

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Who was given or lost a licence and when, who made the change, and licences bought and assigned month by month, from Office Sentry's own history.

Filtered view. Assigned and removed: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

Assigned in the last 30 days

2

Paid licences given to people

Removed in the last 30 days

0

Paid licences taken away

Licences bought

+2

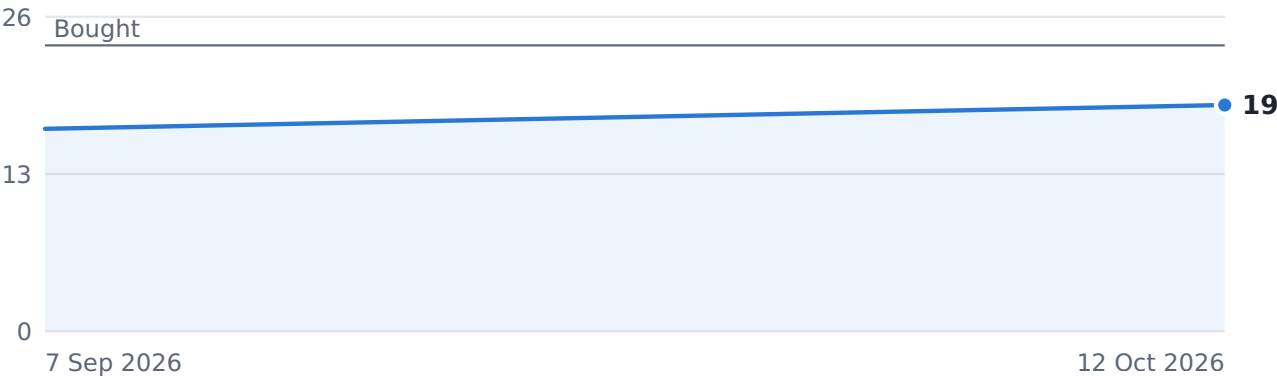
24 now, 22 on 7 Sep

Monthly cost

+£23.00

£355.20 now, £332.20 on 7 Sep

Paid licences assigned over the last year



Assigned and removed 2

Every paid licence given to or taken from an account, newest first. Seen is the time in the audit log when it records the change, otherwise the first collection that showed it: one a day for the last month, one a month before that.

Account	Licence	Change	Note	Price / month
william.allen@contoso.example	Microsoft 365 Business Premium	Assigned	New account	£18.10
priya.hughes@contoso.example	Microsoft 365 Business Basic	Assigned	New account	£4.90

Licences by month 4

Paid licences bought and assigned at the end of each month (this month so far), and the change in assigned licences from the month before.

Month	Licence	Bought	Assigned	Available	Change in assigned	Cost / month
October 2026	Microsoft 365 Business Basic	6	4	2	+1	£29.40
October 2026	Microsoft 365 Business Premium	18	15	3	+1	£325.80
September 2026	Microsoft 365 Business Basic	5	3	2	–	£24.50
September 2026	Microsoft 365 Business Premium	17	14	3	–	£307.70

Bought, assigned and cost come from Microsoft's licence counts at each month's last collection; costs use the monthly prices on the Licence prices page, and active trials cost nothing until they're bought. Free licences are left out.

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