

# SedonaSetup - OP - Departments

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Departments are the functional areas within your company to which employees are assigned. You may also assign up to two managers to the department.

You must assign a department to each of your employees in the Employee setup table. The Department is used for informational and reporting purposes only. Create one record for each of your departments.

If the department is a sales type department, make certain you check the “Add as Sales Department” box. This is used in the SedonaOffice Sales Management module.

You may assign up to two managers to a department. You will need to return to the department record and assign the employee who is the manager after you create the Employee record.

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