LICENCES AND SUBSCRIPTIONS

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 00:25 UTC | northwindtraders.onmicrosoft.com |

Every subscription with licences bought, assigned and available, its cost and renewal date, trials and lapsing subscriptions, and who has which licence, directly or by group.

**Filtered view.** Subscriptions: 1 of 3 rows, Licence is Visio Plan 2, 1 column hidden. The headline figures cover every row.

Monthly cost
**£623.30**
Licences bought, at your prices

Licences in use
**36 of 41**
Paid licences assigned

Lapsing within 30 days
**0**
Trials in use, expired or suspended

Trials
**0**
Active trial subscriptions

Licence errors
**0**
Licences that couldn't be assigned

Assigned by group
**2 of 36**
Licences that come from a group

## Subscriptions 1

Every product the tenant has, with licences bought, assigned and still available, and what they cost a month at your prices. Free products are listed last.

**By licence**

Assigned
Available

Visio Plan 2 0

| Flag | Licence | Status | Purchased | Assigned | Available | In grace period | Suspended | Price / month | Next renewal or end | Trial |
|---|---|---|---|---|---|---|---|---|---|---|
| Low | Visio Plan 2 | Suspended | 0 | 0 | 0 | 0 | 0 | Not priced | 19 Dec 2026 | Yes |

## Renewals and expiry 2

Each subscription and the date it next renews, lapses or is deleted. Trials and subscriptions in their grace period, suspended or locked come first.

| Flag | Licence | Subscription ID | Status | Licences | Started | Next renewal or end | Ends within | What happens |
|---|---|---|---|---|---|---|---|---|
| Low | Visio Plan 2 | c-sub-old | Suspended | 5 | 1 Mar 2025 | 19 Dec 2026 | 30 days | Suspended: people can't use it, though admins can still back up its data. Reactivate it before this date or it's deleted. |
| | Microsoft 365 Business Premium | c-sub-bp | Active | 10 | 1 Mar 2025 | 28 Apr 2027 | Later | Renews on this date if it's set to renew automatically; otherwise it expires then. Check the billing settings. |

## Who has which licence 36

One row for each licence each account holds, and whether it was assigned directly or by a group. Filter by licence to see who has it.

| Flag | Account | Licence | Assigned | Groups | State | Usage location | Sign-in |
|---|---|---|---|---|---|---|---|
| | aaron.watson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | alfie.roberts@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | alfie.scott@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | amelia.watson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| Low | ann.patel@northwindtraders.example | Microsoft 365 Business Premium | Directly and by group | All Staff | Active | GB | Allowed |
| | arthur.evans@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | ella.baker@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | ethan.green@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | george.roberts@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |

| Flag | Account | Licence | Assigned | Groups | State | Usage location | Sign-in |
|---|---|---|---|---|---|---|---|
| | george.robinson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | grace.taylor@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | grace.wilson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | hannah.patel@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | hannah.robinson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | harry.lee@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | imogen.edwards@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | isla.evans@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | jacob.hughes@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | leo.evans@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | leo.morris@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | leo.wright@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | maya.martin@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | megan.lee@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | mia.hughes@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | olivia.scott@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | olivia.smith@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | owen.taylor@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | owen.white@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | rhys.clark@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | rhys.moore@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | robert.hughes@northwindtraders.example | Microsoft 365 Business Premium | By group | All Staff | Active | – | Blocked |
| | ruby.hill@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |

| Flag | Account | Licence | Assigned | Groups | State | Usage location | Sign-in |
|---|---|---|---|---|---|---|---|
| | ruby.taylor@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | sophie.smith@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | thomas.clarke@northwindtraders.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | zara.jackson@northwindtraders.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |

## Assignment problems 2

Licences that couldn't be assigned, licensed accounts without a usage location, and licences assigned both directly and by a group.

| Flag | Account | Licence | Problem | Group | What it means | What to do |
|---|---|---|---|---|---|---|
| Low | robert.hughes@northwindtraders.example | Microsoft 365 Business Premium | No usage location | – | Microsoft needs a usage location (country) to assign a licence. Groups fall back to the organisation's country; assigning one directly fails. | Set the usage location on the account in the Microsoft 365 admin center |
| Low | ann.patel@northwindtraders.example | Microsoft 365 Business Premium | Directly and by group | All Staff | Removing the account from the group won't remove the licence, which is how leavers keep licences. | Remove the direct assignment so the group manages it |

## Groups that assign licences 1

Groups that hand out licences to their members (group-based licensing), how many people have a licence through each and how many assignments failed.

| Group | Licences it gives | People licensed through it | Errors | Members | Membership |
|---|---|---|---|---|---|
| All Staff | Microsoft 365 Business Premium | 2 | 0 | – | Dynamic |

Costs use the monthly prices on the Licence prices page. Microsoft doesn't say whether a paid subscription renews automatically: check Billing > Your products in the Microsoft 365 admin center, or Partner Center for subscriptions you sell.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 00:25 UTC.