

PREPARED BY

Harbour IT

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MICROSOFT 365 TENANT

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: 2 of 3 rows, Trial is No. Assignment problems: 2 of 2 rows, 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 2

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

|                                |             |    |
|--------------------------------|-------------|----|
| Microsoft 365 Business Premium | <div></div> | 32 |
| Microsoft 365 Business Basic   | <div></div> | 9  |

| Licence                        | Status | Purchased | Assigned | Available | In grace period | Suspended | Price / month | Cost / month | Next renewal or end | Trial |
|--------------------------------|--------|-----------|----------|-----------|-----------------|-----------|---------------|--------------|---------------------|-------|
| Microsoft 365 Business Basic   | Active | 9         | 7        | 2         | 0               | 0         | £4.90         | £44.10       | –                   | No    |
| Microsoft 365 Business Premium | Active | 32        | 29       | 3         | 0               | 0         | £18.10        | £579.20      | 13 Mar 2027         | No    |

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 | 3 Nov 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 | 13 Mar 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 |
|      |                                       |                                |           |        |        |                |         |

| Flag  | Account                                  | Licence                        | Assigned              | Groups    | State  | Usage location | Sign-in |
|-------|------------------------------------------|--------------------------------|-----------------------|-----------|--------|----------------|---------|
|       | 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 |
|       | 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 |

| Flag | Account                                | Licence                        | Assigned  | Groups    | State  | Usage location | Sign-in |
|------|----------------------------------------|--------------------------------|-----------|-----------|--------|----------------|---------|
|      | 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 |
|      | 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 to do                                                              |
|-------|----------------------------------------|--------------------------------|-----------------------|-----------|-------------------------------------------------------------------------|
| ● Low | robert.hughes@northwindtraders.example | Microsoft 365 Business Premium | No usage location     | –         | 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 | 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 14 Oct 2026, 04:00 UTC.