LICENCES AND SUBSCRIPTIONS

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 04:00 UTC | 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 4 rows, Licence is Microsoft 365 Business Premium. Assignment problems: 2 of 2 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 Premium | Active | 18 | 15 | 3 | 0 | 0 | £18.10 | £325.80 | 28 Apr 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 | 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 | State | Usage location | Sign-in |
|---|---|---|---|---|---|---|---|
| Low | annabel.fraser@contoso.example | Microsoft 365 Business Premium | Directly and by group | All Staff | Active | GB | Allowed |
| | annabel.fraser@contoso.example | Microsoft Entra ID P2 | Directly | – | Active | GB | Allowed |
| | bobby.marsh@contoso.example | Microsoft 365 Business Premium | By group | All Staff | Active | – | Blocked |
| | bobby.marsh@contoso.example | Microsoft Entra ID P2 | Directly | – | Active | – | Blocked |
| | ella.thomas@contoso.example | Microsoft 365 Business Basic | Not known | – | Active | – | Allowed |
| | ella.thomas@contoso.example | Microsoft Entra ID P2 | Not known | – | Active | – | Allowed |
| | evie.davis@contoso.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | evie.davis@contoso.example | Microsoft Entra ID P2 | Not known | – | Active | – | Allowed |
| | jack.white@contoso.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |

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

| Flag | Account | Licence | Assigned | Groups | State | Usage location | Sign-in |
|---|---|---|---|---|---|---|---|
| | sophie.taylor@contoso.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | sophie.taylor@contoso.example | Microsoft Entra ID P2 | Not known | – | Active | – | Allowed |
| | william.allen@contoso.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | william.allen@contoso.example | Microsoft Entra ID P2 | Not known | – | Active | – | Allowed |
| | william.clark@contoso.example | Microsoft 365 Business Premium | Not known | – | Active | – | Allowed |
| | william.clark@contoso.example | Microsoft Entra ID P2 | 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 | Licence | Problem | Group | What it means | What to do |
|---|---|---|---|---|---|
| Low | 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 | 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 29 Nov 2026, 04:00 UTC.