

PREPARED BY  
Harbour ITDATE  
14 Oct 2026DATA COLLECTED  
13 Oct 2026, 04:00 UTCMICROSOFT 365 TENANT  
fabrikam.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: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Monthly cost

**£896.30**

Licences bought, at your prices

Licences in use

**54 of 59**

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 54**

Licences that come from a group

## Subscriptions 3

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></div><div></div></div> | 46 |
| Microsoft 365 Business Basic   | <div><div></div><div></div></div> | 13 |
| Visio Plan 2                   | <div><div></div><div></div></div> | 0  |

| Flag | Licence                        | Status    | Purchased | Assigned | In grace period | Suspended | Price / month | Cost / month | Next renewal or end | Trial |
|------|--------------------------------|-----------|-----------|----------|-----------------|-----------|---------------|--------------|---------------------|-------|
| Low  | Visio Plan 2                   | Suspended | 0         | 0        | 0               | 0         | Not priced    | Not priced   | 2 Nov 2026          | Yes   |
|      | Microsoft 365 Business Basic   | Active    | 13        | 11       | 0               | 0         | £4.90         | £63.70       | –                   | No    |
|      | Microsoft 365 Business Premium | Active    | 46        | 43       | 0               | 0         | £18.10        | £832.60      | 12 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 | 2 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 | 12 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 54

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.smith@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | aisha.brown@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | amelia.jackson@fabrikam.example  | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | amelia.khan@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
| ● Low | anna.kowalski@fabrikam.example   | Microsoft 365 Business Premium | Directly and by group | All Staff | Active | GB             | Allowed |
|       | arthur.lee@fabrikam.example      | Microsoft 365 Business Basic   | Not known             | –         | Active | –              | Allowed |
|       | arthur.williams@fabrikam.example | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ava.jackson@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ava.moore@fabrikam.example       | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ava.thomas@fabrikam.example      | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ben.okafor@fabrikam.example      | Microsoft 365 Business Premium | By group              | All Staff | Active | –              | Blocked |
|       | callum.turner@fabrikam.example   | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | chloe.jackson@fabrikam.example   | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ella.evans@fabrikam.example      | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ella.hughes@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | ethan.jones@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | freya.evans@fabrikam.example     | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | george.baker@fabrikam.example    | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |
|       | george.walker@fabrikam.example   | Microsoft 365 Business Basic   | Not known             | –         | Active | –              | Allowed |
|       | george.williams@fabrikam.example | Microsoft 365 Business Premium | Not known             | –         | Active | –              | Allowed |

| Flag | Account                         | Licence                        | Assigned  | Groups | State  | Usage location | Sign-in |
|------|---------------------------------|--------------------------------|-----------|--------|--------|----------------|---------|
|      | henry.roberts@fabrikam.example  | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | isla.scott@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | jack.lee@fabrikam.example       | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | jack.roberts@fabrikam.example   | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | jack.ward@fabrikam.example      | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | leo.harrison@fabrikam.example   | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | lily.khan@fabrikam.example      | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | lily.watson@fabrikam.example    | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | lily.white@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | megan.green@fabrikam.example    | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | megan.king@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | noah.harris@fabrikam.example    | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | noah.wood@fabrikam.example      | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | olivia.taylor@fabrikam.example  | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | oscar.smith@fabrikam.example    | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | owen.khan@fabrikam.example      | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | owen.patel@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | owen.robinson@fabrikam.example  | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | owen.scott@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | owen.smith@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | owen.turner@fabrikam.example    | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | priya.williams@fabrikam.example | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      | rhys.hall@fabrikam.example      | Microsoft 365 Business Basic   | Not known | –      | Active | –              | Allowed |
|      |                                 |                                |           |        |        |                |         |

| Flag | Account                          | Licence                        | Assigned  | Groups | State  | Usage location | Sign-in |
|------|----------------------------------|--------------------------------|-----------|--------|--------|----------------|---------|
|      | rhys.scott@fabrikam.example      | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | rhys.walker@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | ruby.clark@fabrikam.example      | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | ruby.davies@fabrikam.example     | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | ruby.wood@fabrikam.example       | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | thomas.allen@fabrikam.example    | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | thomas.johnson@fabrikam.example  | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | thomas.robinson@fabrikam.example | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | william.lewis@fabrikam.example   | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | william.wood@fabrikam.example    | Microsoft 365 Business Premium | Not known | –      | Active | –              | Allowed |
|      | zara.edwards@fabrikam.example    | Microsoft 365 Business Basic   | 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 | ben.okafor@fabrikam.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 | anna.kowalski@fabrikam.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 13 Oct 2026, 04:00 UTC.