

Steps to Create and Use Custom Inflation Tables in ACE

1. Open the ACEIT Librarian (**Start > Programs > ACEIT Tools > ACEIT Librarian**).
2. From the menu, select **Edit > New Inflation Table** or click on the New Inflation Table icon () next to the **Table** section of the application. Enter a description for your inflation table (e.g., Custom Indices), enter the As of Date of the rates, and select whether the indices are for the Calendar or Fiscal Year. Click **OK** to close the form.
3. **To create indices**, select **Edit > New Appropriation** and enter the following information:
 - a. Appropriation Code – This is a four-digit number (e.g., 2040). This can be a duplicate of an existing system code, if desired. This field is mandatory.
 - b. Term – This is an alphabetic code of at most six (6) letters (e.g., RDTEA). It can be a duplicate of an existing system code, if desired. This field is mandatory.
 - c. Revision Date – This is the date the indices were revised.
 - d. Base Year – This is the base year of the indices. In other words, this is the year where the raw index equals one. This field is mandatory.
 - e. Description – Enter a description of the appropriation (e.g., "RDT&E for the Army"). This field is mandatory.
 - f. Inflation Inputs - Choose one of the following options to enter the inflation indices:
 - i. Fixed Rate – Select this option to enter a static inflation rate each year (e.g., 5%)
 - ii. Raw/Compound Indices – Select this option if you have indices that have already been calculated and you want to paste them into the Librarian.
 - iii. Yearly Escalation Rates – Select this option if you have actual escalation values on a per year basis and you want the Librarian to calculate inflation indices for you.
 - g. Use Weighted – Choose one of the following options to enter Weighted inflation indices:
 - i. None – Select this option if you do not have weighted indices
 - ii. Weighted/Composite Indices – Select this option if you have indices that have already been calculated and you want to paste them into the Librarian.
 - iii. Outlay Rates/Expenditure Profiles – Select this option if you have the outlay rates available and want the Librarian to calculate weighted indices for you.
 - h. Agency/Source Code/Source Description (optional) – Enter the agency, source and a description of the agency that published the indices.
4. Click **OK** to close the Appropriation Properties form.
5. Depending on the options checked on the Appropriation Properties form, the Appropriation Indices form will have different cells highlighted. The cells in white are where you enter or paste the desired information. **File > Close** closes the form and saves the indices.
6. Repeat steps 3 - 5 for each new appropriation you wish to add to the inflation table created in Step 2.
7. Close the Librarian (**File > Exit**) and select **Yes** to save changes you made to the libraries.
8. Open ACE (**Start > Programs > ACEIT > ACE**) and open the desired ACE session.
9. Open the Session Properties dialog (**File > Properties**).
10. Click on the **Inflation** tab. From the *Custom Inflation Table* section of the dialog, select the new custom table created in Step 2 from the **Name** drop down. Click **OK** to close the dialog.

Note: ACE uses the custom indices first, then the system indices so you can have both a system inflation table and a custom inflation table selected, if desired.