

PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 UTC

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, Trial is Yes. Assignment problems: 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 | Started    | Next renewal or end | Ends within | What happens                                                                                                              |
|-------|--------------------------------|-----------------|-----------|----------|------------|---------------------|-------------|---------------------------------------------------------------------------------------------------------------------------|
| ● Low | Visio Plan 2                   | c-sub-old       | Suspended | 5        | 1 Mar 2025 | 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       | 1 Mar 2025 | 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                        | Problem               | Group     | What it means                                                                                                                                 | What to do                                                              |
|-------|--------------------------------|-----------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| ● Low | bobby.marsh@contoso.example    | 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 | 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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