

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: 2 of 3 rows, Status is Active, 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 2

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  |

| Licence                        | Purchased | Assigned | Available | In grace period | Suspended | Price / month | Cost / month | Next renewal or end | Trial |
|--------------------------------|-----------|----------|-----------|-----------------|-----------|---------------|--------------|---------------------|-------|
| Microsoft 365 Business Basic   | 6         | 4        | 2         | 0               | 0         | £4.90         | £29.40       | –                   | No    |
| Microsoft 365 Business Premium | 18        | 15       | 3         | 0               | 0         | £18.10        | £325.80      | 13 Mar 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 | 3 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       | 1 Mar 2025 | 13 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 |

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

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.