

SeatPrune License Audit Report

Apex Manufacturing Inc.

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Total Users	202
Enabled Users	188
Shared Mailboxes	8
License Cost (All Purchased)	\$9,030.00
Spend on Assigned Licenses	\$7,341.00
Unassigned License Waste	\$1,689.00
Potential Optimization Savings	\$3,092.00
Over-Provisioned Users	7
Downgrade Candidates	7

License Inventory

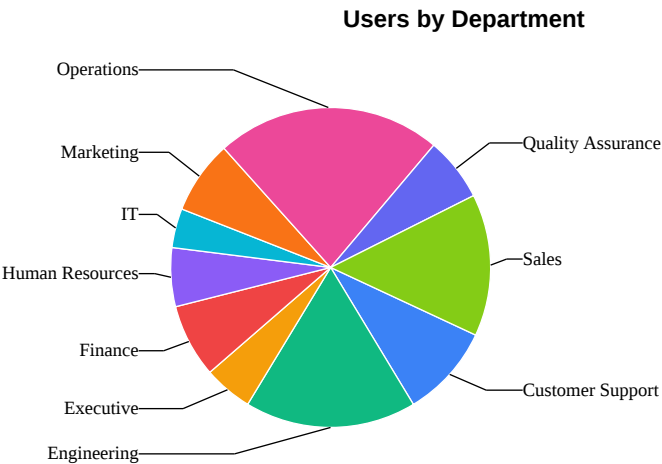
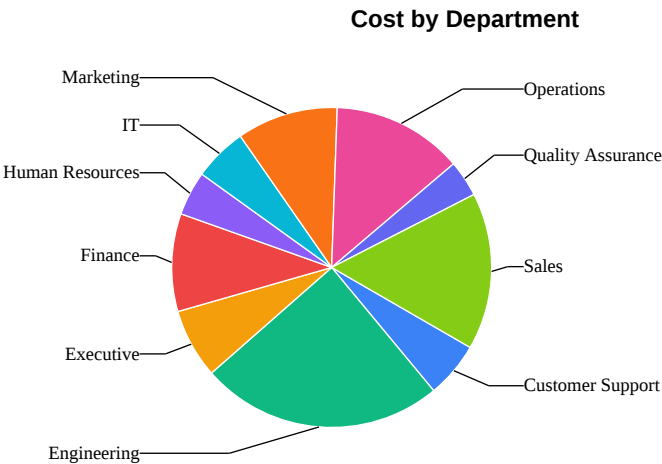
All purchased licenses across this tenant with quantities, utilization, and costs.

License	Total	Assigned	Available	Utilization	Cost/License	Total Cost/mo
Microsoft 365 E5	45	33	12	73%	\$57.00	\$2,565.00
Microsoft 365 E3	95	80	15	84%	\$36.00	\$3,420.00
Microsoft 365 E1	40	32	8	80%	\$10.00	\$400.00
Microsoft 365 Business Premium	30	24	6	80%	\$22.00	\$660.00
Microsoft 365 Business Basic	35	28	7	80%	\$6.00	\$210.00
Exchange Online (Plan 1)	15	11	4	73%	\$4.00	\$60.00
Power BI Pro	25	17	8	68%	\$10.00	\$250.00
Project Plan 3	20	13	7	65%	\$30.00	\$600.00
Visio Plan 2	15	9	6	60%	\$15.00	\$225.00
Teams Phone Standard	80	55	25	69%	\$8.00	\$640.00

Total monthly license spend: \$9,030.00

Department Cost & License Breakdown

License costs and user counts broken down by department. Helps identify which teams are driving license spend.



Department	Total Users	Licensed Users	Monthly Cost
Customer Support	19	19	\$408.00
Engineering	35	35	\$1,770.00
Executive	10	10	\$507.00
Finance	15	15	\$713.00
Human Resources	12	12	\$323.00
IT	8	8	\$390.00
Marketing	15	15	\$738.00
Operations	46	46	\$954.00
Quality Assurance	13	13	\$265.00
Sales	29	29	\$1,145.00

Total departmental spend: \$7,213.00

Users & Licenses / Cost

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Jennifer Ramirez	jennifer.ramirez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-10T09:22:14
Nicole Green	nicole.green@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T03:22:14
Timothy Nguyen	timothy.nguyen@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-18T14:22:14
Sandra King	sandra.king@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-18T10:22:14
Matthew Scott	matthew.scott@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-14T13:22:14
Joseph Torres	joseph.torres@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T21:22:14
Kimberly Adams	kimberly.adams@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-22T18:22:14
Kelly Parker	kelly.parker@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-01-02T12:22:14
Heather Rodriguez	heather.rodriguez@apexmanufacturing.com	Yes		Microsoft 365 E3, Visio Plan 2	\$51.00	2026-03-11T04:22:14
Eric King	eric.king@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T08:22:14
Kimberly Young	kimberly.young@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-19T21:22:14
Patricia Scott	patricia.scott@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-01-04T12:22:14
Daniel Lopez	daniel.lopez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T07:22:14
Jason Evans	jason.evans@apexmanufacturing.com	Yes		Microsoft 365 E5, Project Plan 3	\$87.00	2026-02-13T12:22:14
Sandra Jones	sandra.jones@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3, Visio Plan 2	\$81.00	2026-01-29T12:22:14
Nicole Scott	nicole.scott@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-18T05:22:14
George Stewart	george.stewart@apexmanufacturing.com	Yes		Microsoft 365 E5, Project Plan 3, Visio Plan 2	\$102.00	2026-03-10T04:22:14
Sandra Walker	sandra.walker@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3	\$66.00	2026-03-20T10:22:14
Stephanie Harris	stephanie.harris@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T13:22:14
Jeffrey Mitchell	jeffrey.mitchell@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3	\$66.00	2026-03-19T20:22:14
Joshua Jackson	joshua.jackson@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-08T15:22:14
Charles Nelson	charles.nelson@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2025-12-31T12:22:14
David Rivera	david.rivera@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3	\$66.00	2026-03-08T22:22:14
Daniel White	daniel.white@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3	\$66.00	2026-03-19T14:22:14
Jessica Taylor	jessica.taylor@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-21T20:22:14
Eric Jones	eric.jones@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-01-25T12:22:14
Larry Hall	larry.hall@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-21T22:22:14
Ryan Brown	ryan.brown@apexmanufacturing.com	Yes		Microsoft 365 E3, Project Plan 3, Visio Plan 2	\$81.00	2026-03-19T22:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Angela Thomas	angela.thomas@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-11T05:22:14
Andrew Smith	andrew.smith@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-17T19:22:14
Heather Miller	heather.miller@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-08T19:22:14
Daniel Davis	daniel.davis@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T10:22:14
Elizabeth Campbell	elizabeth.campbell@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-13T04:22:14
Lauren Sanchez	lauren.sanchez@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-01-08T12:22:14
Jason Rodriguez	jason.rodriguez@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-21T17:22:14
Paul Anderson	paul.anderson@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-14T04:22:14
Brian Young	brian.young@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2025-12-13T12:22:14
Melissa Torres	melissa.torres@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-15T02:22:14
Ashley Allen	ashley.allen@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-17T05:22:14
Brian Carter	brian.carter@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-08T19:22:14
James Wright	james.wright@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2026-03-13T06:22:14
Natalie Walker	natalie.walker@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2025-12-17T12:22:14
George Harris	george.harris@apexmanufacturing.com	Yes		Microsoft 365 Business Premium, Power BI Pro	\$32.00	2026-03-10T05:22:14
Katherine Davis	katherine.davis@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2025-12-12T12:22:14
Heather Clark	heather.clark@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2025-12-05T12:22:14
Danielle Martin	danielle.martin@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2026-03-18T13:22:14
Paul Garcia	paul.garcia@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-14T02:22:14
Kenneth Rivera	kenneth.rivera@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T09:22:14
Steven Turner	steven.turner@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-08T16:22:14
Heather Sanchez	heather.sanchez@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2025-12-28T12:22:14
Charles Carter	charles.carter@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-14T14:22:14
Patricia Garcia	patricia.garcia@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-20T18:22:14
Elizabeth Rodriguez	elizabeth.rodriguez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T22:22:14
Michelle Ramirez	michelle.ramirez@apexmanufacturing.com	Yes		Microsoft 365 Business Premium, Power BI Pro	\$32.00	2026-03-15T06:22:14
Daniel Perez	daniel.perez@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-14T19:22:14
Tiffany Nguyen	tiffany.nguyen@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T08:22:14
Stephanie Hernandez	stephanie.hernandez@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-11T14:22:14
Stephanie Anderson	stephanie.anderson@apexmanufacturing.com	Yes		Microsoft 365 Business Premium	\$22.00	2026-03-09T10:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Gary Adams	gary.adams@apexmanufacturing.com	Yes		Microsoft 365 E5, Power BI Pro	\$67.00	2026-02-01T12:22:14
Sandra Lewis	sandra.lewis@apexmanufacturing.com	Yes		Microsoft 365 Business Premium, Power BI Pro	\$32.00	2025-11-29T12:22:14
Gary Johnson	gary.johnson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-10T05:22:14
Jessica Allen	jessica.allen@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2025-12-31T12:22:14
George Hernandez	george.hernandez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-21T05:22:14
Robert Roberts	robert.roberts@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-11T02:22:14
Kelly Mitchell	kelly.mitchell@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T13:22:14
Christina Lopez	christina.lopez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-08T21:22:14
Kimberly Campbell	kimberly.campbell@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-12T17:22:14
Samantha Hernandez	samantha.hernandez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-13T02:22:14
Mark Carter	mark.carter@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-20T19:22:14
Steven Thompson	steven.thompson@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-01-11T12:22:14
Brian Campbell	brian.campbell@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-14T21:22:14
Jason Lopez	jason.lopez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2025-12-10T12:22:14
Matthew Torres	matthew.torres@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-21T23:22:14
Ashley Baker	ashley.baker@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T08:22:14
Angela King	angela.king@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-12T05:22:14
Eric Taylor	eric.taylor@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-15T05:22:14
Megan Hill	megan.hill@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-17T22:22:14
Amanda Torres	amanda.torres@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-11T01:22:14
Mark Clark	mark.clark@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-14T12:22:14
Daniel Baker	daniel.baker@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-21T13:22:14
Jeffrey Brown	jeffrey.brown@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-15T22:22:14
Richard Clark	richard.clark@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T06:22:14
Eric Clark	eric.clark@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-09T05:22:14
Jacob Campbell	jacob.campbell@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-10T00:22:14
David White	david.white@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-11T07:22:14
Brian King	brian.king@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-17T18:22:14
Brian Smith	brian.smith@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-14T12:22:14
Sarah Davis	sarah.davis@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-10T10:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Timothy Sanchez	timothy.sanchez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-20T14:22:14
James Thompson	james.thompson@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-16T23:22:14
Christopher Phillips	christopher.phillips@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-10T16:22:14
Ronald Baker	ronald.baker@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2025-12-10T12:22:14
Victoria Nguyen	victoria.nguyen@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-19T15:22:14
Kelly Garcia	kelly.garcia@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-10T00:22:14
Gary Taylor	gary.taylor@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-01-25T12:22:14
Joshua Nguyen	joshua.nguyen@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-18T05:22:14
Katherine Carter	katherine.carter@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-08T14:22:14
Elizabeth Harris	elizabeth.harris@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2025-12-28T12:22:14
Sandra Jackson	sandra.jackson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-13T11:22:14
Joshua Carter	joshua.carter@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-01-07T12:22:14
Anthony Robinson	anthony.robinson@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-01-02T12:22:14
Thomas Rivera	thomas.rivera@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-14T23:22:14
Natalie Anderson	natalie.anderson@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-18T06:22:14
George Sanchez	george.sanchez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-11T07:22:14
Michelle Thomas	michelle.thomas@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-11T18:22:14
Paul Sanchez	paul.sanchez@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-09T12:22:14
James Walker	james.walker@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2025-12-13T12:22:14
Kimberly Robinson	kimberly.robinson@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-16T04:22:14
Ryan Perez	ryan.perez@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-10T12:22:14
Natalie Nelson	natalie.nelson@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-22T11:22:14
Sarah Martinez	sarah.martinez@apexmanufacturing.com	Yes		Microsoft 365 E5, Power BI Pro	\$67.00	2026-03-19T06:22:14
Crystal Hill	crystal.hill@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T07:22:14
Rachel Wright	rachel.wright@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-02-15T12:22:14
Sarah Hernandez	sarah.hernandez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-15T16:22:14
Brian Nelson	brian.nelson@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-02-11T12:22:14
Robert Scott	robert.scott@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T12:22:14
Nicholas Scott	nicholas.scott@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-10T01:22:14
Kenneth Baker	kenneth.baker@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2025-12-07T12:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Brian Perez	brian.perez@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-12T03:22:14
Brian Sanchez	brian.sanchez@apexmanufacturing.com	Yes		Microsoft 365 E5, Power BI Pro	\$67.00	2026-03-22T04:22:14
Heather Baker	heather.baker@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-16T22:22:14
Jacob Carter	jacob.carter@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-02-02T12:22:14
Charles Baker	charles.baker@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-11T14:22:14
Steven Lopez	steven.lopez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T18:22:14
Nicole Jones	nicole.jones@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-16T10:22:14
Charles Rivera	charles.rivera@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-02-11T12:22:14
Lisa Brown	lisa.brown@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-17T18:22:14
Matthew Brown	matthew.brown@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-16T20:22:14
Ronald Miller	ronald.miller@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-21T07:22:14
Michael Evans	michael.evans@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-01-10T12:22:14
Anthony Wilson	anthony.wilson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T07:22:14
Andrew Mitchell	andrew.mitchell@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-17T11:22:14
Rachel Gonzalez	rachel.gonzalez@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-20T01:22:14
Jessica Mitchell	jessica.mitchell@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-16T03:22:14
Kelly Nelson	kelly.nelson@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-20T14:22:14
Melissa Collins	melissa.collins@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-19T17:22:14
Brian Anderson	brian.anderson@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-20T01:22:14
Larry Lopez	larry.lopez@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-10T09:22:14
Danielle Campbell	danielle.campbell@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-21T06:22:14
Joshua Flores	joshua.flores@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-14T04:22:14
Amber Martin	amber.martin@apexmanufacturing.com	Yes		Microsoft 365 E3, Power BI Pro	\$46.00	2026-03-09T08:22:14
Rebecca Jones	rebecca.jones@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-01-15T12:22:14
Melissa Phillips	melissa.phillips@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-14T18:22:14
Jason Wilson	jason.wilson@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-18T11:22:14
Lauren Hall	lauren.hall@apexmanufacturing.com	Yes		Microsoft 365 E5, Project Plan 3	\$87.00	2026-03-20T21:22:14
Lauren Flores	lauren.flores@apexmanufacturing.com	Yes		Microsoft 365 E3, Visio Plan 2	\$51.00	2026-03-22T23:22:14
Ronald Adams	ronald.adams@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2025-11-29T12:22:14
Jacob Lee	jacob.lee@apexmanufacturing.com	Yes		Microsoft 365 E3, Visio Plan 2	\$51.00	2026-03-17T17:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Rachel Jackson	rachel.jackson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-11T09:22:14
Jonathan Lewis	jonathan.lewis@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T04:22:14
Tiffany Hill	tiffany.hill@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-17T12:22:14
Michael Roberts	michael.roberts@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T23:22:14
Nicholas Martin	nicholas.martin@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2025-12-07T12:22:14
Melissa Hill	melissa.hill@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-21T05:22:14
Daniel Williams	daniel.williams@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-17T10:22:14
Ryan Wright	ryan.wright@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2025-12-26T12:22:14
Eric Garcia	eric.garcia@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-10T19:22:14
Rebecca Rivera	rebecca.rivera@apexmanufacturing.com	Yes		Microsoft 365 E5	\$57.00	2026-03-17T10:22:14
Rachel Smith	rachel.smith@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-22T15:22:14
Heather Stewart	heather.stewart@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-19T13:22:14
Mark Jackson	mark.jackson@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-13T01:22:14
Christina Young	christina.young@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-02-16T12:22:14
Samantha Jones	samantha.jones@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-11T16:22:14
Kevin Martin	kevin.martin@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-01-02T12:22:14
Rebecca Miller	rebecca.miller@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-02-01T12:22:14
Paul Thomas	paul.thomas@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-08T17:22:14
Patricia Roberts	patricia.roberts@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-09T03:22:14
Daniel Torres	daniel.torres@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-15T16:22:14
Heather Anderson	heather.anderson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-01-22T12:22:14
Jessica Ramirez	jessica.ramirez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-13T05:22:14
Sarah Rivera	sarah.rivera@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-12T07:22:14
William Harris	william.harris@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-18T17:22:14
Crystal Wilson	crystal.wilson@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-16T18:22:14
Paul Young	paul.young@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-09T03:22:14
Amanda Davis	amanda.davis@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-18T07:22:14
Kimberly Lopez	kimberly.lopez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-02-12T12:22:14
Ashley Phillips	ashley.phillips@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-13T18:22:14
Danielle Perez	danielle.perez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-19T03:22:14

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Michael Martinez	michael.martinez@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-20T08:22:14
Andrew Martin	andrew.martin@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2025-11-23T12:22:14
Emily Campbell	emily.campbell@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-20T08:22:14
Jeffrey Adams	jeffrey.adams@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-23T12:22:14
Jeffrey Ramirez	jeffrey.ramirez@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-20T04:22:14
Sandra Stewart	sandra.stewart@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-09T13:22:14
Joseph Jones	joseph.jones@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-12T06:22:14
Rachel Scott	rachel.scott@apexmanufacturing.com	Yes		Microsoft 365 E1	\$10.00	2026-03-18T18:22:14
Christopher Ramirez	christopher.ramirez@apexmanufacturing.com	Yes		Microsoft 365 Business Basic	\$6.00	2026-03-14T05:22:14
Kelly Jackson	kelly.jackson@apexmanufacturing.com	Yes		Microsoft 365 E3	\$36.00	2026-03-21T18:22:14
Ashley Collins	ashley.collins@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2026-01-13T12:22:14
William Johnson	william.johnson@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-12-01T12:22:14
Anthony Gonzalez	anthony.gonzalez@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-10-21T12:22:14
Sarah Thompson	sarah.thompson@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2026-01-02T12:22:14
Kevin Gonzalez	kevin.gonzalez@apexmanufacturing.com	No		Microsoft 365 E5	\$57.00	2025-10-06T12:22:14
Tiffany Clark	tiffany.clark@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-11-03T12:22:14
Michael Hall	michael.hall@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2026-01-03T12:22:14
Jason Torres	jason.torres@apexmanufacturing.com	No		Microsoft 365 E5	\$57.00	2026-01-12T12:22:14
Ronald Wright	ronald.wright@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-12-08T12:22:14
Natalie Martinez	natalie.martinez@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2026-01-12T12:22:14
Timothy Robinson	timothy.robinson@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2026-01-03T12:22:14
Sandra Hill	sandra.hill@apexmanufacturing.com	No		Microsoft 365 E5	\$57.00	2025-11-09T12:22:14
Jonathan Thompson	jonathan.thompson@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-12-13T12:22:14
Natalie Turner	natalie.turner@apexmanufacturing.com	No		Microsoft 365 E3	\$36.00	2025-12-12T12:22:14
Sales Inquiries	sales@apexmanufacturing.com	Yes	Yes	Exchange Online (Plan 1)	\$4.00	Never
Support Tickets	support@apexmanufacturing.com	Yes	Yes	Exchange Online (Plan 1)	\$4.00	Never
HR Helpdesk	hr.helpdesk@apexmanufacturing.com	Yes	Yes	Exchange Online (Plan 1)	\$4.00	Never
Accounts Payable	ap@apexmanufacturing.com	Yes	Yes	Microsoft 365 E3	\$36.00	Never
Accounts Receivable	ar@apexmanufacturing.com	Yes	Yes	Exchange Online (Plan 1)	\$4.00	Never
General Info	info@apexmanufacturing.com	Yes	Yes	Microsoft 365 E3	\$36.00	Never

Name	UPN	Enabled	Shared	Licenses	Cost/mo	Last Sign-In
Recruiting	careers@apexmanufacturing.com	Yes	Yes	Microsoft 365 E3	\$36.00	Never
IT Helpdesk	it.helpdesk@apexmanufacturing.com	Yes	Yes	Exchange Online (Plan 1)	\$4.00	Never

Apps by Usage

Application	Total Activities	Unique Users
Outlook	48230	142
Teams	35680	138
Excel	18450	95
Word	12340	87
SharePoint	9870	76
OneDrive	8920	112
PowerPoint	4560	45
OneNote	2340	38

Apps by User

Name	UPN	Apps Used	Activities
Jennifer Ramirez	jennifer.ramirez@apexmanufacturing.com	Excel, OneDrive, SharePoint	448
Nicole Green	nicole.green@apexmanufacturing.com	Teams, SharePoint, OneNote, PowerPoint, Word, Excel	491
Timothy Nguyen	timothy.nguyen@apexmanufacturing.com	OneNote, Word, SharePoint, Excel	284
Sandra King	sandra.king@apexmanufacturing.com	OneDrive, PowerPoint, Excel	475
Matthew Scott	matthew.scott@apexmanufacturing.com	Excel, Teams	177
Joseph Torres	joseph.torres@apexmanufacturing.com	Word, Outlook	282
Kimberly Adams	kimberly.adams@apexmanufacturing.com	PowerPoint, Excel	471
Kelly Parker	kelly.parker@apexmanufacturing.com	Excel, PowerPoint, SharePoint, Teams, OneNote, Outlook	454
Heather Rodriguez	heather.rodriguez@apexmanufacturing.com	SharePoint, Excel, Teams, PowerPoint, Word	395
Eric King	eric.king@apexmanufacturing.com	Excel, OneNote, OneDrive, PowerPoint, SharePoint, Outlook	461
Kimberly Young	kimberly.young@apexmanufacturing.com	Teams, Outlook	90
Patricia Scott	patricia.scott@apexmanufacturing.com	Outlook, OneDrive, Word, Teams, PowerPoint, OneNote	168
Daniel Lopez	daniel.lopez@apexmanufacturing.com	SharePoint, OneDrive, PowerPoint, Teams, OneNote, Outlook	61
Jason Evans	jason.evans@apexmanufacturing.com	Teams, Excel	312
Sandra Jones	sandra.jones@apexmanufacturing.com	Word, OneNote	315
Nicole Scott	nicole.scott@apexmanufacturing.com	OneNote, Outlook, Excel, SharePoint	84

Name	UPN	Apps Used	Activities
George Stewart	george.stewart@apexmanufacturing.com	Outlook, OneNote, OneDrive	333
Sandra Walker	sandra.walker@apexmanufacturing.com	SharePoint, OneNote, Outlook, PowerPoint	328
Stephanie Harris	stephanie.harris@apexmanufacturing.com	Outlook, OneNote, Teams, Excel, SharePoint, OneDrive	435
Jeffrey Mitchell	jeffrey.mitchell@apexmanufacturing.com	OneDrive, Excel, PowerPoint, Teams	442
Joshua Jackson	joshua.jackson@apexmanufacturing.com	Word, OneNote	447
Charles Nelson	charles.nelson@apexmanufacturing.com	PowerPoint, OneNote, Excel, OneDrive, Word, Outlook	91
David Rivera	david.rivera@apexmanufacturing.com	OneDrive, Word, Excel, SharePoint	212
Daniel White	daniel.white@apexmanufacturing.com	OneDrive, Teams	485
Jessica Taylor	jessica.taylor@apexmanufacturing.com	PowerPoint, Teams, SharePoint, OneNote, Excel	74
Eric Jones	eric.jones@apexmanufacturing.com	PowerPoint, Excel, OneNote, OneDrive	382
Larry Hall	larry.hall@apexmanufacturing.com	SharePoint, OneDrive, Outlook, Word, Excel, Teams	207
Ryan Brown	ryan.brown@apexmanufacturing.com	OneNote, SharePoint, OneDrive, Outlook	61
Angela Thomas	angela.thomas@apexmanufacturing.com	Word, OneNote, Teams, Outlook, SharePoint, OneDrive	91
Andrew Smith	andrew.smith@apexmanufacturing.com	OneNote, SharePoint, OneDrive, Excel, Teams	81
Heather Miller	heather.miller@apexmanufacturing.com	Outlook, PowerPoint, SharePoint, OneDrive, Excel, Word	468
Daniel Davis	daniel.davis@apexmanufacturing.com	SharePoint, PowerPoint	110
Elizabeth Campbell	elizabeth.campbell@apexmanufacturing.com	Word, PowerPoint, Outlook, Excel, Teams	236
Lauren Sanchez	lauren.sanchez@apexmanufacturing.com	OneNote, Outlook, PowerPoint, Word	258
Jason Rodriguez	jason.rodriguez@apexmanufacturing.com	PowerPoint, Excel	314
Paul Anderson	paul.anderson@apexmanufacturing.com	OneNote, Word, Outlook	329
Brian Young	brian.young@apexmanufacturing.com	SharePoint, OneDrive, Teams, Word	411
Melissa Torres	melissa.torres@apexmanufacturing.com	OneNote, PowerPoint	306
Ashley Allen	ashley.allen@apexmanufacturing.com	PowerPoint, Excel, OneNote, Teams, OneDrive	356
Brian Carter	brian.carter@apexmanufacturing.com	Excel, OneNote, OneDrive, Word	109
James Wright	james.wright@apexmanufacturing.com	Word, OneDrive, Outlook	452
Natalie Walker	natalie.walker@apexmanufacturing.com	SharePoint, Word, Outlook, Teams, OneNote, OneDrive	423
George Harris	george.harris@apexmanufacturing.com	Teams, SharePoint, Excel, PowerPoint, Outlook	477
Katherine Davis	katherine.davis@apexmanufacturing.com	OneNote, Outlook, Word, OneDrive, PowerPoint	72
Heather Clark	heather.clark@apexmanufacturing.com	OneDrive, PowerPoint, SharePoint, Word, Outlook, Excel	441
Danielle Martin	danielle.martin@apexmanufacturing.com	PowerPoint, Excel, SharePoint	226

Name	UPN	Apps Used	Activities
Paul Garcia	paul.garcia@apexmanufacturing.com	SharePoint, Teams	294
Kenneth Rivera	kenneth.rivera@apexmanufacturing.com	PowerPoint, OneNote	385
Steven Turner	steven.turner@apexmanufacturing.com	OneNote, Outlook	420
Heather Sanchez	heather.sanchez@apexmanufacturing.com	OneDrive, Outlook, PowerPoint, OneNote, Excel, Word	149

Over-Provisioned Users

Users with premium licenses who are not fully utilizing the features included in their plan.

Name	UPN	Current Tier	Cost/mo	Apps Used	Desktop?	Reason
Kimberly Young	kimberly.young@apexmanufacturing.com	E3	\$36.00	Teams, Outlook	Yes	Uses basic apps only; premium features unused
George Stewart	george.stewart@apexmanufacturing.com	E5	\$102.00	Outlook, OneNote, OneDrive	No	Only uses Outlook/Teams via web; no desktop apps
Daniel White	daniel.white@apexmanufacturing.com	E3	\$66.00	OneDrive, Teams	Yes	Uses basic apps only; premium features unused
Ryan Brown	ryan.brown@apexmanufacturing.com	E3	\$81.00	OneNote, SharePoint, OneDrive, Outlook	Yes	Uses basic apps only; premium features unused
Melissa Torres	melissa.torres@apexmanufacturing.com	E3	\$46.00	OneNote, PowerPoint	No	Only uses Outlook/Teams via web; no desktop apps
Paul Garcia	paul.garcia@apexmanufacturing.com	E3	\$36.00	SharePoint, Teams	Yes	Uses basic apps only; premium features unused
Steven Turner	steven.turner@apexmanufacturing.com	E3	\$46.00	OneNote, Outlook	Yes	Uses basic apps only; premium features unused

Downgrade Candidates

Users who could be moved to a lower-cost license tier based on their actual usage patterns. Recommendations include licenses the user may not currently have.

Name	UPN	Current	Current Cost	Recommended	Rec. Cost	Savings/mo
Kimberly Young	kimberly.young@apexmanufacturing.com	E3	\$36.00	Microsoft 365 E1	\$10.00	\$26.00
George Stewart	george.stewart@apexmanufacturing.com	E5	\$102.00	Microsoft 365 E1	\$10.00	\$92.00
Daniel White	daniel.white@apexmanufacturing.com	E3	\$66.00	Microsoft 365 E1	\$10.00	\$56.00
Ryan Brown	ryan.brown@apexmanufacturing.com	E3	\$81.00	Microsoft 365 E1	\$10.00	\$71.00
Melissa Torres	melissa.torres@apexmanufacturing.com	E3	\$46.00	Microsoft 365 E1	\$10.00	\$36.00
Paul Garcia	paul.garcia@apexmanufacturing.com	E3	\$36.00	Microsoft 365 E1	\$10.00	\$26.00
Steven Turner	steven.turner@apexmanufacturing.com	E3	\$46.00	Microsoft 365 E1	\$10.00	\$36.00

Total potential monthly savings: \$343.00

Disabled but Licensed Users

Users whose accounts are disabled but still have licenses assigned. These licenses can be reclaimed immediately.

Name	UPN	Licenses	Cost/mo
Ashley Collins	ashley.collins@apexmanufacturing.com	Microsoft 365 E3	\$36.00
William Johnson	william.johnson@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Anthony Gonzalez	anthony.gonzalez@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Sarah Thompson	sarah.thompson@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Kevin Gonzalez	kevin.gonzalez@apexmanufacturing.com	Microsoft 365 E5	\$57.00
Tiffany Clark	tiffany.clark@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Michael Hall	michael.hall@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Jason Torres	jason.torres@apexmanufacturing.com	Microsoft 365 E5	\$57.00
Ronald Wright	ronald.wright@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Natalie Martinez	natalie.martinez@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Timothy Robinson	timothy.robinson@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Sandra Hill	sandra.hill@apexmanufacturing.com	Microsoft 365 E5	\$57.00
Jonathan Thompson	jonathan.thompson@apexmanufacturing.com	Microsoft 365 E3	\$36.00
Natalie Turner	natalie.turner@apexmanufacturing.com	Microsoft 365 E3	\$36.00

Shared Mailbox License Waste

Shared mailboxes with premium licenses that are not required. Exchange Online Plan 1/2 licenses for shared mailboxes are acceptable (for increased mailbox size).

Name	UPN	Wasteful Licenses	Acceptable	Waste/mo
Accounts Payable	ap@apexmanufacturing.com	Microsoft 365 E3	—	\$36.00
General Info	info@apexmanufacturing.com	Microsoft 365 E3	—	\$36.00
Recruiting	careers@apexmanufacturing.com	Microsoft 365 E3	—	\$36.00

Inactive Licensed Users

Enabled users with licenses who have not signed in for 30+ days (or never).

Name	UPN	Licenses	Cost/mo	Days Inactive
Kelly Parker	kelly.parker@apexmanufacturing.com	Microsoft 365 E5	\$57.00	80 days
Patricia Scott	patricia.scott@apexmanufacturing.com	Microsoft 365 E5	\$57.00	78 days
Jason Evans	jason.evans@apexmanufacturing.com	Microsoft 365 E5, Project Plan 3	\$87.00	38 days
Sandra Jones	sandra.jones@apexmanufacturing.com	Microsoft 365 E3, Project Plan 3, Visio Plan 2	\$81.00	53 days
Charles Nelson	charles.nelson@apexmanufacturing.com	Microsoft 365 E5	\$57.00	82 days
Eric Jones	eric.jones@apexmanufacturing.com	Microsoft 365 E5	\$57.00	57 days
Lauren Sanchez	lauren.sanchez@apexmanufacturing.com	Microsoft 365 E5	\$57.00	74 days
Brian Young	brian.young@apexmanufacturing.com	Microsoft 365 Business Premium	\$22.00	100 days
Natalie Walker	natalie.walker@apexmanufacturing.com	Microsoft 365 Business Premium	\$22.00	96 days
Katherine Davis	katherine.davis@apexmanufacturing.com	Microsoft 365 E3	\$36.00	101 days
Heather Clark	heather.clark@apexmanufacturing.com	Microsoft 365 E3	\$36.00	108 days
Heather Sanchez	heather.sanchez@apexmanufacturing.com	Microsoft 365 Business Premium	\$22.00	85 days
Gary Adams	gary.adams@apexmanufacturing.com	Microsoft 365 E5, Power BI Pro	\$67.00	50 days
Sandra Lewis	sandra.lewis@apexmanufacturing.com	Microsoft 365 Business Premium, Power BI Pro	\$32.00	114 days
Jessica Allen	jessica.allen@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	82 days
Steven Thompson	steven.thompson@apexmanufacturing.com	Microsoft 365 E1	\$10.00	71 days
Jason Lopez	jason.lopez@apexmanufacturing.com	Microsoft 365 E3	\$36.00	103 days
Ronald Baker	ronald.baker@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	103 days
Gary Taylor	gary.taylor@apexmanufacturing.com	Microsoft 365 E3	\$36.00	57 days
Elizabeth Harris	elizabeth.harris@apexmanufacturing.com	Microsoft 365 E3	\$36.00	85 days
Joshua Carter	joshua.carter@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	75 days
Anthony Robinson	anthony.robinson@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	80 days
James Walker	james.walker@apexmanufacturing.com	Microsoft 365 E3, Power BI Pro	\$46.00	100 days
Rachel Wright	rachel.wright@apexmanufacturing.com	Microsoft 365 E3, Power BI Pro	\$46.00	36 days
Brian Nelson	brian.nelson@apexmanufacturing.com	Microsoft 365 E3, Power BI Pro	\$46.00	40 days
Kenneth Baker	kenneth.baker@apexmanufacturing.com	Microsoft 365 E3, Power BI Pro	\$46.00	106 days
Jacob Carter	jacob.carter@apexmanufacturing.com	Microsoft 365 E3	\$36.00	49 days

Name	UPN	Licenses	Cost/mo	Days Inactive
Charles Rivera	charles.rivera@apexmanufacturing.com	Microsoft 365 E1	\$10.00	40 days
Michael Evans	michael.evans@apexmanufacturing.com	Microsoft 365 E3	\$36.00	72 days
Rebecca Jones	rebecca.jones@apexmanufacturing.com	Microsoft 365 E5	\$57.00	67 days
Ronald Adams	ronald.adams@apexmanufacturing.com	Microsoft 365 E3	\$36.00	114 days
Nicholas Martin	nicholas.martin@apexmanufacturing.com	Microsoft 365 E5	\$57.00	106 days
Ryan Wright	ryan.wright@apexmanufacturing.com	Microsoft 365 E5	\$57.00	87 days
Christina Young	christina.young@apexmanufacturing.com	Microsoft 365 E3	\$36.00	35 days
Kevin Martin	kevin.martin@apexmanufacturing.com	Microsoft 365 E3	\$36.00	80 days
Rebecca Miller	rebecca.miller@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	50 days
Heather Anderson	heather.anderson@apexmanufacturing.com	Microsoft 365 E3	\$36.00	60 days
Kimberly Lopez	kimberly.lopez@apexmanufacturing.com	Microsoft 365 E3	\$36.00	39 days
Andrew Martin	andrew.martin@apexmanufacturing.com	Microsoft 365 Business Basic	\$6.00	120 days

Security: Non-Sanctioned Apps

Applications detected in sign-in activity. Third-party / non-Microsoft apps are flagged for review.

Application	Activities	Users	User List
Slack	1240	23	sarah.johnson@apexmanufacturing.com, mike.chen@apexmanufacturing.com
Zoom	890	18	david.wilson@apexmanufacturing.com
Dropbox	456	12	jennifer.lee@apexmanufacturing.com
Notion	234	8	engineering-team@apexmanufacturing.com

Duplicate / Overlapping Licenses

Users with multiple licenses where one tier already covers the other.

Name	UPN	Licenses	Overlap Issue	Total Cost/mo
Robert Martinez	robert.martinez@apexmanufacturing.com	Microsoft 365 E3, Exchange Online (Plan 2)	E3 includes Exchange Online; separate Exchange license redundant	\$44.00
Karen Thompson	karen.thompson@apexmanufacturing.com	Microsoft 365 E5, Defender for Office 365 P2	E5 includes Defender P2; separate license redundant	\$62.00

Unassigned License Pool

Purchased licenses that are not assigned to any user.

License	Total	Assigned	Unassigned	Cost/License	Waste/mo
Microsoft 365 E5	45	33	12	\$57.00	\$684.00
Microsoft 365 E3	95	80	15	\$36.00	\$540.00
Microsoft 365 E1	40	32	8	\$10.00	\$80.00
Microsoft 365 Business Premium	30	24	6	\$22.00	\$132.00
Microsoft 365 Business Basic	35	28	7	\$6.00	\$42.00
Exchange Online (Plan 1)	15	11	4	\$4.00	\$16.00
Power BI Pro	25	17	8	\$10.00	\$80.00
Project Plan 3	20	13	7	\$30.00	\$210.00
Visio Plan 2	15	9	6	\$15.00	\$90.00
Teams Phone Standard	80	55	25	\$8.00	\$200.00