Business credit follow-up tracker

EXCEL CAPITAL MANAGEMENT | One sheet per account or disputed item

Use this form to confirm reporting, record a payment and follow up on an error.
Save a copy for your records. Do not enter full account numbers or identity documents.

1. Identify the account and reporting arrangement

Business name

Supplier or lender

Bureau / score model shown on report

Report date / last update

Reporting confirmed by / confirmation date

Expected reporting cycle / next report date

2. Record the payment you want to verify

Invoice reference (no full account number)

Invoice amount

Payment due date

Date paid / payment confirmation reference

3. Record an error and follow up

What is wrong? What should the report show?

Evidence kept (invoice, receipt, correspondence)

Dispute submitted / case reference

Next follow-up date

Response / next action

This worksheet organizes records. It does not submit a dispute or predict a score change.

Guide: excelcapmanagement.com/improve-business-credit-score/