**Instructions how to customize Views and Reports directly in user interface of odoo:**

1. In developer mode go to **Settings** → **User Interface** → **Views**
2. Search for report file  
   In this example will be customized report for invoice in pdf format, which is generated after clicking the button **Print invoice** under **Accounting** → **Customer Invoices** → *selected Customer  
   So* we search for **report\_invoice\_document**sincethe corresponding xml file is in directory *parts/odoo/addons/account/view/* with the name *report\_invoice.xml* which contains template with id***report\_invoice\_document***

*and that is actually part to be customized*)

1. Klick **Edit** button, edit carefully the xml-code and save it.  
   If during editing some titles has been changed, clicking on Link **Edit Translations** it is possible to add new translations of them.

Attention:

The instructions above is better suitable for customizing a view than report.

**For duplicating and customizing existing reports see:**

**https://www.askmpa.com/creating-multiple-invoice-templates-in-odoo-v8/**

**Report-Footer** can be customized under **Accounting** → **Settings** → **Configure Your company data** → **Report Configuration**

Remarks:

If Addon with customized views will be updated, all changes will be gone away.

still not clear: So it must be used inherited view – in this example – account\_invoice\_report\_duplicate?