

PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.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. Renewals and expiry: 0 of 2 rows, Status is Trial. The headline figures cover every row.

Monthly cost

£355.20

Licences bought, at your prices

Licences in use

19 of 24

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 19

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		18
Microsoft 365 Business Basic		6
Visio Plan 2		0

Flag	Licence	Status	Purchased	Available	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	1 Nov 2026	Yes
	Microsoft 365 Business Basic	Active	6	2	0	0	£4.90	£29.40	–	No
	Microsoft 365 Business Premium	Active	18	3	0	0	£18.10	£325.80	11 Mar 2027	No

Renewals and expiry 0

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

No rows match the filters.

Who has which licence 19

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
Low	annabel.fraser@contoso.example	Microsoft 365 Business Premium	Directly and by group	All Staff	Active	GB	Allowed
	bobby.marsh@contoso.example	Microsoft 365 Business Premium	By group	All Staff	Active	–	Blocked
	ella.thomas@contoso.example	Microsoft 365 Business Basic	Not known	–	Active	–	Allowed

Flag	Account	Licence	Assigned	Groups	State	Usage location	Sign-in
	evie.davis@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	jack.white@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	jacob.johnson@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	joseph.morris@contoso.example	Microsoft 365 Business Basic	Not known	–	Active	–	Allowed
	lily.harrison@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	megan.smith@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	noah.clark@contoso.example	Microsoft 365 Business Basic	Not known	–	Active	–	Allowed
	oliver.hill@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	olivia.ward@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	olivia.wilson@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	owen.taylor@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	priya.hughes@contoso.example	Microsoft 365 Business Basic	Not known	–	Active	–	Allowed
	rhys.evans@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	sophie.taylor@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	william.allen@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
	william.clark@contoso.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	bobby.marsh@contoso.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	annabel.fraser@contoso.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.

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