LICENCES AND SUBSCRIPTIONS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 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: 4 of 4 rows, 1 column hidden. Who has which licence: 2 of 38 rows, Account is owen.taylor@contoso.example. 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 4

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



Flag	Licence	Purchased	Assigned	Available	In grace period	Suspended	Price / month	Cost / month	Next renewal or end	Trial
Low	Visio Plan 2	0	0	0	0	0	Not priced	Not priced	19 Dec 2026	Yes
	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	28 Apr 2027	No
	Microsoft Entra ID P2	20	19	1	0	0	£7.40	£148.00	–	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 2

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.

Account	Licence	Assigned	Groups	State	Usage location	Sign-in
owen.taylor@contoso.example	Microsoft 365 Business Premium	Not known	–	Active	–	Allowed
owen.taylor@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	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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