

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:31 UTC | northwindtraders.onmicrosoft.com |

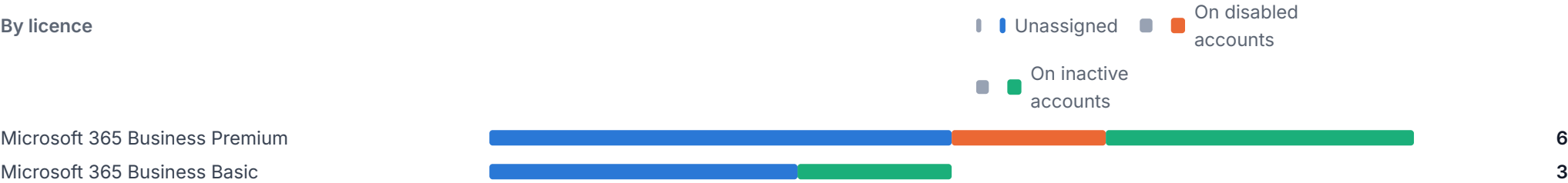
Paid licences nobody uses, in money, and the accounts holding them.

**Filtered view.** Accounts to review: 3 of 4 rows, Licences is Microsoft 365 Business Premium. The headline figures cover every row.

|                                                                                      |                                                                                     |                                                                                                               |                                                                                                    |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <div>Waste per month</div> <div><b>£123.30</b></div> <div>Unused paid licences</div> | <div>Waste per year</div> <div><b>£1,479.60</b></div> <div>If nothing changes</div> | <div>Unused licences</div> <div><b>9</b></div> <div>5 unassigned, 1 on disabled, 3 on inactive accounts</div> | <div>Overlapping licences</div> <div><b>0</b></div> <div>Features already included elsewhere</div> |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

## Waste by subscription 2 2 to review

Paid licences nobody is using: unassigned, or assigned to disabled or inactive accounts. Free and trial licences are left out.



| Flag     | Licence                        | Purchased | Assigned | Unassigned | On disabled accounts | On inactive accounts | Price / month | Waste / month | Waste / year |
|----------|--------------------------------|-----------|----------|------------|----------------------|----------------------|---------------|---------------|--------------|
| ● Medium | Microsoft 365 Business Premium | 32        | 29       | 3          | 1                    | 2                    | £18.10        | £108.60       | £1,303.20    |
| ● Medium | Microsoft 365 Business Basic   | 9         | 7        | 2          | 0                    | 1                    | £4.90         | £14.70        | £176.40      |

Accounts to review 3 3 to review

Disabled accounts, and accounts with no sign-in for 90 days, that still hold paid licences. Most expensive first.

| Flag     | Account                                  | Status   | Last sign-in | Licences                       | Cost / month |
|----------|------------------------------------------|----------|--------------|--------------------------------|--------------|
| ● Medium | hannah.robinson@northwindtraders.example | Inactive | 7 Apr 2026   | Microsoft 365 Business Premium | £18.10       |
| ● Medium | robert.hughes@northwindtraders.example   | Disabled | Never        | Microsoft 365 Business Premium | £18.10       |
| ● Medium | sophie.smith@northwindtraders.example    | Inactive | 21 Jan 2026  | Microsoft 365 Business Premium | £18.10       |

Overlapping licences 0

People holding a licence whose features are all included in another licence they already have.

Nobody holds overlapping licences.