This is the minor/intermediate/major break program that I need you to modify so that it has one loop that processes all the records when you push the button once.
Private Sub btnProcess_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles btnProcess.Click
    Dim wkDivNo As String, wkBrNo As String, wkDeptNo As String, wkAmt As String
    wkDivNo = 0
    If Not EOF(1) Then
        Input(1, wkDivNo)
        Input(1, wkBrNo)
        Input(1, wkDeptNo)
        Input(1, wkAmt)
        If wkHoldDiv = "" Then
            wkHoldDiv = wkDivNo
            wkHoldBr = wkBrNo
            wkHoldDept = wkDeptNo
            End If
        If wkHoldDiv <> wkDivNo Then
            lstMIN.Items.Add("Dept Total: " & FormatCurrency(wkMinTot))
            lstMIN.Items.Add("Branch Total: " & FormatCurrency(wkIntTot))
            lstMIN.Items.Add("Division Total: " & FormatCurrency(wkMajorTot))
            wkHoldDept = wkDeptNo
            wkHoldBr = wkBrNo
            wkHoldDiv = wkDivNo
            wkMinTot = 0
            wkIntTot = 0
            wkMajorTot = 0
        Else
            If wkHoldBr <> wkBrNo Then
                lstMIN.Items.Add("Dept Total: " & FormatCurrency(wkMinTot))
                lstMIN.Items.Add("Branch Total: " & FormatCurrency(wkIntTot))
                lstMIN.Items.Add("Division Total: " & FormatCurrency(wkMajorTot))
                wkHoldDept = wkDeptNo
                wkHoldBr = wkBrNo
        End If
    End If

End Sub
Else If wkHoldBr <> wkBrNo Then
    lstMIB.Items.Add("Branch Total: " & FormatCurrency(wkIntTot))
    wkHoldBr = wkBrNo
    wkInTot = 0
    wkIntTot = 0
Else
    If wkHoldDept <> wkDeptNo Then
        lstMIB.Items.Add("Dept Total: " & FormatCurrency(wkInTot))
        wkHoldDept = wkDeptNo
        wkInTot = 0
    End If
End If
End If
Else
    lstMIB.Items.Add(wkDivNo & " " & wkBrNo & " " & wkDeptNo & " " & FormatCurrency(wkAmt))
    wkInTot = wkInTot + wkAmt
    wkIntTot = wkIntTot + wkAmt
    wkMajorTot = wkMajorTot + wkAmt
    wkFinTot = wkFinTot + wkAmt
End If
MsgBox("End of File", vbOKOnly, "EOF")
Else
    lstMIB.Items.Add("Dept Total: " & FormatCurrency(wkInTot))
    lstMIB.Items.Add("Branch Total: " & FormatCurrency(wkIntTot))
    lstMIB.Items.Add("Division Total: " & FormatCurrency(wkMajorTot))
    lstMIB.Items.Add("Final Total: " & FormatCurrency(wkFinTot))
    FileClose(1)
End If
End Sub
I want you to flip the name so it is First Middle Last - the way you would do it on a mailing label.
Public Class frmFuncConvert
    Inherits System.Windows.Forms.Form

    Private Sub btnAddr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs)
        Dim wkCSZ As String, wkComma As Integer, wkCityLen As Integer
        Dim wkLen As Integer, wkState As Integer
        wkCSZ = InputBox("Enter City followed by a comma and space then State.
        wkComma = InStr(wkCSZ, ",")
        MessageBox.Show(wkComma)
        wkLen = wkCSZ.Length
        MessageBox.Show(wkLen)
        wkCityLen = wkComma - 1
        txtCity.Text = wkCSZ.Substring(0, wkCityLen)
        txtCity1.Text = Microsoft.VisualBasic.Left(wkCSZ, wkCityLen)
        txtState.Text = wkCSZ.Substring(wkComma + 1, 2)
        wkState = wkComma + 2
        txtState1.Text = Microsoft.VisualBasic.Mid(wkCSZ, wkState, 2)
        txtZip.Text = wkCSZ.Substring(wkLen - 5, 5)
        txtZip1.Text = Microsoft.VisualBasic.Right(wkCSZ, 5)
    End Sub

    End Class
Public Class frmFuncConvert
    Inherits System.Windows.Forms.Form

    Private Sub btnAddr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles btnAddr.Click
        Dim wkCSZ As String, wkComma As Integer, wkCityLen As Integer
        Dim wkLen As Integer, wkState As Integer
        wkCSZ = InputBox("Enter City followed by a comma and space then State space Zip; "Address: ","")
        wkComma = InStr(wkCSZ, ",")
        MessageBox.Show(wkComma)
        wkLen = wkCSZ.Length
        MessageBox.Show(wkLen)
        wkCityLen = wkComma - 1
        txtCity.Text = wkCSZ.Substring(1, wkCityLen)
        txtCity1.Text = Microsoft.VisualBasic.Left(wkCSZ, wkCityLen)
        txtState.Text = wkCSZ.Substring(wkComma + 1, 2)
        wkState = wkComma + 2
        txtState1.Text = Microsoft.VisualBasic.Mid(wkCSZ, wkState, 2)
        txtZip.Text = wkCSZ.Substring(wkLen - 5, 5)
        txtZip1.Text = Microsoft.VisualBasic.Right(wkCSZ, 5)
    End Sub
Different versions of Visual Basic functions.

Private Sub btnAdr_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles btnAdr.Click
    Dim wkCSZ As String, wkComma As Integer, wkCityLen As Integer
    Dim wkLen As Integer, wkState As Integer
    wkCSZ = InputBox("Enter City followed by a comma and space then State space Zip", "Address")
    wkComma = InStr(wkCSZ, ",")
    MessageBook.Show(wkComma)
    wkLen = wkCSZ.Length
    MessageBox.Show(wkLen)
    wkCityLen = wkComma - 1
    txtCity.Text = wkCSZ.Substring(0, wkCityLen)
    txtCity2.Text = Microsoft.VisualBasic.Left(wkCSZ, wkCityLen)
    'txtCity.Text = Left(wkCSZ, wkCityLen)
    txtState.Text = wkCSZ.Substring(wkComma + 1, 2)
    wkState = wkComma + 2
    txtState.Text = Microsoft.VisualBasic.Mid(wkCSZ, wkState, 2)
    txtZip.Text = wkCSZ.Substring(wkLen - 5, 5)
    txtZip1.Text = Microsoft.VisualBasic.Right(wkCSZ, 5)

    End Sub
End Class
Adding a module:
Can either do add module or add new item under project and then click on module.
This is the Module I made to store a work field that I will want on multiple forms and in multiple routines so I made it public.
ShowDialog is used if you want modal and Show is used if you want modeless.
Putting on a menu using the MenuStrip tool.
I have two modules - one in which I defined a public field and one in which I did a calculation.
Looking at some VB.NET examples.