To run a document search for Purchase Orders that have not been recorded in SciQuest as received, set the search criteria for: Purchase Order, Sent to Supplier, No Receipts & Pcard Order is No/False. If only the older orders are what you want to look at use the custom date range.
This will produce a list of Purchase Orders that have not been received into SciQuest. These should be watched on a weekly basis by both Accounts Payable and Purchasing. This is an important run for Accounts Payable because an old order that has not been received into SciQuest could mean that the order has been physically received but not recorded as received into SciQuest. If that is the case the supplier is probably waiting to be paid. This is also an important run for Purchasing because an old order that has not been physically received could indicate an issue with the order, such as the supplier not having received the PO.