City of Madison Campaign Finance Database

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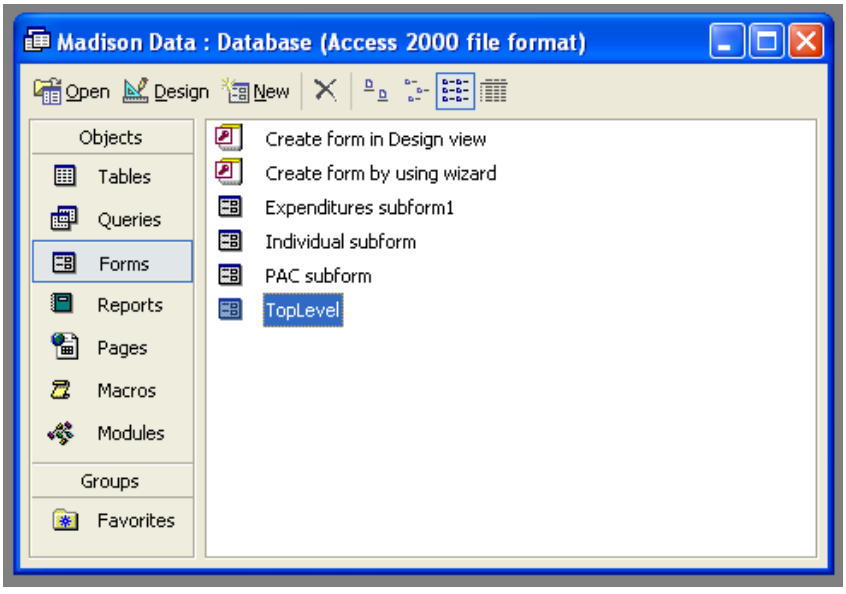
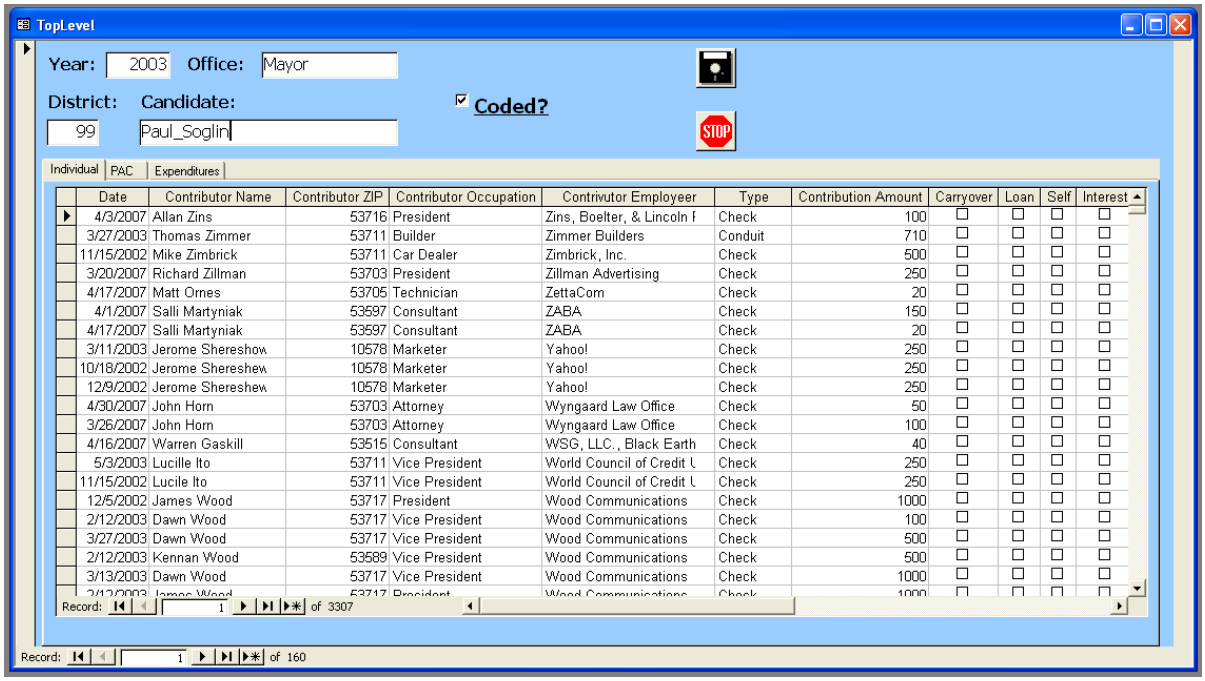
The Madison Data file was created in Microsoft Access. You will need Access to open the data set, but once opened, you will be able to export the data into Excel or text files.

Navigation: Upon opening the database, the entry screen below will appear



Click first on “Forms” in the left column and then double-click on “TopLevel” in the right column to access the database.



The above will appear when you open the TopLevel form. It will allow you to browse contributions and expenditures made by each candidate for office by election cycle.

There are three tabs just below the candidate's name that open subforms that will allow you to examine contributions made by individuals or PACs or expenditures made by the candidate's committee. All fields in the TopLevel form and the subforms are listed in the next section.

To close and exit the database, simply click on the stop sign button:

Forms & Fields: The fields in the top form and three subforms are:

Basic Fields

- Year
- Office
- District (98 for Municipal Judge; 99 for Mayor)
- Candidate

Individual

- Date
- Contributor Name
- Contributor ZIP
- Contributor Occupation
- Contributor Employer
- Contribution Type
- Contribution Amount
- Carryover (from previous campaign) (Y/N)
- Loan (Y/N)
- Self (funding) (Y/N)
- Interest (income) (Y/N)

PAC

- Date
- PAC Name
- PAC ZIP
- Contribution Type
- Contribution Amount
- Transfer In (from another candidate or party) (Y/N)

Expenditures

- Date
- Payee
- Purpose
- Amount
- Transfer Out (to another candidate or party) (Y/N)
- Loan Repayment (Y/N)

Sorting, Searches, & Filters:

The TopLevel form can be sorted by clicking in any of its fields and then pushing the sort ascending or descending buttons:

Any of the subforms (Individual/PAC/Expenditures) can be sorted by any of its fields by clicking on the field name at the top of the column in the subform.

To perform searches, click in the field you would like to search, and the press the search button:

Pay careful attention to the options that appear in the search dialogue box to ensure your search will provide the results you are looking for.

In addition to searching, records can also be separated by filtering. That is, for example, if you only want to see candidates for mayor, simply click in the entry for office when you are examining a mayoral candidate and the push the filter button:

You can filter using any of the fields in the TopLevel form (Year, Office, District, or Candidate). To remove the filter, simply click the filter button again.

Other:

The database will allow you to run queries that can aggregate the data in various ways based upon any of the fields in the TopLevel form or any of the subforms. To run these queries, you will need to click on “Queries” instead of “Forms” when the entry screen appears. You will need some experience in using Access to produce queries.

If you are unfamiliar with Access, all of the data in the database can be exported to either Microsoft Excel or text files using the “Export” command under the File menu.