## Saving Layouts

### Use

The list provides the layouts that you can save.

### Procedure

1. Choose *Save layout* or *Settings* → *Layout* → *Save*.
2. In the dialog box, enter a name and a description for your layout.



You cannot give the layout a name that begins with a number, since this type of name is reserved for the standard layouts in the standard system.

3. In general, layouts are available for all users as client-specific standard layouts.  
In lists in which you can save layouts as user-specific, you can select *User-specific*.



User-specific layouts must begin with a letter (A-Z).

Non-user-specific layouts (client-specific standard layouts) must begin with “/”.

4. If you have entered sort criteria, subtotals criteria or filter conditions, you can save the layout with these criteria by selecting the criteria.
5. Specify the summation level to which the list should be broken down when calling the layout. With the entry 0, all the non-totals rows are displayed in addition to the totals rows and subtotals rows.
6. Choose *Save* to save the layout with the criteria entered and exit the dialog box.
7. If a layout with the same name already exists, the system will inform you of this and you can either overwrite the existing layout (*Continue*) or enter another name (*New entry*).

## Layout Management

# Layout Management

## Use

Layout management enables you to do the following:

- Delete layouts
- Transport layouts
- Define layouts as initial layouts

## Activities

To call layout management, choose *Settings* → *Layout* → *Management*.

A list of layouts appears.



The standard SAP layouts begin with a number.

Non-user-specific layouts (customer-specific standard layouts) begin with /.

User-specific layouts begin with a letter from A to Z.

## Features

### Processing Lists using SAP List Viewer Functions

You can process the list of layouts using the following SAP List Viewer functions:

- *First Column, Last Column, Column Left, Column Right* (see: [Navigating Within the List \[Page 9\]](#))
- *Choose Detail* (see: [Choosing Detail \[Page 10\]](#))
- *Sort in Ascending Order* or *Sort in Descending Order* (see [Sorting Lists in Ascending or Descending Order \[Page 11\]](#))
- Select and deselect rows (see: [Selecting and Deselecting Rows \[Page 13\]](#))
- Set or delete filter ([Setting and Deleting the Filter \[Page 15\]](#))
- *Change layout* ([Changing Layouts \[Page 31\]](#))
- *Find* ([Finding Terms \[Page 38\]](#))
- *Basic list* ([Displaying the Basic List \[Page 37\]](#))
- *Printing lists* ([Printing Lists \[Page 39\]](#))
- *Sending lists* ([Sending Lists as Documents \[Page 40\]](#))
- *Saving lists as local files* ([Local File \[Page 41\]](#))

### Displaying user-defined layouts / standard layouts

If user-defined layouts can be defined in the list (see: [Saving Layouts \[Page 33\]](#)), you can use *User-Defined Layouts / Standard Layouts* to switch between the display of the standard layout

that is available to all users and the display of the user-defined layouts that are only available to you.

The display of the standard layouts includes the SAP standard layouts as well as the non-user-specific, client-specific layouts.

## Deleting layouts

If you want to delete one or more layouts, select it/them and choose *Delete layout* or *Edit* → *Delete layout*.

## Setting initial layouts

If you want the list to display a particular layout instead of a basic list, click the row of the layout in the *IL (Initial layout)* column, or select the layout and choose *Set initial layout* or *Edit* → *Set initial layout*.

## Saving layouts

*Layouts* → *Save* saves your changes to the list of layouts.

## Importing layouts

With *Import layouts*, you can import one or more layouts from another client.

1. Choose *Environment* → *Import layouts*.
2. Enter the source client from which the import should proceed. A list of all the standard layouts in the client appears.
3. Select the desired layout. To select all the layouts, use *Select All*.
4. Choose *Import*.

## Transporting layouts

*Layouts* → *Transport* transports standard layouts from the current system into the target system. The SAP System puts the selected layouts in a Customizing order.

1. Select one or more standard layouts that you want to transport into another system. To select all the standard layouts, use *Select All*.



You can only transport standard layouts (the standard layouts or client-specific layouts in the standard system). You cannot transport user-specific layouts.

2. Choose *Layouts* → *Transport*
3. To create a new transport request, choose *Create request*, enter a name for the request, and save the request.  
To select an existing transport request, choose *Own request* and double-click on the desired request.
4. Exit the dialog box with *Continue*.
5. Transport the transport request into the target system using transport system functions. To do this, choose *Utilities* → *Requests (Organizer)*.

Layout Management

## Displaying the Basic List

### Prerequisites

You can revert to the standard settings of a list, if you have done the following:

- Created your own layout
- Selected your own layout
- Created totals or subtotals
- Hidden totals or subtotals
- Optimized the column width
- Frozen columns

### Procedure

To go back to the prefiltered list display, choose *Settings* → *Basic List*.

---

**Finding Terms****Finding Terms****Procedure**

1. To carry out a search in the list for certain terms, choose *Edit* → *Find*.
2. In the dialog box, enter a name to be searched for in the list.
3. Specify whether the search should be carried out from the current line or in the current page.
4. Restrict the search to a maximum number of hits.
5. Choose *Find*.

The positions found are displayed in a dialog box. If you click on a line, the cursor is positioned on the relevant position in the list.

## Printing Lists

### Procedure

1. To print the current list, choose *List* → *Print*.
2. In the *Print Parameters* initial screen, enter the following data:
  - The output device
  - The number of copies
3. If necessary, enter the following data:
  - The spool control
  - The output format

---

**Sending the List as a Document**

## **Sending the List as a Document**

### **Procedure**

1. To send the list as a mail, choose *List* → *Save* → *Office*.
2. In the initial screen *Create Document and Send*, the document name, description, and send date are preset. They can be overwritten.
3. Create a note for the list if you so desire.
4. Enter the name of the recipient and specify the name with the *Type* indicator.
5. Under *Recipient*, enter the name and distribution list or address or organizational unit.
6. To send the mail, choose *Send*.



## Transferring a List to a Local File

### Use

You can transfer the list from the computer on which you are working to a local file. The formats for the file are *Unconverted*, *Spreadsheet*, and *Rich Text Format*.

### Procedure

1. Choose *Local File* or *List* → *Export* → *Local File*.
2. Choose the file format.
3. Choose *Continue*.
4. Enter the path and name of the file in which you want to write the data.
5. Choose *Transfer*.



If you want to transfer data into a spreadsheet program, set the file format to DAT.