LICENCES AND SUBSCRIPTIONS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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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 4 rows, Licence is Microsoft 365 Business Basic. Who has which licence: 38 of 38 rows, 1 column hidden. The headline figures cover every row.

Monthly cost
£503.20
Licences bought, at your prices

Licences in use
38 of 44
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 38
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



Licence	Status	Purchased	Assigned	Available	In grace period	Suspended	Price / month	Cost / month	Next renewal or end	Trial
Microsoft 365 Business Basic	Active	6	4	2	0	0	£4.90	£29.40	–	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	19 Dec 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	28 Apr 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 38

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	Usage location	Sign-in
Low	annabel.fraser@contoso.example	Microsoft 365 Business Premium	Directly and by group	All Staff	GB	Allowed
	annabel.fraser@contoso.example	Microsoft Entra ID P2	Directly	–	GB	Allowed
	bobby.marsh@contoso.example	Microsoft 365 Business Premium	By group	All Staff	–	Blocked
	bobby.marsh@contoso.example	Microsoft Entra ID P2	Directly	–	–	Blocked
	ella.thomas@contoso.example	Microsoft 365 Business Basic	Not known	–	–	Allowed
	ella.thomas@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	evie.davis@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	evie.davis@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	jack.white@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed

Flag	Account	Licence	Assigned	Groups	Usage location	Sign-in
	jack.white@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	jacob.johnson@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	jacob.johnson@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	joseph.morris@contoso.example	Microsoft 365 Business Basic	Not known	–	–	Allowed
	joseph.morris@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	lily.harrison@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	lily.harrison@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	megan.smith@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	megan.smith@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	noah.clark@contoso.example	Microsoft 365 Business Basic	Not known	–	–	Allowed
	noah.clark@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	oliver.hill@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	oliver.hill@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	olivia.ward@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	olivia.ward@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	olivia.wilson@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	olivia.wilson@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	owen.taylor@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	owen.taylor@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	priya.hughes@contoso.example	Microsoft 365 Business Basic	Not known	–	–	Allowed
	priya.hughes@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	rhys.evans@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	rhys.evans@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed

Flag	Account	Licence	Assigned	Groups	Usage location	Sign-in
	sophie.taylor@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	sophie.taylor@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	william.allen@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	william.allen@contoso.example	Microsoft Entra ID P2	Not known	–	–	Allowed
	william.clark@contoso.example	Microsoft 365 Business Premium	Not known	–	–	Allowed
	william.clark@contoso.example	Microsoft Entra ID P2	Not known	–	–	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, Microsoft Entra ID P2	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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