

6 STEPS

Assigning a Delegate in Sage Intacct

1

Click on your name in the top right corner. Select, “My Preferences”.

Scroll down to the “Email Notifications” section.

2

3

Your immediate supervisor will be listed as the delegate. If they are not, contact finance.

Check the box to the left of their name.

4

5

Optional: If you know the dates that this should start and end, add them.

Click “Save” in the top right corner.

6