

D-U-N-S + PAYDEX Tracking Sheet

Business Credit Starter System

Use this tracking sheet to monitor your D-U-N-S setup, vendor reporting, payment history, and PAYDEX score growth.

Business Information

Business Name

LLC Formation Date

EIN Number

Business Bank Opened

D-U-N-S Number

D-U-N-S Approval Date

Vendor Reporting Tracker

Vendor 1

Vendor Name: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

First Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Paid Early / On Time / Late

Reported to D&B: Yes / No

Vendor 2

Vendor Name: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

First Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Paid Early / On Time / Late

Reported to D&B: Yes / No

Vendor 3

Vendor Name: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

First Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Paid Early / On Time / Late

Reported to D&B: Yes / No

Vendor 4

Vendor Name: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

First Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Paid Early / On Time / Late

Reported to D&B: Yes / No

Vendor 5

Vendor Name: _____

Account Open Date: _____

Net Terms: Net 30 / Net 60 / Net 90

First Purchase Amount: _____

Payment Due Date: _____

Payment Date: _____

Paid Early / On Time / Late

Reported to D&B: Yes / No

PAYDEX Score Tracking

Month 1 Score: _____

Month 2 Score: _____

Month 3 Score: _____

Month 4 Score: _____

Month 5 Score: _____

Month 6 Score: _____

PAYDEX Reminder

80 = On-time payments

Above 80 = Early payments (stronger profile)

Below 80 = Late payments (hurts credibility)

Even small purchases matter when they report correctly.

Consistency builds the score.

Funding Readiness Notes

Bank pre-approval offers received:

Lender follow-up notes:

Reminder

Business credit grows faster when reporting is consistent.

Small purchases paid early can create stronger results than large purchases paid late.

Track everything.

Details matter.