

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: 1 of 3 rows, Flag is Low. Renewals and expiry: 2 of 2 rows, 1 column hidden. 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 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 | Cost / month | Next renewal or end | Trial |
|-------|--------------|-----------|-----------|----------|-----------|-----------------|-----------|---------------|--------------|---------------------|-------|
| ● Low | Visio Plan 2 | Suspended | 0         | 0        | 0         | 0               | 0         | Not priced    | Not priced   | 1 Nov 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 | Next renewal or end | Ends within | What happens                                                                                                              |
|-------|--------------------------------|-----------------|-----------|----------|---------------------|-------------|---------------------------------------------------------------------------------------------------------------------------|
| ● Low | Visio Plan 2                   | c-sub-old       | Suspended | 5        | 1 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       | 11 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 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 |
|       | 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 |

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

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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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