

PREPARED BY

Harbour IT

DATE

14 Oct 2026

DATA COLLECTED

14 Oct 2026, 04:00 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. Who has which licence: 2 of 19 rows, Groups is All Staff. 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

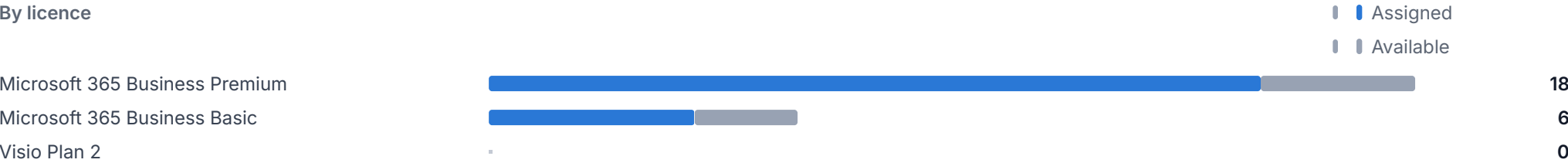
Assigned by group

2 of 19

Licences that come from a group

Subscriptions 3

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.



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	3 Nov 2026	Yes
	Microsoft 365 Business Basic	Active	6	4	2	0	0	£4.90	£29.40	–	No
	Microsoft 365 Business Premium	Active	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 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.

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

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	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.

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